



## GREENFIELD SCHOOL

### **Job Description**

#### **Estates Assistant**

#### **Statement of Responsibilities:**

To work under the reasonable direction of the Bursar/Estates Manager. To undertake the duties within the Estates department in accordance with the requirements of the conditions of employment detailed in the Greenfield School Contract of Employment.

To share in the responsibility for the discipline, supervision, health and safety of all pupils.

#### **Specific Responsibilities and Duties:**

##### **Site Maintenance:**

- Generally facilitating the smooth running of the daily operations of the school
- Assist in keeping the site clean and tidy minimising risks to health and safety
- Assist in maintaining the buildings and site to agreed standards and cost effectively
- Under the direction of the Estates Manager, effect repairs and improvements
- Check the online maintenance email log to complete maintenance on issues reported by staff
- Report to the Estates Manager on resourcing requirements to ensure stocks are kept up to date
- Undertake the cleaning of outside areas including daily litter removal and debris clearance, leaf sweeping and ensuring the external areas pose no damage
- Undertake some cleaning duties including emergency cleaning, as directed by the Estates Manager
- Undertake general decoration tasks in line with a rolling programme of works agreed with the Estates Manager
- Under the direction of the Estates Manager, liaise with contractors visiting the school to complete essential work
- Maintain equipment in a safe working condition

##### **Security:**

- Operate appropriate site security systems, including unlocking and locking up when required, lettings/functions outside of normal hours and responding to call-outs as necessary, in order to provide satisfactory security arrangements
- Ensure security of buildings and the school site and take measures to prevent theft or damage of property
- Assist in providing safe access to buildings
- Undertake security tasks as agreed with the Estates Manger

##### **Gardening:**

- Complete small gardening and

**Compliance:**

- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to the Estates Manager immediately.
- Undertake regular health and safety checks of the buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with relevant schedules
- Act as a key Response Person/Fire Marshall in case of Fire or Emergency, assist with the safe evacuation and liaise where necessary with the Emergency Services
- All work to be undertaken with strict adherence to health and safety regulations and guidance, for which appropriate training will be provided by the school

**Portering:**

- Assist in the provision of portering and furniture moving where required
- Support the set up or clearance of rooms for out of hours functions, either during the week or occasionally over the weekend

**General:**

- Assist in maintaining procedures to ensure that the school site is kept in a good state of repair, clean, safe and in stock with the necessary supplies
- Under the direction of the Estates Manager, assist with ensuring the minibuses are ready for use on a daily basis. Being on standby for assisting with pick up or collection of children on school bus runs or trip logistics

**Hours of the Estates Assistant**

- Estates team coverage is required from 7am to 6.30pm each day. Shifts are 8.5 hours long (including a 30-minute unpaid break) and are generally 7am to 3.30pm or 10am to 6.30pm. The rota is completed half a term at a time.
- The Estates team will be required to cover for one other when they are absent or on annual leave.
- The Estates Assistant will be required to work reasonable additional hours as shall be necessary to properly discharge their duties. For example, the Estates Assistant maybe required to clear up or lock up the site after functions outside normal school hours and at the weekends.

**Person Specific requirements**

The Estates Assistant must hold the following:

- 1.1 Clean driving licence (preferably with D1 category addition)
- 1.2 Enhanced DBS certificate

It is desirable for the Estates Assistant to hold the following:

- 1.3 A horticultural qualification
- 1.4 Trade qualification