

Job Details

Post Title	Estates Assistant
Responsible to	Line Manager

Purpose of job

To assist in the day-to-day operation, maintenance, cleanliness and security of the school premises and grounds, helping to maintain a safe, secure and well-presented environment for pupils, staff and visitors. The postholder will carry out routine tasks and checks as directed, report hazards and defects promptly, and support accurate record keeping.

Responsibilities

- Support the security of the premises, including assisting with unlocking/locking (as required), completing routine site checks and following local procedures for access control and visitor/contractor sign-in.
- Carry out regular checks of internal and external areas to help ensure the estate is safe, clean and fit for purpose; report defects, hazards and safeguarding concerns promptly in line with Trust and school procedures.
- Assist with routine caretaking and minor maintenance tasks within competence (for example basic repairs and maintenance), using safe working practices and appropriate PPE.
- Support planned and reactive maintenance by completing assigned tasks, helping to prepare areas for works, and escalating issues that require specialist support.
- Support premises compliance activity as directed, including completing and recording routine checks and ensuring any issues are reported (for example basic fire safety checks, emergency lighting visual checks, water temperature flushing checks where used locally, and equipment checks as assigned).
- Support safe systems of work, including following risk assessments and method statements, COSHH requirements, safe storage of materials and chemicals, and good housekeeping standards.
- Assist with day-to-day cleaning and waste management as directed, including collection and disposal of waste and recycling, cleaning of designated areas, and ensuring cleaning activities are undertaken safely.
- Support basic grounds maintenance and external area upkeep as directed (for example litter picking, keeping paths clear, seasonal tasks), ensuring external areas remain safe and presentable.
- Support contractors on site by following local procedures (for example signing in, checking ID/safeguarding requirements where applicable, directing to work areas) and reporting any concerns to the Line Manager/Site Manager.
- Assist with building systems operation as instructed (for example basic heating controls and lighting), and report faults promptly.
- Assist with maintaining accurate records and logs relating to health and safety, maintenance, security, cleaning and contractor visits, as required.
- Undertake general portage duties including moving furniture and equipment within school and setting up rooms for school activities and events.

- Contribute to contingency arrangements and emergency response as directed (for example responding to alarms, weather-related issues or utilities failures), to maintain safety and minimise disruption.
- Undertake any other duties commensurate with the level of the post as may be required from time to time.

Individuals in this role may also undertake some of the following (subject to training, competence and authorisation):

- Transporting staff and/or pupils on a school minibus as and when required (full accreditation and licensing required).

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Estates Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Estates Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

Training requirements

Training will be provided and must be maintained to ensure the postholder is competent to undertake duties safely and to support effective school estate management (aligned to the DfE estate management competency framework and relevant training guidance).

Mandatory/induction (as required by the Trust/school)

- Safeguarding (appropriate level for role) and local site safeguarding procedures
- Health and safety induction, incident/near-miss reporting and local emergency procedures
- Data protection/confidentiality and information security (where access to records/systems is required)

Core premises compliance and safety (operative level refreshed as required)

- Health and safety awareness
- Fire safety and use of PPE (including local procedures and fire door awareness)
- Asbestos awareness
- COSHH awareness (safe use and storage of cleaning chemicals and other substances)
- Manual handling
- Working at height / ladders and step ladders (safe use, pre-use checks)
- Water hygiene/legionella awareness where the role supports routine tasks (as directed)

Role-specific operational training (as required)

- Safe use of site tools and equipment relevant to the role (including basic grounds equipment where used)
- Cleaning standards and safe cleaning methods (including infection prevention/control procedures where applicable)
- Contractor/visitor procedures (sign-in, safeguarding/ID requirements where applicable)

Additional training where applicable to the site

- Emergency First Aid at Work (where required by staffing model)

- Minibus driver training and licence checks (where driving is required)

Competence and records

- The postholder must only undertake tasks they are trained and authorised to do, and must follow school/Trust procedures.
- Training and competency records will be maintained and refreshed in line with policy, risk and statutory guidance.

Communication

The Estates Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Estates Assistant is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Performance Management

The Estates Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Estates Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.