

Estates Assistant



GREENFIELD
SCHOOL

BRIGHT BEGINNINGS
BRIGHTER FUTURES

RECRUITMENT
PACK



LITTLE SCHOOL
Fledglings & Owls

0-3 yrs



PRE-RECEPTION
Robins

3-4 yrs



RECEPTION
Reception

4-5 yrs



LOWER SCHOOL
Years 1 & 2

5-7 yrs



MIDDLE SCHOOL
Years 3 & 4

7-9 yrs



UPPER SCHOOL
Years 5 & 6

9-11 yrs

NURSERY & PRE-SCHOOL

PRE-PREP

PREP



GREENFIELD SCHOOL

BRIGHT BEGINNINGS
BRIGHTER FUTURES

ABOUT US

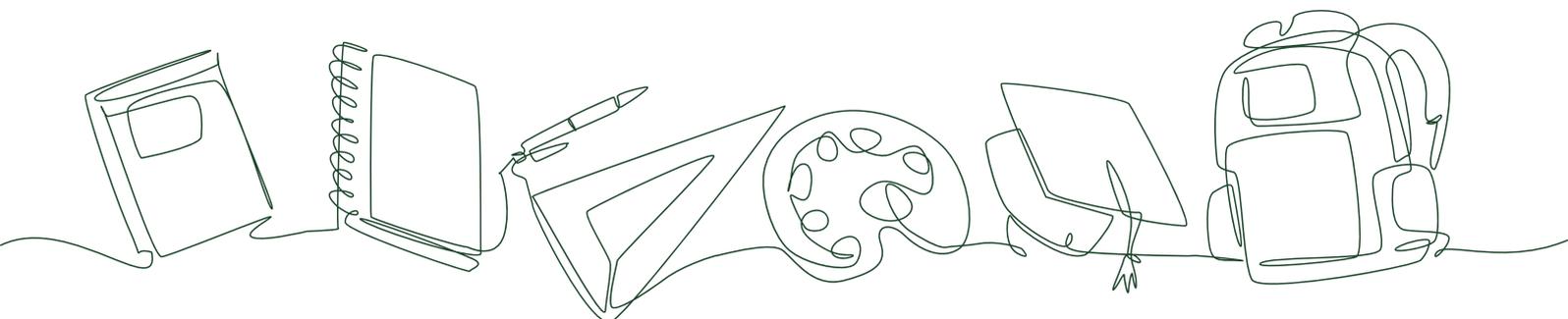
Greenfield is an impressive standalone preparatory school in Woking, Surrey, providing the very best 11+ preparation and relevant, contemporary education to its pupils. The school's facilities are unique amongst prep schools in the area and allow our teaching staff to take their lessons to the next level, ensuring pupils are equipped and ready to embrace the next stage of their young lives.

In May 2023, the school was graded Excellent by ISI. This grade refers to both *the quality of the pupils' academic and other achievements* and *the quality of the pupils' personal development*. The outcome of this inspection was reflective of the hard-work, dedication and commitment of the school's employees, from teaching and support staff to estates workers and leadership. The examples given in the report are indicative of the creative, dynamic and enthusiastic teaching that takes place and the atmosphere that pervades the school.

Greenfield is renowned for its inclusive ethos and culture of kindness. School-wide initiatives surrounding wellbeing, climate change and charity fundraising are common and the community is a strong one.

Located on the outskirts of Woking town centre, and positioned between West Byfleet and Old Woking, the school is ideally situated to offer a balance of urban convenience and countryside living to pupils and staff alike.

Greenfield was voted Prep School of the Year by the TES in 2022.



AIMS AND ETHOS

Ethos

Greenfield School fosters a culture of inclusion, acceptance and understanding, whilst maintaining excellence in all areas of school life. We pride ourselves on being academically non-selective and providing a warm and compassionate environment, as our children develop their wider skills and academic potential. We celebrate our diversity and encourage our pupils to become kind, empathetic children with a strong sense of their place in the world. Greenfield offers an inspiring education for pre-eminence in tomorrow's society.

Aims

In partnership with Greenfield families, we aim to:

- Inspire and motivate children, enabling them to achieve their academic potential
- Discover and develop passion
- Identify and foster talent
- Encourage independence and resilience in our children
- Develop critical thinking and problem-solving skills
- Empower children to be active members of the local and wider community
- Create authentic, responsible and empathetic children who impart kindness, generosity and compassion



PERSON SPECIFICATION

We are seeking a motivated and committed person to join our growing Estates team. You will work across the site and undertake a broad range of responsibilities managed by a experienced Estates Manager. You will engage with our wider School community and take pride in the appearance of the School and its grounds for all to enjoy.

You will have a can do attitude, undertake tasks in a calm and friendly manner and understand the need for flexibility. The experience you bring to the role will add to a range of experience already in the team and we welcome applications from a variety of sources including those with a trade qualification or industry experience. If this is a role you are interested in undertaking but don't have a trade qualification or industry experience, we would welcome a discussion with you prior to applying. You can arrange this by emailing hr@greenfield.surrey.sch.uk.

The Estates team are a valued part of the whole School community and their role in ensuring the School operates smoothly, is widely respected. You will work with a range of external contractors, including our security contractor who is responsible for responding to out of hours call outs. As you will often be the first person a visitor to the site interacts with, you will understand the need for a professional approach and the need to represent the School and the Estates team positively.



JOB DESCRIPTION

STATEMENT OF RESPONSIBILITIES

To work under the reasonable direction of the Bursar/Estates Manager. To undertake the duties within the Estates department in accordance with the requirements of the conditions of employment detailed in the Greenfield School Contract of Employment.

To share in the responsibility for the discipline, supervision, health and safety of all pupils.

SPECIFIC RESPONSIBILITIES & DUTIES

SITE MAINTENANCE:

- Generally facilitating the smooth running of the daily operations of the school
- Assist in keeping the site clean and tidy minimising risks to health and safety
- Assist in maintaining the buildings and site to agreed standards and cost effectively
- Under the direction of the Estates Manager, effect repairs and improvements
- Check the online maintenance email log to complete maintenance on issues reported by staff
- Report to the Estates Manager on resourcing requirements to ensure stocks are kept up to date
- Undertake the cleaning of outside areas including daily litter removal and debris clearance, leaf sweeping and ensuring the external areas pose no damage
- Undertake some cleaning duties including emergency cleaning, as directed by the Estates Manager
- Undertake general decoration tasks in line with a rolling programme of works agreed with the Estates Manager
- Under the direction of the Estates Manager, liaise with contractors visiting the school to complete essential work
- Maintain equipment in a safe working condition

SECURITY:

- Operate appropriate site security systems, including unlocking and locking up when required (keyholder responsibilities), lettings/functions outside of normal hours and working with our security contractor who is responsible for responding to out of hours call-outs
- Ensure security of buildings and the school site and take measures to prevent theft or damage of property
- Assist in providing safe access to buildings
- Undertake security tasks as agreed with the Estates Manager

GARDENING:

- Complete small gardening and landscaping tasks

COMPLIANCE:

- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to the Estates Manager immediately.
- Undertake regular health and safety checks of the buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with relevant schedules
- Act as a key Response Person/Fire Marshall in case of Fire or Emergency, assist with the safe evacuation and liaise where necessary with the Emergency Services
- All work to be undertaken with strict adherence to health and safety regulations and guidance, for which appropriate training will be provided by the school

PORTERING:

- Assist in the provision of portering and furniture moving where required
- Support out of hours functions, either during the week, evenings and at weekends

GENERAL:

- Assist in maintaining procedures to ensure that the school site is kept in a good state of repair, clean, safe and in stock with the necessary supplies
- Under the direction of the Estates Manager, assist with ensuring the minibuses are ready for use on a daily basis. Being on standby for assisting with pick up or collection of children on school bus runs or trip logistics

CONDITIONS OF EMPLOYMENT

REMUNERATION

We have our own Pay Scales which are regularly compared with other relevant pay scales in the sector. We are committed to ensuring competitive levels of pay. For this role, the pay will be competitive dependent upon experience and we are able to discuss this with candidates prior to interview.

HOURS OF EMPLOYMENT

Generally, Estates team coverage is required for School needs between 7am and 6.30pm each day. This is facilitated by a rota of shifts that are 8.5 hours long (including a 30 minute unpaid break). This role will include the coverage of both School and non-School events in the evenings and at weekends. Shifts will be varied accordingly and the rota will be distributed half a term in advance. The Estates team will be required to cover for one another due to absence or annual leave. The Estates Assistant will be required to work reasonable additional hours as shall be necessary to properly discharge their duties.

EQUAL OPPORTUNITIES AND SAFEGUARDING

At Greenfield School, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications and a satisfactory medical questionnaire.

We promote equality of opportunity for all pupils and staff, both current and prospective, and we actively support an environment and culture that values equality, diversity and inclusion.

HOW TO APPLY

CLOSING DATE: MONDAY 2ND OCTOBER AT MIDDAY

INTERVIEW WINDOW: FROM 5TH OCTOBER ONWARDS

Please ensure you have read the school's Safeguarding and Safer Recruitment Policies, as well as the job description (above), before completing the Non-Teaching Staff application form. Click on the icons below to view and download these documents



The application form should be emailed to hr@greenfield.surrey.sch.uk by the closing date specified above. If you would like to discuss the position further prior to applying, please email hr@greenfield.surrey.sch.uk. Please note we will need to contact two referees before interview and ensure we have obtained a reference from your current employer, if successful.

Only the school's application form will be considered. We are unable to accept CVs.



GREENFIELD SCHOOL

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