

Job Description: Estate Assistant

1. PURPOSE OF THE JOB:

To ensure the site is safe, secure and clean, and actively contribute to a proactive maintenance programme.

2. MAIN RESPONSIBILITIES, TASKS AND DUTIES:

- a) To be a key holder for school premises, help to ensure site security and provide for the opening up of school in a morning and the locking up of the school in the evenings.
- b) To carry out maintenance duties as directed, including minor repairs to fabric of building and/or equipment.
- c) To undertake routine health and safety monitoring checks as directed.
- d) To be responsible for the cleaning of a specified area as required.
- e) To store equipment and materials in a safe place.
- f) To report any problems relating to site, equipment and materials.
- g) To deal with lettings, including those in the evenings and weekends by prior agreement and submit claims as appropriate.
- h) To work with others, ensuring the school maintains a high standard of repair, cleanliness and is ready for use especially during periods of inclement or cold weather.

3. MANAGEMENT AND SUPERVISION:

To help oversee the work of the cleaning team under direction from the Estate Manager or their Deputy.

4. CREATIVITY AND INNOVATION:

Little or no opportunity for creativity or innovation.

5. CONTACTS AND RELATIONSHIPS:

Routine contact with staff and students within a school, delivery drivers and contractors.

6. DECISIONS:

Working within clearly defined instructions/procedures.

- a) Discretion - little or no freedom to act outside of defined role.
- b) Consequences - issues would be quickly identified and remedied.

7. RESOURCES:

Cleaning materials and equipment.

Will be required to be a key-holder for security purposes.

8. WORK ENVIRONMENT:

- a) Work demands - limited changes in working practices. The postholder may occasionally be required to provide support at any school within the Trust.

- b) Physical demands - Physical effort necessary associated with working at heights, use of equipment, bending moving and handling, pushing for example use of buffing machine, moving chairs and tables.
- c) Working conditions - Some lone working will be necessary. Possible exposure to human waste and/or other fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises.
- d) Work context - Minimal risk, post holder will be working with cleaning chemicals and equipment, may be limited exposure to abuse/aggression from trespassers, students, parents and carers.

9. KNOWLEDGE AND SKILLS:

The postholder must have an understanding of Health and Safety including safe working methods to be used in accordance with COSHH assessments for hazardous substances. They should also have knowledge of the cleaning standards required within a school. The postholder should have a full, clean driving licence.

10. GENERAL:

Job Evaluation – This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

Other Duties – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities – The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

Health and Safety – The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

All staff have a responsibility to safeguard and promote the welfare of children and young people.

Requirements for the post:

Qualifications/Training	Essential	Desirable
Full driving licence	✓	
Manual Handling		✓
Working at Height		✓
Working with Asbestos		✓
Legionella		✓

Knowledge	Essential	Desirable
Understanding of Health and safety	✓	
Cleaning standards in schools		✓
Safeguarding		✓
COSHH		✓

Experience	Essential	Desirable
General site maintenance experience	✓	
Use of tools and equipment	✓	
Plumbing		✓
Joinery		✓
Decorating		✓
Electrical Works		✓

Competencies	Essential	Desirable
Self motivated	✓	
Team worker, ability to direct the cleaning team	✓	
Conscientious	✓	
Attention to detail	✓	
Honesty and integrity	✓	
Ability to work to under pressure to fixed deadlines	✓	