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**Job Description and Specification**

**estates assistant – RGS Worcester**

**Responsible to:** Maintenance Supervisor

**Responsible for:** N/A

**Salary:** c. £16.5k

**Location:** RGS Worcester plus RGS Springfield / RGS The Grange when required.

**Member of:** Estates Team

**General Purpose** To assist the Maintenance, Caretakers and Grounds teams in the support of the general day to day operations of all RGS schools.

**Key Tasks and Responsibilities**

1. Assist all school Caretakers with the setting up of a variety of school functions, including assemblies, parents evenings, concerts, exams etc.
2. Deliver parcels and post to staff across all RGS sites, ensuring the post room is tidy and organized at all times
3. Assist the maintenance team on tasks and jobs where more than one person is required
4. Supervise and chaperone contractors around all school sites during term time
5. Carry out Car Parking duties during school events and functions
6. Carry out routine checks where required of plant, equipment and vehicles
7. Drive to collect / deliver materials and goods from suppliers and deliver across the three school sites
8. Carry out roles and responsibilities assigned to the maintenance team as part of the schools Emergency Evacuation Procedures
9. Assist with movement of the schools vehicle fleet
10. To be available ‘on call’ for ‘out of hours’ emergency response as required, and be available when ‘on call’ during this period to attend site within 1 hour
11. To drive the school minibuses as and when required

**Working Conditions**

**Working hours:** 40hrs per week – Full Time

Monday to Friday 8am – 5pm

Flexibility will be required with evening and weekend working to support the needs of all RGS schools

**Holidays:** 25hrs plus 3 additional days at Christmas to be taken at the Bursar’s discretion

**On Call:** The post holder will be required to go on the ‘on-call’ rota

**Clothing & Equipment:**

The school will provide any Personal Protective Equipment (PPE) required for the job along with any work-related equipment and associated training.

**Medical:**

All employees of RGS Worcester are required to complete a medical questionnaire and declaration on commencing employment with the school. The school reserves the right to carry out further investigation into your medical condition depending upon the answers provided. This may involve a medical examination and/or contact with your doctor or health centre.

**DBS Screening:**

Employees of RGS Worcester need to undergo enhanced DBS. The outcome of this screening may have an effect on the employment of that person.

**Safeguarding Children:**

The post holder will be required to undertake Safeguarding Children training.

**References:**

Continued employment is subject to the receipt of two satisfactory references, one of which must be the present or most recent employer. Ideally References should be obtained before interview in accordance with safer recruiting procedures.

**Employment history:**

In accordance with safer recruitment there is a requirement to provide a continuous employment or occupation history since leaving full time education.

**Probation:**

Continued employment is subject to the successful completion of the probationary period as specified in the written particulars.

**Job Specification**

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| --- | --- | --- |
| **Competencies** *These are the skills and abilities required to successfully perform the key tasks.* | **Essential** | **Desirable** |
| An enthusiastic motivated outlook to work with the ability to deal with children and young people in a confident and friendly manner. | x |  |
| Reliable and trustworthy. | x |  |
| Co-operative, friendly and flexible attitude to all school staff, visitors and pupils with a ‘can do’ attitude and positive outlook. | x |  |
| A willingness to undertake any additional training needed to perform the role. | x |  |
| **Knowledge and Experience** | **Essential** | **Desirable** |
| Previous experience of working in a School environment |  | x |
| Previous experience of supporting a facilities/maintenance team |  | x |
| **Education** | **Essential** | **Desirable** |
| GCSE English and Maths or equivalent | x |  |
| Completion of related Apprenticeship or working towards |  | **x** |
| Clean driving license | x |  |
| Clean driving license with Category D1 |  | x |

***The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.***

