

Estates Team Member – Job Description

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.

1. Summary of role

The Estates Team Member supports the effective operation, security, and upkeep of the School, Nursery, and wider Estate. The post holder will assist with day-to-day maintenance of the school buildings and grounds, carrying out a range of practical maintenance, housekeeping, and logistical tasks, ensuring a safe, secure, and well-presented environment for pupils, staff, and visitors.

This is a full-time role, normal working hours are 7am to 4pm, Monday to Friday. However, there will be occasions when the post holder will be required to work up to 10pm in support of School events. This role is part of a call out rota (with additional pay).

The post holder will attend all INSET days and School Open Days included in up to four Saturdays to be worked across the year . The post holder will undertake all mandated training and actively embrace skills training when offered. Competence using Microsoft Office is also essential.

The post holder will bring practical maintenance skills, a can-do attitude and be keen to work effectively as part of a team. They should be physically fit, able to work independently and hands-on with all tasks allocated. The post holder will demonstrate honesty, integrity and reliability and provide evidence of a strong work ethic.

They must hold a clean driving licence with D1 entitlement or be willing to undertake training to obtain it.

2. Reporting Lines

Reports to: Estates Team Supervisor

Line management responsibilities: None

3. Key Working Relationships

- Senior Leadership Team
- Head of Operations
- Estates Team Supervisor
- Teaching and Support Staff

- Lettings and external partners

4. Main Duties & Responsibilities

Safeguarding

- Promote and safeguard the welfare of children and young people at all times.

Maintenance & Site Operations

- Carry out a range of practical maintenance tasks, including basic repairs and routine checks.
- Perform tasks safely including working at height, manual handling and equipment operation.
- Set up rooms, equipment, and furniture for school and nursery activities.
- Support the movement of packages, deliveries, and equipment around the site.
- Undertake general housekeeping duties such as sweeping, leaf clearing, litter picking, and gritting pathways.
- Report health, safety and security issues immediately and resolve where possible.

Security

- Conduct routine security checks across the site.
- Open and lock buildings as required, ensuring the estate is secure each evening.
- Respond to security or alarm callouts as part of the duty rota.

Driving

- Drive the School minibus when required.
- Ensure safe, considerate driving at all times in line with traffic regulations and School policies.
- Maintain cleanliness and basic upkeep of vehicles when in use.

Lettings

- Prepare facilities for lettings as required.
- Ensure lettings adhere to agreed booking times and site rules.

Duty Rota Responsibilities

- Participate in the out-of-hours duty rota.
- Remain contactable and within commutable distance during duty periods.

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- Respond promptly and safely to callouts, managing the situation and escalating when necessary.

General Responsibilities

- Comply with Health & Safety legislation and School policies at all times.
- Maintain confidentiality and uphold the School's Code of Conduct.
- Present a professional and approachable manner to staff, pupils, parents, and visitors.
- Undertake any other duties reasonably requested to support School operations.

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 must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Clean UK Driving license. • Evidence of computer literacy 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • D1 licence • Trade qualifications 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>

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<p>Experience</p>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i></p> <ul style="list-style-type: none"> • Have a minimum of one years' experience in a general maintenance or handy person role and/or hold a professional qualification in a trade. • Practical maintenance skills. • Experienced driver • IT skills: Word, Excel, Teams and Outlook are essential. 	<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"> • Specific trade qualification (electrical, plumbing, gas etc) 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Strong oral communication skills • Ability to prioritize day to day tasks and meet deadlines. • Self-motivated • Teamwork • Reliable 	<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>
<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p>	<p><i>The knowledge that would enable the Applicant to perform effectively in the role.</i></p> <p><i>Knowledge of transport management</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires 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"> • Motivated to learn and take on new challenges. • Able to work independently and to take ownership of tasks. • Willingness to carry out a variety of tasks across a large site. • Honest and trustworthy • Comfortable with taking responsibility with a can-do attitude. • Willingness to take initiative within boundaries set. • Enthusiastic and maintain a positive attitude towards routine demands • Approachable and personable 	<p><i>The personal qualities that would assist 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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