



**QUEENS' SCHOOL**  
*Dare to be Great*

**Estates Assistant  
Job Description**

<b>Post title:</b>	Estates Assistant
<b>Reporting to:</b>	Director of Estates
<b>Purpose:</b>	To provide assistance to the Director of Estates to ensure a well maintained and operationally successful, secure and safe site
<b>Main Responsibilities:</b>	The maintenance the school site including grounds; Health and safety; Vehicle management; Lettings and portage
<b>Grade:</b>	H4
<b>Hours of work:</b>	Full-time, 37½ hours per week.

**Site Maintenance**

- To work with the maintenance operative to carry out reactive and pre planned maintenance and work with suitably qualified contractors, monitoring the safety of their working practices, reporting where possible on the quality of their work and follow up any apparent failures or further work required.
- To undertake a range of re-decoration and maintenance work, as agreed with the Director of Estates to ensure a high standard of repair and decoration throughout the school
- To be responsible for the operation of the premises programmed systems, ensuring that all plant and equipment operates at maximum efficiency and economy, with special regard to energy conservation and to regularly inspect equipment to ensure that it is clean and in a safe working order, reporting any deficiencies as appropriate.

**Health and Safety**

- To comply with the requirements of the Health and Safety at Work Regulations, ensuring the safety of themselves and others are maintained and that Health and Safety responsibilities are carried out
- To be responsible for carrying out Health and safety checks including: Fire, emergency lighting, Legionella and keeping accurate up to date records under the direction of the Estates Manager.
- To make safe any hazards on site, reporting any hazards or defects which cannot be resolved

- To regularly inspect/test the fire extinguishers, lifts, fire alarms and ensure all fire exits and escape routes are kept free from obstruction at all times
- To ensure the appropriate signs and notices are visible throughout the School
- Action and supervise contract work as directed
- Undertake activities to maintain a safe and clean external environment e.g. gritting, litter picks, waste collection and removal, graffiti removal, safe access routes and keeping drains free from obstruction.

### **Grounds Maintenance**

- To be responsible for maintaining the grounds to a high standard, undertaking rubbish removal, path clearance, weeding and tree and shrub pruning

### **Lettings**

- To work with the finance department, ensure all lettings operate safely and efficiently where applicable
- To carry out appropriate induction for hirers, including fire evacuation procedures
- To ensure that the facilities are set up for hirers in accordance with the hire agreement, and that the area left clean after use

### **General**

- To undertake general portage duties to include the setting out and putting away furniture as necessary.
- To be responsible for the receiving of deliveries of goods and equipment and distributing as appropriate.
- Open/close the premises following out of school hours events as appropriate
- To ensure the School is secure, including CCTV, entry systems and intruder and fire alarms, making sure these are set when the school is closed
- First aider
- Where directed be responsible for the fleet of school vehicles, ensuring all are road worthy, fuelled, cleaned and ready to use when required.

### **Training & development of self**

- Set personal targets and take responsibility for own continuous professional development
- Attend and update the appropriate training to your role: Health and Safety

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

### **OTHER SPECIFIC DUTIES**

- To carry out the duties in the most effective and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

***In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.***

<b>Signed</b>	<b>Date</b>

November 2023