

Job description: School Estates Officer

Location	School Based
Contract term	Permanent
Pay range	£25,185 – £30,518 (NJC 4–15, FTE). <i>Actual salary will be pro rata for part-time/term-time arrangements.</i>
Reporting to	School Estates Manager (Secondary) Regional Estates Manager (Primary)

Role purpose

To support the safe, clean, secure, and well-maintained operation of the school's premises and facilities. The School Estates Officer will work as part of the premises team under the direction of the School Estates Manager, carrying out a range of practical maintenance, cleaning support, grounds, and security duties to ensure the school site is a safe, welcoming, and functional environment for pupils, staff, and visitors.

Main duties and responsibilities

Health & Safety and Statutory Compliance

- Carry out routine health and safety checks as directed by the School Estates Manager (Secondary) or Regional Estates Manager (Primary) (e.g. fire door checks, emergency lighting tests, water flushing records).
- Report any health and safety hazards, defects, or maintenance issues to the School Estates Manager promptly.
- Follow all health and safety policies and procedures, including safe use of equipment and hazardous substances (COSHH).
- Participate in fire drills and support evacuation procedures as directed.
- Maintain accurate records for all checks and tasks completed.

Estates and Facilities Management

- Carry out routine maintenance and minor repairs across the school site as directed and within the scope of competence (e.g. painting, basic joinery, replacing light bulbs, fixing fixtures and fittings).
- Set-up and takedown furniture, equipment, and rooms for school events, examinations, lettings, and meetings as required.
- Maintain the cleanliness and presentation of internal and external areas of the school site, including corridors, toilets, changing rooms, and communal spaces, working alongside the cleaning team as required.
- Carry out grounds maintenance duties including litter picking, sweeping paths, clearing drains, maintaining external areas, emptying bins and assisting with winter gritting/snow clearance.



- Support the operation and basic maintenance checks of plant rooms, boiler rooms, and utility systems under the direction of the School Estates Manager.
- Take receipt of, move, and distribute deliveries and stock across the site.

Contractor Management

- Sign in and direct contractors on site in accordance with school procedures.
- Support the School Estates Manager in monitoring contractor activity and reporting any concerns.

Risk Management and Reporting

- Record and report any maintenance faults, defects, or safety concerns using the school's reporting system.
- Maintain accurate records for all premises activities, inspections, and tasks as directed.
- Report any incidents or near misses on site to the School Estates Manager immediately.

General Responsibilities

- Uphold and promote the trust's values, policies, and procedures at all times.
- Maintain a professional and courteous manner when dealing with staff, pupils, parents, contractors, and visitors.
- Participate in training and development activities as required by the School Estates Manager or Regional Estates Manager
- Support the wider school community by assisting with school events, open evenings, productions, and other activities that require premises assistance.
- Manage and use tools, equipment, and materials responsibly and safely.
- Undertake security arrangements such as opening and locking up the school site.
- Carry out any other reasonable duties as directed by the School Estates Manager (Secondary) or Regional Estates Manager (Primary), commensurate with the grade and nature of the post. Including supporting local schools within the region with support and capacity as identified.

Scope and Limitations

The principal responsibilities and tasks set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

The successful candidate will have a right to work in the UK.

Anthem Schools Trust uses standardised job titles across its schools to support consistency and career progression. The title of this role is School Estates Officer. Within the education sector and wider employment market, equivalent roles may also be referred to as Caretaker, Site Assistant, Facilities

Assistant or similar. Employees may wish to reference these equivalent sector-recognised titles when describing their experience and responsibilities in job applications, CVs or professional profiles. The contractual title of the post remains School Estates Officer.

Person specification: School Estates Officer

Qualifications and Professional Standing <i>Evidenced through: Application</i>	Essential	Desirable
Good standard of general education (literacy and numeracy)	Yes	
Willingness to undertake relevant training and qualifications as required	Yes	
A relevant trade or vocational qualification (e.g. City & Guilds or NVQ in a building/maintenance discipline) - First Aid at Work certificate - Health & Safety awareness qualification (e.g. IOSH Working Safely)		Yes
Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Some experience of general maintenance, caretaking, or facilities work	Yes	
Experience working in a school or educational setting and experience of carrying out grounds maintenance	Yes	
Experience of working in a busy, customer-facing environment	Yes	
Professional Knowledge and Understanding <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Basic understanding of health and safety in the workplace - Awareness of the importance of safeguarding in a school environment - Basic knowledge of building maintenance practices	Yes	
Knowledge of COSHH regulations		Yes
Knowledge of statutory compliance requirements in a premises context		Yes
Practical, hands-on skills relevant to building and grounds maintenance	Yes	
Ability to follow instructions and work as part of a team and ability to organise and prioritise own workload under direction	Yes	
Ability to carry out minor repairs and maintenance tasks across a range of trades	Yes	



Basic IT skills for record-keeping	Yes	
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Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Reliable, punctual, and hardworking	Yes	
Demonstrates initiative and a willingness to go above and beyond - Takes pride in the presentation of the school site	Yes	
Flexible and willing to adapt to changing priorities	Yes	
Committed to maintaining a safe, clean, and welcoming school environment	Yes	
Positive, can-do attitude and respectful and professional in dealings with pupils, staff, and visitors	Yes	
Ability to work flexibly including early mornings, evenings, and weekends as required by the rota	Yes	
Physical fitness to carry out manual and practical tasks	Yes	
Be self-motivated and resilient, with a “can do” attitude	Yes	
Commitment to equality, diversity and inclusion	Yes	
A strong commitment to safeguarding and promoting the welfare of children and young people	Yes	