



# The Abbey

The independent school for girls aged 3-18.

## ESTATES TEAM MEMBER

### Background

The Abbey School is an independent GSA day school for girls aged 3 to 18 years. Founded in 1887 the school enjoys an enviable reputation of academic excellence, a rich history, a caring pastoral environment and a wide breadth of extra-curricular activity for each individual. With exceptionally high ratings in the national league tables and a thriving International Baccalaureate diploma programme, The Abbey School is the only independent school in the Berkshire area to offer such outstanding opportunities to academically able girls. The girls themselves are motivated, enthusiastic and co-operative and there is a happy, purposeful atmosphere to the school.

The staff at The Abbey School form a strong and professional community of highly skilled, dedicated and enthusiastic people. The governors and management team are committed to supporting the continuing development of its staff and maintain a good working environment with the necessary policies and procedures in place to support this. We recruit only the highest calibre staff, who are lively, enthusiastic and committed. In return we aim to provide opportunities for employees to reach their own full potential for their benefit and the benefit of the school as a whole.

### Accountability

- The Head has overall responsibility for all employees of The Abbey School and this is delegated to Heads of Departments (HODs) in charge of departments. The Head of Finance and Resources is responsible for management of the support staff.
- This post is within the Estates Department and the post holder is directly accountable to the Estates Manager. The post holder is not directly responsible for other members of staff.

### Tasks and responsibilities

- Carrying out general repair and maintenance of school premises for which a good level of DIY skills are required. (e.g. Decoration, minor plumbing, carpentry etc.).
- Assisting the maintenance team with providing back-up services in support of the academic life of the school, typical duties will include:
  - setting up rooms and halls;
  - assisting with the moving of furniture;
  - grounds work and other general maintenance.
- Ensuring the safe lock up of all school sites at the end of the school day.
- Car park and door duties at school finishing times and occasionally at evening events.
- Driving of the school minibuses on occasion, as and when required.
- Any other reasonable task as requested by the Estates Manager and/or the Deputy Estates Manager.
- Maintaining a security awareness at all times.
- Crossing Patrol - Assist with the safe crossing of pupils daily.
- Out of hours key holder duties.

### General skills / person specification

- Good team worker.
- Reliable, punctual, well presented and personable.
- Willingness to assist the Estates Manager and Estates Supervisors in the performance of other tasks as requested.
- Good verbal and written communications.
- Holding a current clean driving licence
- Previous experience of working in a school or an education environment would be advantageous.
- An awareness of Health and Safety.

**Attitude**

- A team player with a friendly and professional approach, who understands the ethos of The Abbey School.
- The willingness occasionally to work long and anti-social hours.
- An understanding and sympathetic approach to the constraints of teaching timetables and priorities.
- A pro-active approach to working in The Abbey School.

**Hours of Work**

- As part of the Estates team, you will be contracted to work 40 hours per week. Core Hours to be agreed at Interview.
- You will be expected to occasionally work longer hours for evening and weekend events when required, but this is either paid as overtime or taken as time off in lieu.
- A flexible attitude to working hours is required as you will occasionally be required to provide cover for holidays and sickness of other team members and evening/weekend working to cover school events.
- There will be a probationary period of six months during which one week's notice is required by either party to terminate employment. Thereafter, the notice period will be one month.

**Holiday Entitlement**

- 20 days of paid holiday entitlement per year. After each completed year of service, this increases by 1 day in the following September, up to a maximum of 25 days' holiday per year after 5 years of completed, continuous service.
- In addition, the 8 UK public holidays and also 4 concessionary days, to be awarded at the School's discretion (usually at Christmas).
- Holidays to be agreed beforehand with the Estates Manager.

**Salary and Benefits**

- The gross annual salary will be £21,411. Staff are paid monthly and in arrears.
- The School offers a non-contributory pension scheme worth 8.35% of salary, which all non-teaching staff are automatically enrolled onto from the start date of their employment.
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available.
- Lunches are available free of charge.
- Parking is normally available, but not guaranteed.

**Health and Safety**

It is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To co-operate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- To neither intentionally, nor recklessly, interfere with any equipment provided.

**Security**

- All employees are required to remain vigilant on the school premises and to report any security issues to the Estates Manager immediately.

**Child Protection**

- The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment.
- The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process.

**Equal Opportunities**

The Abbey School aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The Abbey School welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available on request.

**Terms of Employment**

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at [www.disclosuresdb.co.uk](http://www.disclosuresdb.co.uk)

For more information on our lively and well-resourced school and for an application form, please visit the Vacancies Page on our website [www.theabbey.co.uk](http://www.theabbey.co.uk).

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to [recruitment@theabbey.co.uk](mailto:recruitment@theabbey.co.uk)

Interviews will only be arranged following our receipt of a completed application form.

**Closing Date for Applications: Friday 16<sup>th</sup> February 2018**

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For enquires please contact [recruitment@theabbey.co.uk](mailto:recruitment@theabbey.co.uk)