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| **Assistant Estates Manager**  **Grade D: £23,703 - £26,401 FTE**  **Full time: 37 hours, 52 weeks per year**  **Hours: 0600 – 1400 or 0800 – 1600 (these hours are negotiable and will be discussed at interview)**  **Occasional evening and weekend hours may be required**  **Start Date: 01 September 2023** | | **C:\Users\staahan\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\FUSG1D1O\Cams INAE 170905.jpg** | |
| Cams Hill School are currently recruiting an Assistant Estates Manager to work as part of the Site Team. This will include supporting the Estates and Health & Safety Manager with oversight of the school premises, supervision of the site team and cleaners, assisting with maintenance and Health & Safety.  Additional duties may include but are not limited to; opening/closing of school premises, security of the premises, supervision of lets, routine repair and maintenance assisting our Estates and Health & Safety Manager with the planning and implementation on site of new capital and refurbishment projects.  The successful candidate will be flexible and have a background in DIY, either from experience gained in the workplace or through projects at home and previous site experience within a school would be preferable. Candidates will be required to carry out administrative tasks and have an understanding of IT systems. Candidates must also hold a full UK Driving License and have or be willing to undertake MiDAS (Minibus Driver Awareness Scheme) training.  **Site visits are encouraged, to arrange a visit please contact Rich Berry, Estates Manager, via: rberry@camshill.com.**  **If you would like to apply, please download the Support Staff application form and Equalities form from the vacancies page on our website:** [**www.camshill.com**](http://www.camshill.com)**. Alternatively, please email** [**vacancies@camshill.com**](mailto:vacancies@camshill.com) **or phone 01329 231641 (24 hr answerphone) to request for the form to be sent to you. A full job description is available on request.**  Executive Headteacher: Gwennan Harrison-Jones  Shearwater Avenue, Fareham, Hampshire, PO16 8AH  11-16 Mixed Comprehensive  **Closing date: Noon, Wednesday 21 June 2023** | | | |
|  | Applications are welcomed at your earliest convenience; immediate interviews may be arranged. The advertisement will be withdrawn on appointment of the successful candidate. | |  |
| This post is offered subject to the terms and conditions laid down in the Cams Hill School Pay Policy, and the successful candidate will be subject to a Disclosure and Barring Service check along with other pre-employment checks. This school is committed to safeguarding and promoting the welfare of children. | | | |