



RGS
DODDERHILL

Estates Assistant

Estates Assistant

Responsible to: Site Supervisor and Head of Estates

Location: RGS The Grange and RGS Dodderhill (RGS Worcester when required)

Working hours: 40 hours per week, typically 8am – 4.30pm Monday to Friday with occasional hours either side, based on a flexible working pattern, to include some weekends on a rota basis

Member of: Estates Team

General Purpose:

To undertake the duties in relation to setting up of all school events, deliveries, provision of security support and minor maintenance activities as directed, in support of the general day to day activities, safety and upkeep of the school environment.





Key Tasks and Responsibilities

- Assist with the setting up of a variety of school functions, including assemblies, parents' evenings, concerts, exams etc
- Completion of compliance checks for Fire & Emergency and general site safety at both RGS The Grange and RGS Dodderhill
- Deliver parcels and post to staff across all RGS sites, ensuring the post room is tidy and organised at all times
- Assist the maintenance team on tasks and jobs where more than one person is required
- Complete maintenance tasks, where skills and experience are suitable
- Supervise and chaperone contractors around all school sites
- Carry out Car Parking duties during school events and functions
- Carry out routine checks where required of plant, equipment and vehicles including the checking of the Schools heating systems
- Carry out roles and responsibilities assigned to the maintenance team as part of the schools Emergency Evacuation Procedures
- Assist the Site Supervisors in any other duties commensurate with the role and as requested.
- Assist with the unlocking and locking of the school when required
- The post holder will be required to go on the on-call rota (typically 1 in 10 weeks)
- Chaperone and or supervise contractors and / or visitors as directed by line manager around all school sites when necessary
- To comply with RGS policies and procedures, particularly in relation to Health and Safety
- Reporting defects and hazards to the Site Supervisor as appropriate for incorporation into the maintenance plan of work
- Assist the wider Estates team, including Maintenance Operatives, Grounds and Gardens, Transport and Cleaning teams, across all four schools, as directed by line manager in any other duties commensurate with the role
- Typical work week will be Monday, Wednesday, Friday at RGS Dodderhill, and Tuesday and Thursday at RGS The Grange

Job Description

Competencies

These are the skills and abilities required to successfully perform the key tasks

- An enthusiastic motivated outlook to work with the ability to deal with parents and staff in a confident and friendly manner – **Essential**
- Ability to work flexibly across the working day using own initiative and prioritise workload – **Essential**
- Reliable and trustworthy – **Essential**
- Able to work independently and efficiently to tight deadlines – **Essential**
- A willingness to undertake any additional training needed to perform the role – **Essential**
- Ability to problem solve – **Essential**
- Computer literate - **Essential**

Knowledge and Experience

- Experience working in a maintenance role – **Desirable**
- Experience working in an education setting – **Desirable**
- Experience working with varied ranges of people and staff, ability to communicate on all levels – **Essential**
- Clean driving license – **Essential**

Education

GCSE level of study equivalent – **Essential**

It is preferred that the post holder has a driving license, allowing for travel across The RGS Worcester Family of Schools as required.

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 and specification will be done in a timely manner and in consultation with the post holder.





Working Conditions

Hours:

40 hours per, week working on a 5 out of 7 days, on a rota basis between the hours of 6am-10pm, generally Monday to Friday, with some weekend working based on operational needs.

Holidays:

25 days per year, plus bank holidays and 3 discretionary days between Christmas and New Year

Remuneration:

Pay will be made in arrears on a monthly basis direct to the bank on the last working day of the month

Benefits Include: Excellent Contributory Pension Scheme
Discounted School Fees
Free Use of On-Site Gym
Free Access to Employee Assistance Help and Support Line
Free Lunches – Term Time Only

Clothing & Equipment:

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

RGS The Grange

Introduction

RGS The Grange is an outstanding independent primary school for children aged 2-11. The School is situated in a beautiful 54 acre site 2 miles north of Worcester in the Village of Claines, providing senior school facilities in a prep school setting.

RGS The Grange creates a happy, caring and nurturing environment for your child. As well as being rated by ISI inspectors, as an 'Excellent' school for boys and girls from 4 – 11 years, we have an 'Outstanding' Nursery and Pre School for children from the age of 2 years.

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The School is situated in a beautiful 54 acre site located on the outskirts of Worcester, Worcestershire. Talented, trusted and committed staff ensure that every child at every age receives individual attention. A stimulating and creative curriculum, in small classes, promotes academic rigour and individual progress. Hand in hand with this, we firmly recognise the importance of social and emotional wellbeing in order for children to be happy and to reach their potential. Each child has the opportunity to develop their skills and confidence in all areas; academic, music, the arts and sports, as well as their social and communication skills.

We are proud of the fact we can provide senior school facilities in a prep school setting.



RGS Dodderhill

Introduction

RGS Dodderhill is an independent school on the outskirts of Droitwich Spa, Worcestershire, with approximately 180 pupils between the ages of 2 – 16 years. The School has Nursery, Prep and Senior Sections. RGS Dodderhill is part of The RGS Worcester Family of Schools, with RGS Worcester being a fully co-educational senior school in Worcester; and a Prep School - RGS The Grange (two miles north of Worcester City Centre in the village of Claines), and RGS Springfield (a two minute walk from RGS Worcester in Britannia Square) which will exclusively be a Nursery from September 2025.

History

Dodderhill School was founded in 1945 as the senior girls' school of Whitford Hall, a well-established prep school located in Bromsgrove. In 1999, Whitford Hall moved to Droitwich and was known as 'Whitford Hall and Dodderhill School' until 2006. It was then Dodderhill Independent School for Girls. On 30 April 2019, Dodderhill School merged with The RGS Worcester Family of Schools, and is now known as RGS Dodderhill. In September 2021, RGS Dodderhill Prep School became co-educational, whilst the Senior School remains girls from 11 to 16 years with many of the girls then progressing to the Sixth Form at RGS Worcester.

Facilities

Set within seven acres, the School has superb facilities onsite with first class Music facilities, a Sports hall which is also a Drama and Performance space and specialist Art, Textiles, Food Technology, IT facilities, an Astroturf and extensive grounds. All classrooms are equipped with IT facilities and each member of staff has the use of a laptop computer and iPad. In addition, as a member of the The RGS Worcester Family of Schools, RGS Dodderhill has access to 50 acres of grounds at RGS The Grange as well as the Worcester International Hockey Centre, which RGS shares via a joint venture arrangement with Worcester Hockey Club. RGS Dodderhill is supported by an extensive transport network of minibuses which includes a shuttle from Droitwich Spa train station.





Process of Application

All candidates are required to apply via the TES online application form (no CVs will be accepted). RGS reserves the right to close applications early if a suitable calibre of candidates apply; candidates may be called early to interview.

The RGS Worcester Family of Schools is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with diverse staff. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression and talent that our staff invest in their work represents not only part of our culture, but our reputation and The RGS Worcester Family's achievements as well. In recruiting for staff, we welcome the unique contributions that you can bring in terms of your languages spoken, culture, ethnicity, gender, gender identity, transgender, age, disability, sexual orientation, religion and beliefs. We also want you to achieve your absolute best during the recruitment process. Please let us know of any changes we can make at any point that will help support you in completing an application.

Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

Candidates should be aware that if shortlisted, an online search may be conducted as an additional safeguarding check.

The Governors of RGS Worcester are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Registered Charity No. 1120644

Staff appointed to The RGS Worcester Family of Schools are enrolled in the AVIVA Pension Trust for Independent Schools pension scheme (APTIS), which is a Defined Contribution scheme designed specifically for staff in the independent education sector. Through APTIS, we offer a competitive and sustainable pension package. As your employer, we contribute 10% while your contribution would be a minimum of 3%, ensuring a solid foundation for your retirement planning. APTIS also provides flexibility and benefits tailored to your needs.

'Charming, wholesome and uncomplicated, this is a small school that thinks big'

- The Good Schools Guide



How to find us

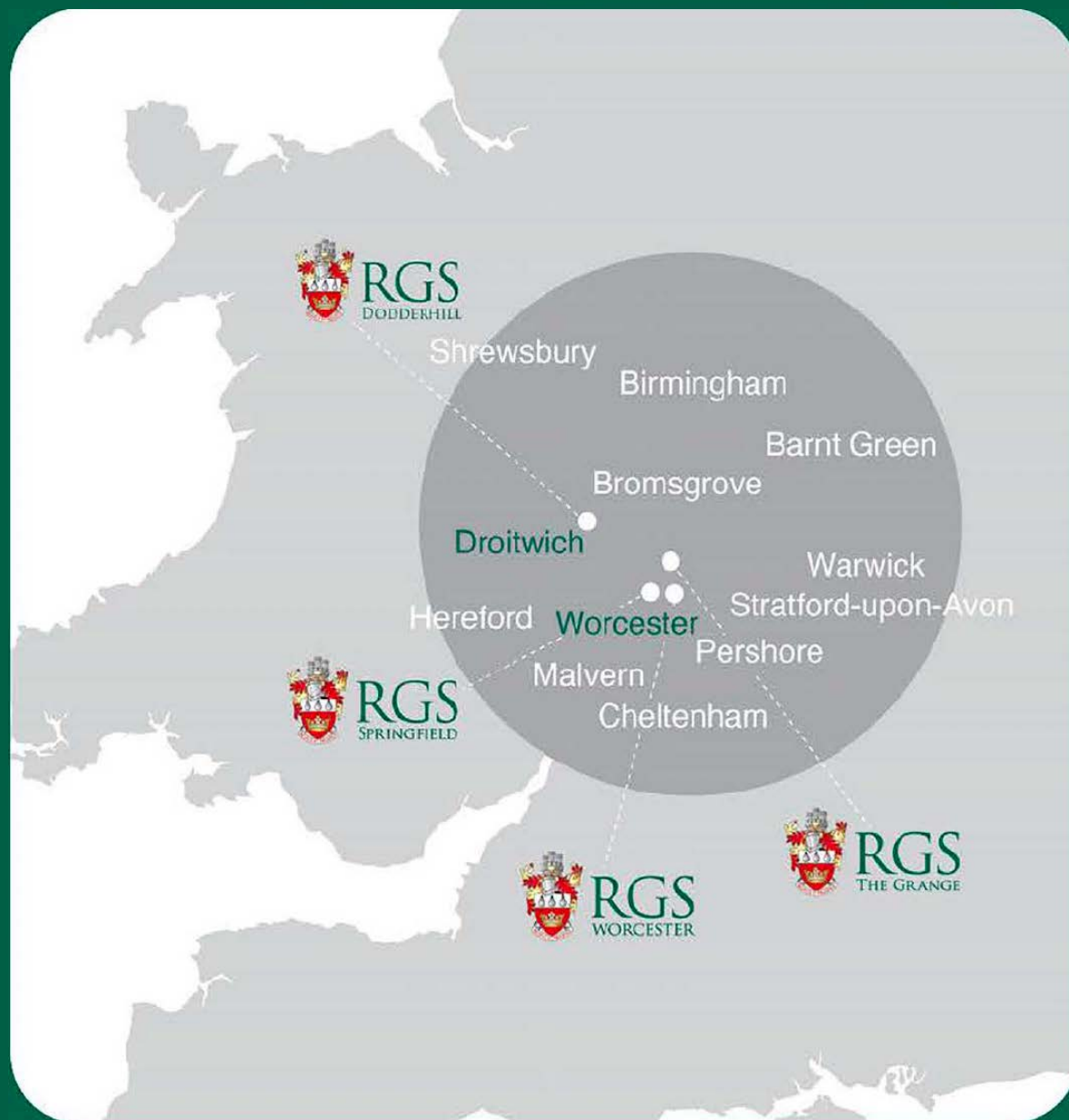
By Road:

The most direct route is via the M5. Leave at Junction 6 and join the A449. Travel through the first intersection until you reach a roundabout. Take the second exit into Ombersley Road, A449. Travel for 2 miles on this road which leads into Barbourne Road and then Upper Tything, A38. The entrance to RGS Worcester is on the left after the Little London turning.

By Rail:

The nearest mainline station is Worcester Foregate Street, which has a direct link to London Paddington and regular services to The West and West Midlands.

Exit the station and turn right. Keep to the right hand side pavement and follow the road out of Worcester for 5 minutes. RGS Worcester will be on your right hand side.



RGS Worcester | RGS The Grange | RGS Springfield | RGS Dodderhill

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