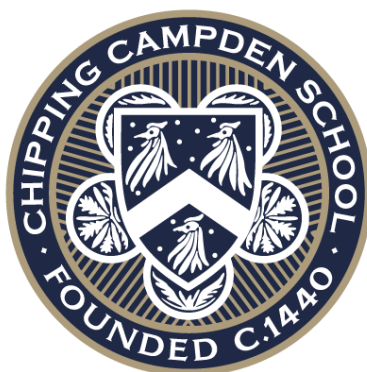




# Estates Assistant Application Pack



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# Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 20% of all schools nationally.

Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.



When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

I am also acutely aware of the current pressures on staff workload and the impact this can have on their wellbeing. I encourage you to take a read through the range of staff benefits that we offer at our school (pages 5-6), including our tangible commitment to supporting staff in achieving an effective work/life balance.

If you decide to apply to support me in leading our school, you will be committed to working to high standards and will ensure these are replicated across the school site, ensuring the smooth running and continuous improvement of the school premises. Moreover, you will be joining a committed team of staff who make it their business to provide students with the very best opportunities and environment to be successful.

If you would like to explore the vacancy in more detail prior to applying, a conversation can be arranged with the Estates Manager [mcanning@campden.school](mailto:mcanning@campden.school) or HR Manager [dsmith@campden.school](mailto:dsmith@campden.school). Alternatively, please contact the school by telephone on (01386) 840216. In addition to this, a wealth of information about our school can be found on our website.

If you would like to apply for the post, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages (min. font 11) and should outline how your skills set and experiences to date are suited to the requirements of the person specification. The deadline for applications is **10am on Wednesday 7<sup>th</sup> January 2026**



I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Gareth Burton'.

Gareth Burton  
Principal

# Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- An allocation of three, paid staff wellbeing days, where employees are not required to be in school.
- An average of 17.4 students per teacher (full-time equivalent)
- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, fitness suite and swimming pool (timetable in place).
- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme
- Freshly prepared and cooked food available on site

- Health and wellbeing support including access to an Employee Assistance Programme (including partners and dependents), confidential counselling services and support from our Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.



- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme)
- Support in completing relevant external leadership development programmes.
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

# Job description

<b>Job Title:</b>	Estates Assistant
<b>Reporting to:</b>	Assistant Estates Manager/Estates Manager, Assistant Principal: Systems and Operations
<b>Grade:</b>	2
<b>Contract:</b>	Full time, 40 hours per week, all year round. Opportunities to work overtime which will include school lettings. Lettings of the site are co-ordinated amongst the team and claimed for.
<b>Pattern of Work:</b>	8 hour paid shifts on a regular rotational pattern, 5 days per week, Monday to Friday. Rotations agreed amongst the team with approximate times of rota pattern: 7am – 4pm/9.30am – 6.30pm

## **Job Purpose:**

With direction from the Estates Manager, the post holder is responsible for assisting with the day-to-day operation, maintenance, management, security and cleanliness of all school buildings, facilities, outside premises, site services and property.

## **Main Duties:**

Under the supervision of the Assistant/Estates Manager the post holders' main duties are:

1. To carry out general caretaking duties.
2. To assist with achieving high standards of cleanliness across the school site, inclusive of outdoor areas being clean and litter free.
3. Assisting with regularly touring the site and buildings, identifying repairs and maintenance issues, and undertaking routine maintenance work as required.
4. Assist with work involved in refurbishment, e.g. decorating, assembly, fitting.
5. Assist with grounds maintenance such as pitch marking, cutting grass and hedges, general gardening, tidying spaces and emptying outside bins.
6. Responsible for opening and/or lock up routines of the school site; ensuring premises are locked and unlocked securely, setting intruder alarm and fire security alarm; ensuring lights are turned off, windows are closed, fire doors are operational.

7. To help ensure that fire evacuation routes, corridors, stairwells, work areas are generally clear and accessible, removing rubbish to appropriate skips or recycling.
8. Responsibility for school portage, to include the delivery of parcels, collection and appropriate disposal of recyclable materials.
9. Responsible for the setting up of tables and chairs for examinations and for break times.
10. To assist with ensuring the cleanliness and servicing of the minibuses.
11. To drive the school minibus as required.
12. To cover first aid as and when required.
13. To oversee (on a rotational basis) the letting of the school, outside school hours.
14. Providing cover for staff absences as required.

**Other:**

- To undertake such other reasonable associated duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of the job
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy
- To share the School's commitment to safeguarding and promoting the welfare of children and young people and undertake relevant training as required

# Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Relevant educational qualifications at school/college	E	A
First Aid qualification (or willing to complete the course)	D(E)	A/I
Pool Plant	D	A/I
Health and Safety	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Sound, practical DIY skills including repairs and decorating	E	A/I
Familiarity with relevant Health and Safety and safe working practices	E	I
Ability to build good relationships with young people, colleagues and staff	E	I
Awareness of security safety procedures including key holder/lock up procedures	E	I
Experience of security safety procedures including key holder/lock up procedures	D	A/I
Experience in manual services and labour across a range of duties	E	A/I
School or college environment experience	D	A/I
Porterage of items around a large site	D	A/I
Parcel collection and delivery	D	A/I
Swimming pool and plant operation	D	A/I
Experience of water management	D	A/I
Caretaking/cleaning/site of similar services experience	D	A/I
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I

Able to carry out routine tasks without close supervision	E	I
Able to identify, prioritise and deal with issues as they occur	E	A/R
A 'self-starter' with the ability to motivate self, prioritise effectively and meet deadlines	E	I/R
Someone who is: <ul style="list-style-type: none"> <li>• Willing to work outside of normal hours if required</li> <li>• Flexible and adaptable to changing circumstances</li> <li>• Enthusiastic, approachable and team spirited</li> </ul>	E	I
Willingness to be involved in and contribute to the development of the department and extra-curricular activities	D	I



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