



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	Senior Estates Worker
Salary/Grade	Liverpool College Main Salary Scale Between Spinal Column Point 10 (£25,545) - 12 (£26,421) dependent upon experience
Working Time	Full-time (39 hours per week) 8-5 Monday through Thursday and 8-4 Friday 1 hour unpaid lunch break
Reporting to	Estates Manager and Vice Principal (Operations)
Liaising with	Vice Principal (Operations), Estates Manager, Operational and Educational Staff.
Disclosure level	Enhanced

Summary of the overall purpose of the job

To work as part of the Estates team and assist with maintaining the site in a good state of repair and appearance, including all buildings and facilities, pathways and grounds.

Working under the direction of The Estates Manager, the Estates Worker has the following responsibilities:

- **To perform upkeep tasks such as repairs and cleaning.**
- **Maintain the positive ethos and core values of the school.**
- **To support school policy.**

Key responsibilities and objectives of the job

- To work as part of a team.
- To drive our school minibus (must have D1 Drivers licence)
- To undertake tasks as directed by your line manager.
- To carry out routine maintenance and compliancy checks.
- Be versatile in undertaking a variety of jobs as and when required.
- Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events, dining hall etc.
- Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds

and picking up of litter in planted areas and hedge rows when required.

- To keep clear way through snow so that pupils have access to the school rooms.
- Clean out rainwater gullies and road gullies (within school site).
- Clean out waste pipes as required.
- Re-fix door ironmongery as required.
- Re-fix small items of ironmongery, e.g. toilet roll holders, notices, etc.
- Remove graffiti as required.
- Replace and reposition suspended ceiling panels, as required.
- Ensure self-close doors operate and adjust as necessary.
- Responding to help desk requests

Personal attributes

- Team player: Strong leadership skills and the ability to work as part of a team.
- Problem-solving: Excellent problem-solving skills and the ability to make decisions quickly and effectively.
- Customer Service: Excellent customer service skills and the ability to handle complaints and queries effectively.

Community Links

- To support and promote the College ethos and mission statement.
- To ensure effective communication/consultation as appropriate with all staff.
- To play a full part in the life of the school community.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.

May 2024