



Hazelwood School

ESTATES ASSISTANT

JOB DESCRIPTION, CONDITIONS AND PROFILE

For the purposes of this document the use of the word “he” is taken also to mean “she”

General

1. The Estates Assistant will join a highly motivated and task-oriented Estates Team, ably lead by the school’s Estates Manager. The individual will need to share this same commitment and focus, striving, in all assigned duties, to complete them to a high standard in and in the timeframe required.
2. The individual’s duties will be assigned across both the main Hazelwood School site and that of its Nursery. The individual will therefore need to be flexible and be able to offer the ability to drive between sites. It is anticipated that he will work closely with other members of the team, gaining a wide and valuable insight into all aspects of Estates Management as it relates to a school setting.
3. The duties will span indoor and grounds maintenance, caretaking duties and mini bus maintenance (including driving).
4. It is a part time role across term time and school holidays with 6 weeks’ paid holiday and a contributory pension(on satisfactory completeion of a probationary period). Additional hours, if requested and mutually agreed, will be remunerated under separate agreement. It is hoped that over time, the hours will increase or that further opportunities will be offered to perform evening and/or weekend caretaking duties for additional remuneration.

Job Description

5. *Mini Bus Maintenance*
 - 5.1 To operate the daily morning shuttle runs (x2) between the School and the Nursery to safely deliver children for the start of their school day. To collect and deliver children from the Nursery to the main school site for their weekly swimming lesson.

5.2 To assist with the daily maintenance checks on the fleet of six mini buses including refilling with fuel as and when required and effective completion and filing of the daily Passenger Carrying Vehicle Drive Check forms.

5.3 To help keep the fleet of buses clean inside and out.

6. *Grounds*

6.1 To play a role in preparing the School and Nursery sites to make the very best first impression throughout the year.

6.2 To support the Head Groundsman in preparing the pitches for sport and recreation.

6.3 To help keep pathways clear and swept at all times.

6.4 To prune, and maintain in good health, the many trees and shrubs on the Hazelwood School estate (both sites).

6.5 To assist with the planting and weeding of the flower-beds around the school estate.

6.6 To assist with the servicing and maintenance of the school's grounds equipment as directed by the Head Groundsman.

7. *Maintenance*

7.1 To undertake maintenance duties as requested by the Estates Manager. These could include:

- : painting and decorating of classrooms
- : assisting in erecting classroom furniture
- : changing light fittings
- : clearing of drains, gutters and gulleys
- : carpet and window cleaning

7.2 To respond, in partnership with the Estates Manager and Facilities Manager, to requests for maintenance support recording in the log book the date and time on which the reported fault was rectified.

7.3 To assist with the setting up of school events to include Parents' Evenings, Open Days and Prize Givings.

7.4 To help with the distribution of materials across the school estate so that the smooth running of the school is maintained.

8. *Health & Safety*

The post of Estates Assistant carries with it risk of personal injury and professional competence in judging the impact of defects on buildings and

people, and in carrying out repairs. The following are examples of areas of risk which will require formal assessment

- Manual lifting
- Working at height and with ladders
- Working with electricity, plumbing and plant
- Working with power tools

It is important that the Estates Assistant understands the relevance of each and operates only when fully trained in and aware of the risks of each area.

Conditions

9. *Employment & Management* The employment is as Estates Assistant to Hazelwood School and The Larks at Laverock Ltd. Your immediate Line Manager is the Estates Manager

10. *Hours of Work* The hours of work are 7.30am until 12.30pm, Monday to Friday inclusive, 52 weeks a year. There will be occasions when afternoon, weekend or after-hours caretaking or other work is required, for which overtime payment will be authorised, if agreed in advance. During School holiday periods hour of work are 08.30am to 1.30pm.

11. *Salary* The School will pay an annual salary of £12,000 for the hours noted. The agreed figure is gross and is subject to PAYE, NI and any other stoppages or benefits due. Salaries are paid monthly in arrears on or about the 28th day of each month into your bank account.

12. *Holiday* You are entitled to six weeks holiday per annum, one of which is to be taken during the Christmas break when the School is closed. Bank and other National holidays are authorised outside this entitlement. It is the job of the Estates Manager to manage the holiday scheduling of the Estates Team so that there is always appropriate cover and personnel on school site at all times of the year. Requests will be made in writing and will require the authorisation of the Estates Manager and Bursar.

13. *Meals and Breaks* Although your working hours do not entitle you to a break, one short break (mid morning) will be permitted. A free school lunch is available to you but should be eaten after 12.30pm when duties have come to an end. If you are required to work over 6-hours, a 30-minute break is permitted during your working day.

Some flexibility in these timings is expected if other duties overrun or interfere with routine breaks.

14. *Uniform* The Estates Staff are expected to dress practically to suit their role, but also smartly as they will be seen as the School's representatives by parents and the local community. Employees are expected to wear an approved uniform which will be purchased by the School.

15. *Medical* Employees are expected to take reasonable steps to maintain an adequate level of fitness and health throughout the period of employment. A pre-employment medical questionnaire is required. The Employer does not provide private medical insurance cover. Both Hazelwood School and Nursery are non-smoking sites. See also the Employer's Sickness Policy.

16. *Disclosure* The School is committed to safeguarding the welfare of children and you will be required to apply for Enhanced Disclosure through the Criminal Records Bureau. The revealing of an undisclosed criminal record could jeopardise the agreement between the Employee and the Employer.

17. *Appraisal* All employees are expected to participate in an appraisal process which takes place each year before the announcement of any pay award is made, normally in late Summer or early Autumn. This is an opportunity for employees to express their wishes for future professional development, as well as for the School to express its view of the employee's progress and its proposals for employee development.

18. *Training* Staff are expected to co-operate with plans for development professional training, paid for by the School. Any such requirement will either become clear as a result of the annual appraisal or at the request of the Employee.

19. *Pension* From May 2014 all employees, after their three month probation is completed, and subject to qualifying criteria, will be eligible to join the Hazelwood School Pension Scheme (run by The Pensions Trust). For those employees opting to stay in the scheme, Hazelwood School will pay a minimum contribution of 3% (assuming the employee satisfies Government requirements – both of eligibility and contribution) up to a maximum of 5% to match employee contributions.

20. *Onsite Accommodation* As an employee of Hazelwood School, the individual will have the right to apply to live on site in one of the six subsidised flats. This will be subject to suitable accommodation becoming available and to the terms of the Tenancy Agreement. If appropriate, applicants will be required to write a Letter of Application to be considered by the Chair of the Governors' Property Committee whose decision, in regard to the awarding of the accommodation, is final.

Profile

21. The profile of a successful Estates Assistant is likely to demonstrate qualities of:

- Being able to work successfully as part of a team
- Having a strong, committed and focussed work ethic
- Setting high standards and working to these at all times
- Demonstrating integrity, honesty, loyalty and reliability.
- Having diplomacy, discretion, patience and humour.

The individual should be able

- To work alone, unsupervised and with proven initiative.
- To prioritise tasks successfully
- To be proactive and identify when tasks and action are required

- To show an understanding of H&S requirements and demonstrate commitment to ensure compliance at all times
- To work under pressure and within tight lead-times.
- To present himself/herself at all times in a professional and articulate manner
- To be keen to learn and to make the most of training opportunities when offered

Above all else, the successful candidate should show a desire to work in a school setting for the good of staff and pupils alike. He should be able to demonstrate an aptitude for working with children and could demonstrate opportunities for where other skills can bring benefit beyond the specific remit of the role and assigned duties.

As the part-provider of maintenance services for Hazelwood (School and Nursery), the Estates Assistant should be able to demonstrate some or all of the following:

- skills as a carpenter with appropriate qualifications.
- experience as a painter and decorator with appropriate qualifications.
- a proven knowledge of building construction and maintenance.
- some working knowledge of and practical experience in plumbing, heating, electrics and bricklaying.
- experience and qualifications in vehicle driving and maintenance.

The individual should have

- A clean driving licence.
- A can-do attitude
- Be personable and well presented

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