

The Folkestone School for Girls - Job Description

Estates Assistant

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by actively following school policy & procedures.

Post Title:	Estates Assistant
Post Holder:	
Specific Duties	<p>Under the direction of the Estates Manager to carry out duties which result in the effective operation of the buildings, grounds and infrastructure. The post holder will ensure compliance with all Health & Safety legislation, championing internal processes and procedures when supporting the day-to-day running of the facilities and when overseeing improvement or maintenance work on site.</p> <p>Areas covered:</p> <ul style="list-style-type: none"> ▪ Administration of the Estates Department ▪ Auditing ▪ Planning and organisation of contractors and their work. ▪ Management of the Permit to Work System ▪ Supporting the day-to-day running of the Estate. ▪ To aid in key roles supporting first aid, security and fire detection processes.
Reporting To:	Estates Manager
Liaising With:	Teaching and non-teaching staff, third-party service providers and team members within the Estates Department.
Contract Type:	<p>Full time. The post holder will work a shift pattern based on the monthly rota.</p> <p>There are three core shift timings. The start and finish times of these shifts may be varied to suit the business needs of the school.</p> <p>The post holder will apply for annual leave, in writing one month in advance of the monthly rota being produced. All requests will be subject to approval by the Estate Manager after review.</p>
Disclosure Level:	Enhanced
FSG Scheme	Band 7
Budget(s)	N/A
Main/Core Duties	
Main Duties:	<ul style="list-style-type: none"> • Oversee small to medium maintenance projects, ensuring timeframe for complete are met, Health & Safety measures are in place and costs are managed.

	<ul style="list-style-type: none"> • Liaising with the internal maintenance team, external contractor and all stakeholders to ensure facilities and plant equipment is serviced and maintained in good working order to support the needs of the school. • Liaise with third party service providers to ensure reports and records connected to emergency systems and Health & Safety are recorded and advised actions are considered for review. • Partake in weekly department meetings and bi-weekly programme of work update meeting. • Develop and own a project plan which includes planned work in major holiday period throughout the school year. • Own and ensure the Permit to Work system is administered correctly and work is recorded. • Use online systems (Google Drive, Monday.com) to organise work and store records. • Assist in the planning and delivery of internal events and third-party lettings. Ensuring logistical support and Health & Safety protocols are achieved. • Be responsible for following and carrying out Opening & Closing of the school site and Call Out duties when the shift patten dictates. <p style="text-align: center;"><u>Systems & Services Management</u></p> <ul style="list-style-type: none"> • Understand the system in place for intruder alarms, fire detection. • Store online records of equipment, work and services in Google Drive. • Manage CRM System (Monday.com) to provide updates on projects and cross department work • Implement theirs and the department's role in the following situation: Fire System activation – 'Cause & Effect', emergency site lockdown and first aid, out of hours call-out. <p style="text-align: center;"><u>Health & Safety</u></p> <ul style="list-style-type: none"> • Promote Safe Systems of Work across the Department. • To adhere to school documents that outline working practices, safe systems of work and Health & Safety. • Organise training to support safety measures. • Develop Standard Operating Procedures (SOP) and guidance documents to ensure the Estates Team follow best workings practices when operating and/or maintaining the facilities. • Ensure PPE is available to support works, building projects and events. • Conduct audits of documents, records, equipment and PPE. <p style="text-align: center;"><u>Transport</u></p> <ul style="list-style-type: none"> • To keep up to date records of servicing, MOT and conditions of the fleet of school minibuses. • To monitor daily/weekly safety checks of the minibuses. • Carry out driving duties as and when required.
Additional Duties	<ul style="list-style-type: none"> • Carry out driving duties as and when required. • To undertake training as necessary. • To follow procedures regarding evacuation and emergency procedures. • To take reasonable care of his/her own health and safety and that of others who may be affected. • To engage actively in the performance management review process and to undertake reviews as required. • To continue personal development as agreed at your PMR. • To address the appraisal targets set by the line manager.

	<ul style="list-style-type: none"> • To carry out duties as outlined in the targets set each year. • To undertake any other duty as specified by the Estates Manager or SLT and not mentioned in the above. • To instruct other members of the premises team to familiarise themselves with the tasks carried out by you so that a backup could be provided if necessary. • To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. • To adhere to the School's policies. • To promote actively the School's corporate policies. • To inform the Estate Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety.
Skills and Experience	<ul style="list-style-type: none"> • Experience in administration support and/or facility management • Knowledge of tradespersons work, and the planning of work connected to building infrastructure • Working knowledge of Microsoft Office and CRM Systems • Full-UK driving licence

Duties as listed above are in no order of priority and are not exhaustive. This job description describes in general terms the normal duties which the Post Holder will be expected to undertake. However, the job description or the duties there in may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade.

This Job Description will be reviewed annually as part of the Performance Management Review process.

Date Issued:.....

Signature of Post Holder:

Job Description Reviewed

Signature of Post Holder:

Signature of Appraiser:.....

Date:

Office Use:

Signature of HR Manager:

Date: