

**Estates Assistant**

**Job description**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

**Responsible to**: Estates Manager

**GRADE:** D +2 SCP 7-8 £25,584 - £25,992 per annum (pro-rata for part time working)

Two additional points are paid to compensate for the flexibility for covering absent colleagues, occasional weekend working and being available for call outs for a maximum of 3 days per week (on a rota). Responding to phone calls from the emergency team are included in this enhancement. If attendance at school is required, then a minimum of 2 hours time off in lieu will be granted.

**Hours of Work**:

* We do have some flexibility with this role and would consider full time or part time hours or a job share for the right candidate**.**
* Evening working is required between the core hours of 18:00 to 22:00 Monday to Friday, specifics will be agreed with the successful applicant.
* Occasional weekend working may be required, with time off in lieu being granted.
* All year round.

**Core Purpose**

* Ensuring that the school sites are maintained in a safe, clean and secure condition. Undertaking all tasks necessary for the effective running of the premises.
* To be responsible for the security of the school and its contents, the lighting and heating, porterage and handyperson duties, and for cleaning a specific area of the school.

**Responsibilities**

• Ensuring maintenance of all school buildings, grounds and utilities, operating an agreed

programme of planned preventative maintenance

• To act on reports of building defects and ensure that repairs are properly and promptly carried out

• To undertake general maintenance duties as required by Line Manager / from Premises log

• To be responsible for opening premises and ensuring the premises are secured with all alarms set properly after use

• Undertake key holder responsibilities as first point of call

• To be responsible for securing the premises after break-ins, vandalism, weather damage

including clearing up or arranging cleaning assistance to clear up the effects of the damage

• Ensuring all school buildings are maintained to an agreed standards and specifications

• When appropriate, to ensure all hard surface areas are free from litter and snow, all gullies and drains are free flowing and to conduct basic safety and hygiene tests as required

• Keeping all school buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly

• To ensure that the lighting and heating systems throughout the premises are operating

effectively and safely and to check heating systems as required

• To move and assist in moving furniture, equipment and materials around the premises

• To undertake cleaning of a specified area

• To distribute deliveries via the office as per the agreed process

• Ensuring compliance with relevant health and safety regulations and codes of practice and with due regard for the health and safety and welfare of all premises users and visitors including contractors

• Responsibility for checking and reporting on designated areas of the school to ensure the security of the premises overnight, checking all equipment is switched off and all windows are closed

• Operating an agreed programme of planned preventative maintenance

• Personally undertaking minor repairs and maintenance tasks including electrical which are

within the postholders competence and identified as such within the maintenance

specification, arranging for other repairs to be carried out under the building maintenance

contract, organising emergency response to any form of damage

• In liaison with the Line Manager, arranging and overseeing alterations, redecoration, building and maintenance works and specialised repair work, and reporting on the progress made

• Ensuring maintenance of the heating systems, ensuring adequate fuel/heating levels are

maintained and that frost protection system is operating as required for efficient

maintenance of adequate heating and hot water provision

• Checking that the premises are at the correct temperature at designated times and that

adequate hot water is available, monitoring and taking appropriate action where necessary

• Replacing fluorescent tubes, starters, diffusers, light bulbs and shades

• Maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order

• Ensuring drains and gullies are free flowing and clean at all times

• Removing snow and other obstructions from main entrances, steps, paths etc maintaining

adequate stocks of salt and sand

• Preventing unauthorised/unsafe parking on the school site

• Ensuring that the grounds are maintained to a high standard and monitoring grounds

maintenance

• Acting as a key-holder and controlling site keys, routine and non-routine opening

• Liaising with security officers and ensuring Line Manager and Security keys are up to date as appropriate

• Ensuring that any breaches of security and any resultant damage is remedied properly and

promptly

• Locking and unlocking internal and external doors as required, activating, de-activating and

testing automated alarm, bell systems and fire checks.

• Assisting and supervision of all contracts on the school site

• Working with Line Manager assisting with implementation of a health and safety procedures within school

• Assisting with risk assessments including keeping records and planning for improvement

• Taking part in periodic inspection of all areas

• Ensuring that appropriate signs and notices have been displayed

• Ensuring that all hazards are removed

• Ensuring that fire exits are accessible and that fire fighting equipment is correctly positioned and serviced

• Notifying appropriate agencies where there is a pest or vermin problem and dealing with the problem as directed

• Assisting Line Manager in relation to the premises or Health and Safety issues

• Undertake training leading to relevant knowledge / qualification/s as required

• Keeping up to date with latest legislation and training needs

• Supporting school with safeguarding procedures ensuring entrances and fire exits are kept clear of deliveries and equipment

• To have due regard for safeguarding and promoting the welfare of children and young people

**Other responsibilities:**

* To liaise positively and professionally with the community and other external partners when required
* To promote safe working practices as defined by Whickham School, ensuring the development, monitoring and maintenance of such
* To ensure confidentiality of all information under Whickham School code of conduct

The postholder is also expected to carry out any reasonable request made by the Headteacher or line manager. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

**Organisational Competencies**

**1.** Co-operates and works well with others in pursuit of team goals by sharing information, acknowledging contributions and supporting others. Is willing to undertake some of the duties of other members of Staff during short term absence, providing that the priorities of this job description can still be achieved.

**2.** Demonstrates a high level of personal integrity by taking responsibility for own actions, and is willing to respond constructively to mistakes or errors of judgement

**3.** Maintains personal and professional credibility by being consistent, fair and respecting the need for confidentiality.

**4.** Undertakes any tasks/duties as appropriate to ensure the smooth and efficient running of the school, as identified by the Senior Leadership Team.

**5.** Carries out duties with full regard to all school policies.

**6.** Requires and ensures that all information received and disseminated, whether verbal or written is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.