

Job Description and Person Specification

Estates Assistant (Cross MAT)

ISR Range 8 – 12

Purpose	To maintain facilities for staff and students and a varied range of community users and groups. Provide support and assistance with the maintenance/management of buildings, grounds, materials and equipment so that optimum use of the site can be made for school and community purposes.
Reporting to	Senior Site Supervisor
Working Time	37 hours per week / 52 weeks per year Usual shift patterns to cover Mon-Friday 0600-2100, occasional later finished required to cover school events GFM sites may be open seven days a week and the post holder must therefore be flexible and adaptable to help the site meet the needs of its users. Regular evening and weekend work, both as part of a shift pattern and to cover unplanned absences will be required.
Allowance:	A shift allowance of 14% will be applied to this role. No other entitlement, eg weekend or night working allowance will apply if in receipt of a shift allowance.

Specific Areas of Responsibility

The duties to be undertaken by this post will encompass a range of activities including the provision of unlocking/locking up, site security, overseeing of lettings/hirers, routine maintenance, decorating/refurbishment, moving and handling of objects and primarily ensuring the site is kept clean and safe.

Effective team working and flexibility is essential.

- Carry out decoration and repairs to buildings/equipment, including but not limited to
 - Plumbing – leaks to WCs and sinks, small alterations to pipework, drainage clearances
 - Carpentry – Repair/Replacement of doors and door furniture as required, construction of small partition walls, shelving.
 - Glazing – replacement glazing as required, repairs to window units and doors.
 - Groundworks
 - Plaster repairs
 - Redecoration – Walls, doors, timberwork, high-level
 - Emergency repairs to building fabric as required
- Proactive maintenance. Carry out routine inspections and maintenance regimes e.g. drain/gutter checks. Carry out grounds maintenance work as required.
- Carry out pool testing and swimming pool related maintenance as required.
- Complete inspections and safety checks e.g. of fire equipment.
- Compliance checks for Legionella, Fire Doors, Fire equipment etc
- Arrange for contractor attendance and brief them on requirements, raising issues with line manager as required. Ensure contractors adhere to GFM Education and school Health and safety procedures and policies.
- Liaise with users of the site over their needs. Oversee the use of the site by hirers, lettings etc. Assist with 'set up' of rooms/facilities as required e.g. exams, Community hirers. Liaise with Community Team staff as required.

- To ensure the site is kept clean both internally and externally, undertaking proactive and reactive cleaning/litter collection duties as required including bodily fluids. Ensuring supplies such as toilet requisites are maintained and replenished as required. Despatch of deliveries to relevant parts of the site. Emptying of bins. Unlock/lock school premises.
- Act as a key holder and respond to emergency call outs. Apply school security procedures reporting any discrepancies to line manager as required.
- Maintain an UpToDate awareness of GFM and local H&S policies and procedures and apply throughout the site.
- Be familiar with school requirements and policies, including emergency procedures.
- Assist with regular and often large deliveries each week.
- Completion of paperwork and online records as determined by the Estates Manager to include monitoring and inspections.
- As directed, take necessary action to prevent injury to individuals or damage to the buildings e.g. bad weather or emergency. This could involve clearing snow or ice from paths, dealing with floods, fires, break-in or vandalism to school property.
- Carry out such duties as may be reasonably allocated within the scope of this post by the School Leadership or Senior Site Supervisor

Working Conditions – environment and physical effort or strain

- Regular exposure to the elements (weather)
- Regular manual handling/lifting – lone working requiring strong health and safety emphasis (use of radio/mobile phones) – can be significant call-out component/ key holder
- Shift working covering late evenings/early mornings and week-ends
- Will be some handling of dangerous substances and potential exposure to difficult customers, intruders
- Regular requirement for physical exertion e.g. set up of exams, moving tables and chairs between classrooms and buildings
- Regular reassessment of site priorities to ensure requirements of users are met

Context/additional information

- This role requires regular movement around the school site, bringing the post holder into regular contact with students with whom professional relationships must be maintained.
- The post holder will be required to report faults, monitoring and following up as required.
- There will be some use of PC's in this role, so a basic level of computer literacy is required.
- The size, condition and geographical layout of the schools within the Trust will create different demands and the context for the role will change during school holiday periods/public holidays when, wherever possible, minor works and maintenance will be prioritised.
- The post holder should be of a cheerful, helpful disposition and willing to ensure the school is able to meet operational needs. There may be periods, such as during exam seasons, when the frequency of room changes and set up requirements require patience and an understanding of the fluctuating demands of working in a busy school environment.
- The post holder may be asked to undertake any additional, reasonable duties not listed here in order to help the school meet operational needs. By way of example only, when large school events are taking place, traffic marshalling duties may be required or the setting up/clearing down of external events such as Sports Day, Summerfest. Driving and assisting to maintain the school minibus(es) may be required subject to relevant certification such as MiDAS being in place.
- Training to support the maintenance and operation of a swimming pool may also be necessary.

Mobility Clause

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

All staff will

- Act as a positive role model
- Play a full part in the life of the school community, support its vision, ethos and policies and encouraging staff and students to follow this example
- Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
- Be positive, dynamic and challenging in all aspects of work
- Foster the GFM's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Participate in school initiatives where every person is expected to contribute to learners progress
- Participate in the GFM's professional learning programme and take responsibility for their own learning and development
- Develop the skills and talents of other members of the community
- Ensure their own well-being and that of others by establishing an appropriate balance between life and work
- Contribute to the GFM's procedures for a self-evaluation process
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- Develop social cohesion and positive links with the whole of our local community
- Adhere to the GFM community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management
- Undertake any other duties as requested in accordance within the scope and responsibilities of the role that may reasonable be required by the GFM.

Flexibility Statement

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and GFM Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the GFM reserves the right to make changes to the job description following consultation

GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. A 'prohibition from teaching' check will be completed for all shortlisted teaching candidates including those applying for a teaching assistant/Cover Supervisor/Other work deemed directly involved with pupils where it is indicated that they have qualified teacher status or have previously worked as a teacher.

All successful candidates will be subject to a Disclosure & Barring Service check along with other relevant employment checks.

GFM Education pursues a policy of equality of opportunity. We particularly welcome applications from underrepresented groups.

Person Specification: Estates Assistant

E = essential / D = desirable

Excellent communication and interpersonal skills	<i>E</i>
Ability to work effectively, both in a team and individually without supervision	<i>E</i>
IT literate and confident in using Microsoft Office	<i>E</i>
Good written and verbal communication skills and be able to relate well to school staff, parents, pupils and others	<i>E</i>
Ability to maintain confidentiality	<i>E</i>
Capacity to work accurately under pressure and to meet deadlines and effectively organise frequently changing priorities	<i>E</i>
Ability to self-evaluate and actively seek opportunity for improvement	<i>E</i>
Highly skilled in maintenance procedures	<i>E</i>
Physically fit to meet the demands of the role which include regularly moving and handling supplies, materials, furniture and equipment	<i>E</i>
Excellent record of attendance and punctuality	<i>D</i>
Team-player, personable, approachable, emotionally intelligent with a sense of humour	<i>D</i>
Car Driver with business insurance	<i>D / E</i>

