ESTATES OFFICER

JOB DESCRIPTION

*Reports to: Estates Supervisor*

About John Lyon

Founded in 1876 as a day school for local boys, John Lyon is one of the top independent day schools for boys in the UK. We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our pupils. Our ethos is to treat every pupil as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside of the classroom. The School has consistent excellent results with ‘value added’ at GCSE and A-Level.

The School has a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it:



Principal Role

The School’s estate comprises a number of buildings ranging from mid-18th 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 delivery of both planned and reactive maintenance, room set ups, H&S requests, planned maintenance, general repairs and property upkeep in conjunction with other estates team members with minimal disruption to the day to day operation of the School community.

Duties

The following duties and responsibilities are intended to give a broad indication of the variety of tasks covered by the new post.

* Set up class rooms 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.
* 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.
* Check H&S and general maintenance work requests on a daily basis on the School’s maintenance request software, School Asset Manager.
* 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.
* Undertake any reasonable duties requested by the Deputy Heads, Bursar and Estates Supervisor.
* Ensure school grounds and buildings are kept secure by closing all entrances and windows at the end of the Late Shift each day.
* Have knowledge of the occupational hazards and safety precautions involved with the maintenance, repair, and operation of buildings, grounds, and operating systems.
* Communicate effectively, both orally and in writing.
* Establish and maintain effective working relationships across both the academic and support staff teams.
* Replace or repair faulty or worn parts of school property across the main School campus. Order new parts when necessary.
* Carry out basic decoration and painting tasks in classrooms, halls and corridors throughout the School buildings when required.
* Drive School minibus between main campus and School playing fields and on other outings, 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.
* Maintain hot and cold water systems across both School sites carrying out minor repair and installation work as required.
* Ensure that all School lighting is kept in good working order and replace fittings where necessary.
* 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 Estates Supervisor.
* 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 Estates Supervisor or in the case of a H&S issue 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.

Person Specification

In making an appointment at John Lyon we look for the person who, from their application and at interview, best demonstrates the knowledge, skills and experience in the following areas:

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| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **KNOWLEDGE** |  |  |
| Basic qualification/certification or experience in - plumbing, electrical, gas, PAT testing, carpentry, first aid. | X |  |
| Health and Safety qualification |  | X |
| Full, clean UK driving licence | X |  |
| City and Guilds or equivalent qualification |  | X |
| IT literate | X |  |
| **SKILLS & EXPERIENCE** |  |  |
| General Maintenance experience | X |  |
| Plumbing experience and know how (e.g. Fix leaking taps, radiators, etc.) | X |  |
| Joinery experience (e.g. replace broken window panes, board up broken windows, fit shelves, etc.) | X |  |
| Painting and decorating experience incl. basic plastering | X |  |
| Plastering to small areas | 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 |  |
| Proven 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 | X |  |
| Enthusiastic and self-motivated with a natural inclination to problem solve | X |  |
| Commitment and willingness to work unsociable hours | X |  |
| Ability to tackle heavy work, lifting and carrying out general labouring tasks | X |  |
| Must be able to work outdoors in all weather conditions | X |  |

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.