

# Job Description



**Job Title:** Estate Staff

## Role Outline

The role will require you to carry out general repairs and maintenance and to use initiative, work under pressure and be flexible with problem solving. You will need to have good practical skills and high energy levels. Liaising closely with the Estate Manager and Headteacher on health and safety within the school, ensuring that the school is complying with current health and safety, fire and risk assessment legislation.

## Line Management

Directly responsible to the Estate Manager

## Main Responsibilities

- Key Holder
- Ensure security and safety of the school site and grounds during working hours
- Observe legislation regarding Health & Safety Regulations, Fire and Risk Assessment legislation and work alongside the Health & Safety Officer
- Maintenance of all ground working equipment, tools, ladders, tractors, mowers, etc.
- Day to day maintenance of the School, Sports Hall, outbuildings and grounds including but not limited to checks as follows:
  - Weekly Checks: Fire alarm, water temperatures, fire exits
  - Termly Checks: Buildings fabric, roofs, paths, CCTV and alarms maintenance
  - Annual Checks: Gas safety, electrical PAT testing, tree survey, kitchen extractor hood clean, fire extinguishers, intruder alarm, fire alarm service
- Managing requests for maintenance/repairs
- Managing on-site Contractors and ensuring that they are competent and compliant
- Monitoring of cleaners and ensuring their work is satisfactory
- Ensure the customers and students are treated with politeness and courtesy and be a good ambassador for the school at all times
- To undertake any training as maybe required

## Principal working relationships

### Internal

- Headteacher and Senior Management Team
- Teaching Staff
- Administration
- Students

### External

- Alpha Schools management and staff
- Parents
- Visitors

### **Person specification**

- Held a full British driving licence for a minimum of 24 months
- Undergo an Enhanced DBS Check
- Be responsible for the opening/closing of the School/site
- Confident and capable of working both alone and as part of a team
- Be flexible to work when required with reasonable notice which may include Open Days
- Good communicator with both adults and students
- Have basic knowledge of carpentry, electrical and/or plumbing
- Receive deliveries and ensure that they are processed quickly
- Ensure the School is clean and well presented at all times and in particular in advance of Open Days, etc
- Ability to adapt to change in situations
- Experience in passenger carrying vehicles (desirable)

### **Remuneration**

- Dependent on experience
- Contributory Pension Scheme
- Professional development
- School fee discount

### **Training and Development of Self and Others**

- Develop and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development
- Encourage all staff to be similarly active in their personal and continuous professional development

### **General requirements**

All School staff are expected to:

- Maintain highest professional standards of appearance, punctuality, and conduct
- Forge positive, courteous relations with pupils, parents and colleagues
- Act with integrity and ensure that confidential and sensitive issues are dealt with in an appropriate manner
- Work towards, and support, the vision and the current objectives outlined in the School Development Plan
- Support and contribute to the School's responsibility for safeguarding students
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Engage actively in performance management
- Actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- Comply fully with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- Ensure that security procedures are upheld

**Checks:**

- The jobholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Sackville School Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the jobholder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services
- Any issues arising from references will be discussed at interview

*Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for positions at our schools must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*