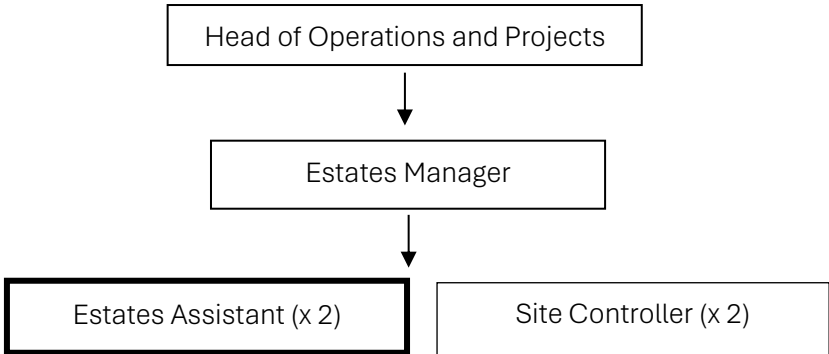


Estates Assistant

Term Time Only

Reports to:	Estates Manager		
Direct Reports:	None		
Reviewed:	Annually; last review Nov' 25	Employment Status	Permanent
Grade / Pay Scale:	RS01 Point 3		
Salary:	Full-Time Equivalent: £24,795 per annum (pro rata) Actual Salary: £20,961 per annum		
Hours of Work:	37 hours per week (Term Time Only) This role will include regular evening and weekend work to cover events and lettings. Weekly hours will be agreed with the Estates Manager. Please note that some lettings and events take place during school holidays, the arrangements for this will be discussed in advance with the Estates Manager.		
Job Purpose:	Under the direction of the Estates Manager be responsible for the effective maintenance of the School Estate, including all grounds, teaching areas and residential property to the highest standards of safety, security and presentation and on-the-day support for events and lettings. The need to be flexible and cover absence/annual leave within the Estates Team as directed by the Estates Manager.		
Organisation Chart:	 <pre> graph TD A[Head of Operations and Projects] --> B[Estates Manager] B --> C[Estates Assistant (x 2)] B --> D[Site Controller (x 2)] </pre>		

Main Tasks and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headmaster and/or Estates Manager.

Reading School is committed to safeguarding and promoting the welfare of our students. We expect all staff working in the school to share in this commitment and contribute to:

- Providing a safe environment for our students to learn in.
- Identifying safeguarding concerns and acting in line with our safeguarding policies.

Operational

- To establish and maintain good relationships with all students, parents/carers, colleagues, contractors and other professionals.
- To assist in the maintenance of the school site, buildings and grounds to a high standard.
- To assist in ensuring that all school buildings and grounds are cleaned to agreed standards and specifications, including the establishment of effective monitoring procedures.
- To assist in organising and/or personally undertaking the removal of snow and other obstructions from entrances, steps and access pathways, maintaining adequate stocks of salt and sand.
- To assist in maintaining the security of the site and grounds, including liaising with other stakeholders in respect to arrangements such as safeguarding requirements in accordance with school policies and procedures.
- To report any breaches of security and ensure that any damage is remedied properly and promptly.
- To ensure, in conjunction with the Headmaster and Estates Manager, all health and safety procedures and requirements are being resourced and met, so recognising the health, safety and welfare of all premises users and visitors, including contractors.
- To assist in ensuring that the required procedures for reporting of incidents, including accidents, are fulfilled.
- Liaise with the Community Relations Manager and Events and Development Co-Ordinator ahead of events to ensure room set up, etc are prepared in advance where possible.
- Provide on-the day operational support for events and lettings, including room checks and troubleshooting basic issues as they arise.

Administrative

- To assist in ensuring compliance with data protection regulations.
- To deal with correspondence promptly and as required.
- To ensure that best value principles are followed where possible.

General

- To participate in school emergencies as required, including co-ordinating arrangements and assisting with evacuation procedures.
- To attend training sessions and meetings as required.
- To undertake first aid training and responsibilities as required.
- To perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.
- To retain confidentiality about all aspects of school life.

Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Knowledge and Skills

Essential	Desirable	Evidence
Experience of working in a similar environment.	Working knowledge of establishing and reviewing development plans.	Application Form References Interview
Able to prioritise tasks in a busy environment.	Providing reports.	
Ability to take initiative and work independently.	Working knowledge of construction building regulations.	
Excellent communication and interpersonal skills.		
Able to assist with lifting and moving of equipment around the school site and able to use step ladders.		
A commitment to self-development, a willingness to learn and develop personal skills.		
Ability to build and form good relationships with students, colleagues and other professionals.		
Ability to work constructively as part of a team, understanding school roles and responsibilities including own.		
Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.		
Good standard of numeracy and literacy skills.		
Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.		

Qualifications and Experience

Essential	Desirable	Evidence
Appropriate qualification/s and/or proven experience in field.	Further education qualifications in related field/s.	Application Form References Interview Certificates of Qualification
Evidence of premises management experience to support the day-to-day operation of an establishment / company.	Experience of working in a school or similar establishment.	
Experience of working with contractors		
Experience of managing site projects.		

Personal Qualities

Essential	Desirable	Evidence
Initiative and ability to prioritise one's own work.		Application Form References Interview
Able to follow direction and work in collaboration with the line manager and leadership team.		
Able to work flexibly to meet deadlines and respond to unplanned situations.		
Commitment to the highest standards of child protection and safeguarding.		
Recognition of the importance of personal responsibility for health and safety.		
Commitment to the school's ethos aims and community.		