



# Brighter Futures Learning Partnership Trust

## APPLICATION INFORMATION

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## Job Description

<b>JOB TITLE:</b>	<b>Assistant Estates Manager based at Dunsdale Primary School</b>
<b>BAND:</b>	<b>Grade 7 SCP 12-20,</b>
<b>HOURS:</b>	<b>15 - 20 hours per week</b>
<b>CONTRACT TYPE:</b>	<b>PART TIME, PERMANENT (Term Time working would be considered).</b>
<b>RESPONSIBLE TO:</b>	<b>Headteacher and Trust Estates Manager</b>

### Job Purpose

- To contribute to the smooth and safe running of the buildings and site at Dunsdale Primary Academy.
- Working in partnership with the Head Teacher, to support all aspects of the school's properties including upkeep, care, maintenance, security, health and safety and facilities support in line with statutory and regulatory requirements.
- To support education, supervision, and care for students in school, promoting the highest levels of achievement in accordance with school policies by providing a high level of service in all duties undertaken.

### Main Duties and Responsibilities

- Awareness of and to act within the provisions of the Health and Safety at Work Act.
- Keep abreast of and conform to current working guidelines, policies, and procedures e.g., asbestos, working in roof spaces, working at height, confined spaces etc.
- Open the school each morning and to lock up each evening (split shift) ensuring school is secure including all doors and windows before setting the alarm.
- Act as a designated key holder and to liaise with the alarm monitoring company as necessary.
- Acquire and maintain a working knowledge of the CCTV system.
- Assist in cleaning and maintaining the site and premises as required by line management.
- Carry out repairs and small works which line management consider within your capabilities.
- Awareness of the location of all stopcock and isolation switch positions.
- Awareness of the emergency isolation procedures for the gas, water, and electricity supplies for the school.
- Remove litter from the school premises both internally and externally as required.
- Replace light tubes and bulbs as necessary.
- Organise the setting out of any room or hall with tables desks chairs etc. as required for assemblies, meetings, exams etc.
- Assist in the portage of any furniture, equipment or stores around the school as required.

- Assist with fire practices and evacuation procedures as required.
- Monitor the schools heating systems and to bring any problems to the attention of the Trust Estates manager.
- Make good if possible and to report damage to any item of school property or school building to the Trust Estates Manager.
- Remove any Graffiti from around the school as soon as it is reported.
- Escort visiting workmen or contractors to any part of the school where repairs/work has been requested and to obtain signatures as appropriate in the asbestos book.
- Assist in the supervision and monitoring of any contractors and their work and to report any concerns to the Trust Estates Manager.
- Assist in any emergency and to respond to all emergency call outs as required.
- Salt and grit paths roads and parking areas as necessary.
- Cover for other caretakers during annual leave, sick leave and attend training as required.
- Assist in ordering services and materials as required.
- Check and clean external drains as required.
- Assist in the ordering and control of stocks of maintenance and cleaning materials.
- Supervise and monitor all school lettings as required including the completion of relevant paperwork and to report any discrepancies or concerns to the Facilities Manager.
- Responsible for promoting the safeguarding and welfare of pupils in the school.
- Carry out any other lawful duties considered to be within your capabilities as required by Line Management.
- Ensuring that basic facilities, such as water and heating, are well-maintained.
- Ensure that accurate and detailed floor and site plans are kept and updated regularly.
- Ensure that in all activities undertaken, follow the Trust Health and Safety policy.
- Ensure that buildings are always safe and secure and adhere to both Health and Safety requirements and statutory Ofsted guidelines for the health and well-being of staff, students, and visitors.
- Support the Estates Manager in preparation of a strategic Trust-wide estates plan and individual estate development plans for each school and to support the implementation of these plans within the Trust to deliver the objectives for each individual school and the Trust as a whole.
- Assist the Estates Manager with the development of bids for capital funding opportunities.
- Support the completion of annual maintenance inspections and condition surveys for each academy.
- Supporting the Estates Manager in ensuring that all health and safety support systems, processes and practices are consistent across the school.
- Support the Estates manager in ensuring that all estates processes and practices are consistent across all the academies and are synchronised.
- Support the Estates manager in developing and ensuring implementation and maintaining of easily accessible and auditable records for asset maintenance and support.
- Supporting the Estates Manager in co-ordinating and ensuring implementation of the Trust's responsibilities in relation to maintaining health and safety statutory documentation.
- To support the Estates Manager in advising schools on increasing energy efficiency and cost-effectiveness.

### **Special Circumstances**

- Occasional attendance at meetings outside normal hours
- Preparedness to work unsocial hours as part of shift pattern or covering extended opening hours, to enable school events i.e. occasional late closing due to discos, musical performances.

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.**



## Person Specification

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Experience	Essential	Desirable
<ul style="list-style-type: none"><li>At least 2 years' experience or transferable skills from a similar role(s).</li><li>Experience of working with a range of contractors and third parties.</li><li>Understanding of managing a rolling programme of maintenance.</li><li>Strong administrative experience and managing own workload.</li><li>Practical building or maintenance skills.</li><li>GCSE Maths &amp; English Grade C or equivalent.</li><li>Experience of managing cleaning, security and grounds maintenance services.</li><li>Experience of working in a school, academy or other educational based background.</li></ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Qualifications		
<ul style="list-style-type: none"><li>GCSE Maths &amp; English Grade C or equivalent.</li><li>First aid qualification or willingness to undertake training.</li><li>Working towards or already achieved a nationally recognised Health and Safety qualification (IOSH/NEBOSH).</li></ul>	✓	✓ ✓
Knowledge and Skills		
<ul style="list-style-type: none"><li>Knowledge and understanding of Health and Safety requirements.</li><li>Creative approach to problem solving.</li><li>High levels of ICT skills, particularly in the use of MS Office packages.</li><li>Good written and oral communication skills with internal and external people at all levels.</li><li>Knowledge of routine preventative maintenance.</li><li>Awareness of data protection and confidentiality.</li></ul>	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓

Personal qualities		
• Ability to relate to and communicate with a wide range of people (students, staff, external contractors, external customers etc) with a calm and courteous manner.	✓	
• Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	✓	
• Commitment to continuous self-development.	✓	
• Excellent interpersonal and team working skills.	✓	
• Ability to prioritise own workload and work to deadlines.	✓	
• Ability to maintain standards under pressure.	✓	
• Capacity to take responsibility and show initiative.	✓	
• Exceptional organisational skills and accuracy.	✓	
• Good research and resourcing skills.	✓	
• Commitment to high standards.	✓	
• Flexible over working hours according to the needs of the school and Trust.	✓	
• Ability to work to deadlines.	✓	
• Enthusiastic, adaptable, creative.	✓	
• Discreet, confidential, and professional manner.	✓	
• Ability to work as part of a team.	✓	
• Proactively generates positive working relationships.	✓	
• Ability to inspire, support and energise others to achieve a common purpose.	✓	
• Ability to relate well to children, young people, and adults.	✓	
• Ability to demonstrate and promote good practice in line with the ethos of the Trust.	✓	
• Understanding and recognition of the principles of equality and diversity.	✓	
• Commitment to the safeguarding and welfare of all students.	✓	



## How to Apply

Thank you for considering joining our trust. Further details and application forms are available by visiting our website at [brighterfutureslpt.com](http://brighterfutureslpt.com). If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.
- What you see as the barriers to success and how you will overcome these.

**Good luck with your application.**

