

# ESTATES OFFICER

## JOB DESCRIPTION

*Reports to: Facilities Manager*

## ABOUT JOHN LYON

John Lyon is Northwest London's leading co-educational, all-through 3 to 18, independent school.

We are proud to serve families in Harrow-on-the-Hill, Harrow, London, Hertfordshire and Buckinghamshire by offering a world-class School experience for pupils from aged 3 in our Little Lyons Nursery to aged 18 sitting A-Levels and our Goldhawk Diploma in the Sixth Form. John Lyon is a happy, warm and progressive community.

The School enjoys a richly deserved reputation for providing an excellent all-round education and outstanding pastoral care. We believe that the opportunities pupils experience through our academic studies, extra-curricular, co-curricular and excellence programmes are equally important. Our pupils are equipped with the skills and experiences they will need to help them succeed in life at School and beyond. Pupils in our vibrant and inclusive co-ed environment experience a diverse learning community in which they all thrive.

John Lyon School sits within John Lyon's Foundation, with John Lyon's Charity – who distribute around £12m in grants to children and young people in London each year – and alongside the Harrow Family of Schools, which includes Harrow School and Harrow International Schools around the world. Pupils benefit from these close links and regularly participate in pan-Harrow events such as international exchange trips, sports tours, competitions, conferences and lessons streamed with partner schools. Staff collaborate with colleagues all over the world to develop best practice and exchange ideas and resources. We are proud to be part of this diverse and innovative global educational community.

We embrace technology and put it at the forefront of all that we do to enhance learning and collaborative working. As a 'Microsoft Showcase School', we are one of a small number of UK schools that are part of a global community of schools engaged in educational digital transformation.

We have three unique campuses, comprising our Prep School in central Harrow, Senior School in Harrow-on-the-Hill and Sudbury Fields, our 25-acre outdoor campus for sports and activities.

# OUR VALUES



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

# THE DEPARTMENT

The School's estate comprises a number of buildings ranging from mid-18<sup>th</sup> Century to recent constructions. Several of the school buildings are listed and fall within two different conservation areas. Recent developments have taken place to a number of the buildings with over £12m being spent on new build, renovation and refurbishment. Whereas the new and refurbished buildings require careful maintenance and control of the building management systems, upkeep of the other buildings relies on planned maintenance regimes and replacement of long-standing systems and fittings.

The Estates Teams' aim is the delivery of both planned and reactive maintenance, event set ups, H&S requests, planned maintenance, general repairs and property upkeep, working with other estates team members and with minimal disruption to the day to day operation of the School community.

# PRINCIPAL RESPONSIBILITIES

- Check H&S and general maintenance work requests on a daily basis on the School's maintenance request software, School Asset Manager.
- Undertake any other maintenance or repair duties requested by the Head of Facilities.
- Ensure the School's Safeguarding Children requirements are met regarding the security of the campus during term-time, such as managing traffic at drop-off times, securing external gates and carparks once the pupils have arrived.
- Carry out Planned Preventive Maintenance and routine daily, weekly and other periodic checks as required by service and operational requirements and manuals, including periodic readings of the various utility meters located across the school campus.
- Replace or repair faulty or worn parts of school property across the main School campus, liaising with the Estates Supervisor in ordering new parts when necessary.
- Maintain hot and cold water systems across both School sites carrying out minor repair and installation work as required.

- Regularly check, at agreed intervals, the condition and operation of general lighting, emergency lighting, self-closing fire doors, window fasteners, extractors and yard gullies and remedy, or report faults to the Estates Supervisor.
- Carry out basic painting and decorating tasks in classrooms, halls and corridors throughout the School buildings as required.
- Work closely with the Estates Supervisor to ensure compliance with relevant health and safety legislation on Estates matters including COSHH and risk assessments.
- Promote safe working practices and ensure appropriate PPE is worn escalating any risk to the Estates Supervisor.
- Ensure school grounds and buildings are kept secure at night by closing all entrances and windows at the end of each day, and opening each morning, as part of the team's shift pattern.
- Set up classrooms and communal meeting spaces for educational and other uses as directed by the School's timetable.
- Carry out regular inspections on the School minibus fleet ensuring that the vehicles are road worthy, clean and tidy.
- Communicate effectively with School colleagues, and other stakeholders as required, both verbally and in writing, establishing effective working relationships.
- Drive School minibus around the main campus and to the School playing fields, and on other outings for delivery/pick up tasks as required.
- At times of cold and freezing weather keep pathways and steps clear of ice by the application of salt and grit.
- Carry out daily litter picks across the School site and empty waste bins on a regular basis.
- When traversing the School site remain vigilant for both H&S hazards and general maintenance necessities. If these problems cannot be rectified ensure that they are reported to the Assistant Facilities Manager or in the case of a H&S issue that they are recorded on the School's maintenance software.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

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## PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, during the selection process, best demonstrates their skills and abilities as follows:

	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
Basic knowledge of plumbing, electrical, gas, PAT testing, carpentry, first aid.	X	
Knowledge of the occupational hazards and safety precautions involved with the maintenance, repair, and operation of buildings, grounds, and operating systems.	X	
Health and Safety qualification/ certification		X
Full, clean UK driving licence	X	
City and Guilds or equivalent qualification in a relevant trade		X
Basic IT skills	X	
<b>SKILLS &amp; EXPERIENCE</b>		
General Maintenance experience	X	
Basic plumbing experience (e.g. Fix leaking taps, radiators, etc.)	X	
Basic joinery experience (e.g. replace broken window panes, board up broken windows, fit shelves, etc.)	X	
Painting and decorating experience including basic plastering	X	
Basic Electrical experience (e.g. make safe broken light switch/sockets/plugs, replace failed light bulbs, etc.)	X	
Previous experience of working in a school environment		X
Good interpersonal and communication skills	X	
Ability to prioritise work and meet targets and deadlines	X	
Ability to work on own initiative with a proactive approach to work matters and task completion	X	
Ability to liaise with internal and external customers at all levels	X	
Enthusiastic and self-motivated with a natural inclination to problem solve	X	
Able to assess and carry out heavy lifting and general labouring tasks	X	
Able to work outdoors in all weather conditions	X	

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.