



# THE PORTSMOUTH GRAMMAR SCHOOL

## **PGS JOB DESCRIPTION – ESTATES OPERATIVE (4 day shift working Sunday to Wednesday from 8am to 6pm).**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteer to share this commitment**

<b>Summary of the role</b>	<p>The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care, wide-ranging co-curricular opportunities, and we offer an education across the age range from Pre-School to Sixth Form.</p> <p>Estates Operatives are responsible for supporting the successful day-to-day operations of the School. The successful candidate will work as part of a team to enhance the security of the school site, provide support as directed to the school's busy and varied events programme, and create a safe and welcoming environment for all members of the school community and external visitors. A uniform will be provided.</p> <p>The Estates Operations Manager has overall responsibility for the Estates Operatives, leading the team on a day-to-day basis, reporting directly to the Bursar, whilst supporting all departments and all School outputs.</p> <p>There is a team of six Estates Operatives, working three shift patterns all year round:</p> <ul style="list-style-type: none"><li>• two operatives on a 5 day Monday to Friday 3pm to 10pm late shift (including closing the site). 7 hrs/day to include a 30 minute unpaid lunch break (32.5hrs/week)</li><li>• two operatives on a 4 day early shift 5:30am to 3:30pm (Wednesday to Saturday or Sunday to Wednesday, including opening the site). 10hrs/day to include a 30 minute unpaid lunch break (38hrs/week)</li></ul>
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- two operatives on a 4 day shift 8am to 6pm (Wednesday to Saturday or Sunday to Wednesday). 10hrs/day to include 30 minute unpaid lunch break (38hrs/week)

At the weekends, there is no requirement to open the site early, and both shifts will commence at 8am, with a degree of flexibility being required to accommodate external weekend bookings.

**[The shift we are looking to recruit into is the 4 day shift working 8am to 6pm \(Sunday to Wednesday\).](#)**

Our Estates Operatives are required to attend all Professional Development Days (INSET) in the school calendar.

The start date will be April 2026.

#### **Person Specification**

The successful candidate will have proven experience working within a customer or service focused environment. A proactive and flexible approach to work is important, as well as the ability to work well as part of a team.

The successful candidate will be able to demonstrate:

- Excellent teamworking skills and the willingness to work as a part of a busy team
- Good communication skills to liaise with and develop positive relationships with all members of the school community and with external visitors to the school.
- A good standard of IT literacy and a willingness to use the schools email system
- Knowledge of Health and Safety and Safeguarding (training will be provided)
- Ability to carry loads in accordance with manual handling regulations
- Ability to direct traffic on the site and guide visitors who arrive by car to appropriate on-site parking spaces
- Resourcefulness, with the ability to prioritise workload, and work flexibly to support the varied work of the estates operative team
- Supportive of the aims and ethos of PGS
- Willingness to undertake all necessary staff training to include safeguarding, health and safety, GDPR, manual handling and any other training considered necessary by the school
- An understanding of the importance of maintaining confidentiality and working with discretion when dealing with sensitive and confidential information
- A driving license is desirable, but not essential, for ease of transport across two sites

	<p><b>How to apply:</b></p> <p>Candidates are asked to apply using the online form linked to our advert on the '<a href="#">Work With Us</a>' page of our school website.</p> <p>Any enquiries about the role or how to apply are welcome at <a href="mailto:recruitment@pgs.org.uk">recruitment@pgs.org.uk</a></p> <p>The closing date for receipt of applications is midday on <b>Friday 27<sup>th</sup> February 2026</b> and interviews will be scheduled to take place on the school site soon after. Candidates are encouraged to apply as soon as possible as early applications are welcome, and we reserve the right to interview and appoint prior to the closing date.</p>
<b>Line management responsibility for</b>	<p>This role has no line management responsibility.</p>
<b>Main duties and responsibilities</b>	<p><b>Duties and Responsibilities</b></p> <p>Duties will include those outlined below and any other tasks that may reasonably be required to help the smooth operation of the Reception and School Office. The duties of the role will be reviewed regularly according to the needs of the school and may be subject to change from time to time.</p> <ul style="list-style-type: none"> <li>● Provide secure and safe access for all pupils, parents, visitors and contractors, challenging any unauthorised personnel</li> <li>● Direct traffic on the Main and Hilsea Sites, and guide visitors who arrive by car to appropriate on-site parking spaces</li> <li>● Monitor and operate, under guidance, the Fire and Security systems</li> <li>● Ensure all protective equipment and clothing is used as required</li> <li>● As a key holder, be responsible for the locking or unlocking of school premises (a shift specific task), ensuring at the close of business windows are shut, lighting is switched off, and to check for any staff who may be working late</li> <li>● Set up, clear away, and re-set areas as required for internal and external events, to include clearing any litter and ensuring presentation of the venue to the PGS standard</li> <li>● Arrange and/or carry out the movement of furniture and equipment within the site</li> <li>● Assist in the maintenance and upkeep of school grounds, in particular the collection of litter, weeding, etc to promote cleanliness to the highest possible standards (training will be provided if required)</li> </ul>

	<ul style="list-style-type: none"> <li>• Operating and using machinery, equipment, and hazardous substances whilst observing all Health &amp; Safety regulations to ensure safety of self and co-workers is maintained</li> <li>• Undertake regular compliance checks of school assets, in particular emergency lights and fire call points</li> <li>• Unload and distribute deliveries</li> <li>• Report site defects to the Estates HALO management system – paying particular attention to health and safety issues</li> <li>• Hold, monitor, receive and make calls on the estates operatives duty mobile phone</li> <li>• To attend, and complete online as required, all Safeguarding &amp; essential staff training as required by the school</li> <li>• To perform any other duties required for the smooth running of the site and School operations</li> <li>• Develop positive relationships with lettings users to provide timely assistance</li> <li>• Assist lettings customers in adhering to reservation timings.</li> <li>• Conduct regular security checks and patrols, including monitoring pedestrian access and egress points</li> </ul> <p>This role description is designed to be indicative rather than definitive, and is subject to regular review, where the duties of the role may be subject to change from time to time in accordance with the needs of the business and users of the site across weekends.</p> <p><b>Residential Estates Operative – Additional Duties and Responsibilities</b></p> <p>One of our estates operatives is provided with school accommodation, to ensure we have an available team member to react and respond to out of hours emergencies. The additional duties associated with this role are:</p> <ul style="list-style-type: none"> <li>• To respond to out of hours alarms and security incidents</li> <li>• To open or close the site in an emergency, or in covering for an unplanned last minute absent colleague</li> <li>• To maintain site overwatch, with daily checks, when the site is closed to all users (such as over Christmas, or any other planned site closure periods)</li> </ul>
<b>Safeguarding responsibilities</b>	<ul style="list-style-type: none"> <li>• The role is based on the main school site, with occasional duties at the Hilsea site, and requires some direct contact with pupils and therefore involves regulated activity with children.</li> <li>• It is a requirement of the role to attend Professional Development Days as required by the line manager and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar.</li> </ul>

<b>Benefits</b>	<p>Key financial benefits of employment at PGS include a generous salary structure and leave allowance.</p> <p>The annual pro-rata salary for this role will be £26,129 based on a full time equivalent (37.5hrs) of £25,785 for a full-time, year-round role.</p> <p>The annual pro-rata leave allowance will be based on the full-time annual leave allowance of 25 days per annum which will increase by one day per year to a maximum of 30 days per annum. Annual leave should be taken during PGS school holidays and not during the school terms.</p> <p>The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme for qualifying staff with Aviva, whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy calculated at 3x salary.</p> <p>Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre and the school is also an approved operator of the Cycle to Work Scheme. A staff parking space can be applied for, with allocation depending upon availability.</p> <p>The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff. All conditions of employment will be detailed to the successful candidate in a separate contract issued by the Bursary.</p> <p>The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated cost.</p> <p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar.</p>
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## Person specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• A good standard of education with strong spoken and written English</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that they <b>should ideally have</b> received</i></p>	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications if necessary
Experience	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of working in a team</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of working in a team, ideally in a customer facing role</li> </ul>	Contents of the application form Interview Professional references

<b>Skills</b>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• The ability to work in a team</li> <li>• Flexible and proactive attitude to the role</li> <li>• Excellent interpersonal and communication skills</li> <li>• A positive outlook and a commitment to completing tasks to the highest standard</li> <li>• The ability to work safely at all times and to complete physical tasks such as moving furniture and deliveries, in accordance with manual handling and other health and safety guidance</li> <li>• The ability to plan and prioritise a varied workload</li> <li>• The ability to maintain a high work rate and to cope with a range of tasks and competing priorities</li> <li>• The ability to deal with all members of the school community and external visitors in a friendly and courteous way</li> <li>• The ability to use school mail and other software used by the Estates team</li> </ul>	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<b>Knowledge</b>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR</li> <li>• A willingness to develop knowledge and understanding of GDPR legislation</li> <li>• A willingness to undertake all training required by the school including safeguarding, health and safety and GDPR training</li> </ul>	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<b>Personal competencies, qualities, attitude and behaviours</b>	<p><i>The personal qualities, attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work in a setting with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• A high level of personal integrity, honesty, enthusiasm and stamina</li> <li>• ability to work collaboratively across departments and support functions</li> <li>• willingness to work in a busy school environment</li> <li>• willingness to support the aims and ethos of the school</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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