



IPSWICH SCHOOL

ESTATES OPERATIVE

Full-time, permanent, required as soon as possible

THE SCHOOL

Ipswich School has been listed as one of the top 130 schools in the country and is one of the foremost independent schools in East Anglia. We were established prior to 1399, moving to our present site in 1852. The school is co-educational with pupils aged between 3 months and 18 years.

We have a variety of buildings across a number of sites. The Senior School building on Henley Road is Grade II listed with formal grounds to the frontage. More recent additions include a state-of-the-art Music School located within the Senior School grounds, astro-turf sports pitches at our Sports Centre in Rushmere, and Anglesea Heights, a former hospital site, which is being redeveloped to provide more boarding accommodation from September 2025.

Our sites include:

- Senior School (Henley Road)
- Upper Prep School (Ivry Street)
- Lower Prep School (Anglesea Road)
- Westwood Boarding House (Constitution Hill)
- Notcutt Sports Fields (off The Grove, Henley Road)
- Ipswich School Sports Centre (ISSC) (Rushmere St Andrew)
- The Lodge Day Nursery (Ivry Street)
- Ivry House (Ivry Street)
- Anglesea Heights



THE ESTATES TEAM AT IPSWICH SCHOOL

The School benefits from a dedicated team of Estates staff who work to maintain and continually improve the School's buildings and grounds. The Estates' team comprises; a grounds team, who maintain the School's gardens and sports pitches; a dedicated Estates Operative team (Facilities and Maintenance), who carry out general repairs and work with contractors to complete building projects, (and who work to support staff and pupils throughout the year); and a large cleaning team.

THE POST

You will join a team of Estates Operatives (Facilities and Maintenance) who work throughout the year, across all School sites. The role is varied and interesting and is crucial to the smooth running of the School.

DUTIES AND RESPONSIBILITIES

We are currently looking for Estates Operatives who can undertake general estates duties as outlined below. There may be opportunities to gain more trade skills and experience, and progress your career with us, through both 'on the job training' and certificated external training schemes.

The role is very physically active and involves lifting, carrying and moving heavy or bulky items and equipment, as well as traversing our large site on foot throughout the day.

The general estates duties relevant to this post will include the following:

Maintenance

- Help to ensure the School's buildings are kept in excellent order at all times; this involves using some/all of the following skills; plumbing, carpentry and woodwork, painting and decorating, locksmithing, glazing and general building (for example plastering, brickwork and tiling).
- Assist external contractors with projects, and facilitate and supervise their access to the site.
- Provide controlled access for contractors both within and outside of school hours and to ensure that all external contractors have left the site at the specified time.
- Ensure that repairs are reported and dealt with as appropriate.
- Be proactive in assessing maintenance jobs and providing solutions where possible.
- Be responsible for the care and basic maintenance of tools and equipment, ensuring the Maintenance Workshop is kept in good order.
- Ensure the safe storage of paints, sprays and other chemicals as required by the Health and Safety at Work regulations, and always comply with the School's Health, Safety and Welfare Policy.

General Duties

- Porterage and movement of furniture or other items as required.
- Cleaning and keeping areas tidy and free of litter both inside and outside the building.
- Portable appliance testing (PAT) as required (training will be given).
- To comply with Health and Safety at Work regulations, and monitor and take appropriate action in regard to ensuring that all staff, contractors and visitors undertake activities in an appropriate and safe manner.
- Assist with the purchase of materials as required.
- Assist with the issue of cleaning materials to cleaning staff.
- Assist with the clearing of snow to ensure the School can safely remain open during winter weather conditions.
- Ensure that repairs are reported and can be dealt with as appropriate.
- Provide controlled access for contractors both within and outside of school hours and to ensure that all external contractors have left the site at the specified time.

Security

- Assist with ensuring the security of the School's buildings, including locking/unlocking doors and gates during the day and in the evening
- Provide assistance with car park marshalling for some evening and external events
- Vigilance with regard to strangers, challenging them if appropriate and asking them to leave if necessary.
- On-Call responsibilities (to respond to alarms or other unforeseen issues) are included in this role. The School has an Estates Site Manager on site but you will usually be asked to cover at least one 24-hour period a week a rota and will also offer additional cover for sickness and holidays. On-Call requirements will be discussed further at interview.

Events and Lettings

- Assist and facilitate evening and weekend use of the premises, including being the main point of contact for hirers and staff, setting up equipment and furniture and cleaning after use.
- Provide a professional, friendly and welcoming environment for users of the School site.
- To help with preparations for School functions and external lettings, and provide support for such events and functions taking place on the school sites.
- Assisting with the cleaning and upkeep of all areas of the School and setting up for performances, events, assemblies, meetings, exams and sports matches.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

ACCOUNTABLE TO

You will be responsible to the Estates Manager who is ultimately responsible to the Director of Estates. On a day to day basis the role will involve close liaison with members of the Estates Senior Management team, Estates team and other members of teaching and support staff across all sites. You may also deal with external suppliers, contractors and hirers.

PERSON SPECIFICATION

You will need to demonstrate the following key skills and have appropriate experience to effectively fulfil the responsibilities of this role, in particular:

Essential Skills/Experience	Highly desirable
<p>Practical Skills A basic level of DIY skills to contribute positively to the maintenance, repair and general upkeep of the School's estate.</p>	<p>For higher level roles within our Estates structure you will need to have relevant experience (a minimum 2 years' practical experience) of maintenance work to contribute fully to the maintenance, repair and general upkeep of the School's estate. Experience/skills in at least one of the following disciplines; plumbing, carpentry/woodwork, painting and decorating, locksmithing, glazing, general building/maintenance are highly desirable. Relevant qualifications or accreditations in one or more of the key practical skills listed e.g. plumbing qualification, boiler servicing etc.</p> <p>Knowledge of security systems and alarms.</p>
<p>Time management The ability to work to agreed deadlines, show initiative and be forward-thinking and be able to manage your own workload effectively.</p>	
<p>Skills Development The willingness and ability to learn new skills and undertake development/training activities and gain qualifications/experience to enable progression in the role.</p>	

<p>Health and Safety The ability to follow and comply with instructions relating to equipment and/or materials.</p>	<p>Knowledge and experience of Health and Safety regulations relevant to a maintenance role.</p> <p>Qualification/training certificates relating to Health and Safety.</p> <p>Relevant training relating to the role, including First Aid at Work, Manual Handling, use of ladders etc.</p>
<p>Communication and Customer Service Skills Good communication skills, and a warm, friendly approach.</p>	
<p>Team Working Team working experience, with a positive mind set and a 'can-do' approach, together with the drive and enthusiasm to explore best practice and seek continual improvements.</p>	
<p>Physical Fitness You must be able to undertake all elements of the role as outlined in this job description, including lifting and carrying items.</p>	
<p>Safeguarding Children The ability to support the School's Child Protection and Safeguarding Children Policies and Procedures.</p>	
<p>Driving Licence Valid driving licence.</p>	

- Uniforms are provided and should be kept clean and tidy and worn at all times.
- PPE clothing is supplied and is to be worn at all times when completing hazardous works.



HOURS OF WORK, SALARY AND BENEFITS

Working Hours

- This is a permanent post, subject to completion of a 6-month probationary period.
- The working hours are as follows:
40 hours a week, working on a rota consisting of 5 x 8-hour shifts covering the School's main opening hours, which are typically from 7am to 10.30pm Mondays to Sunday. Occasionally you will be asked to cover later bookings.
- On-Call responsibilities (to respond to alarms or other unforeseen issues) are included in this role. The School has an Estates Site Manager on site but you will usually be asked to cover at least one 24-hour period a week a rota and will also offer additional cover for sickness and holidays. On-Call requirements will be discussed further at interview.

Salary and Benefits

- Your starting salary will be between £26,561.60 and £28,641.60 per annum, (for a 40 hour week and on-call responsibilities as detailed above), and will depend on your skills and experience.
- The School operates a pay spine for Estates Operatives, with opportunities available to progress through the spine points, subject to performance review and ongoing skills development. We will be happy to discuss the pay spine further with shortlisted candidates at interview.
- Salaries are paid monthly in arrears on the last working day of each month by BACS. Pay is reviewed annually on 1 September (and/or in April in line with the review of the National Living Wage).
- You will be entitled to 20 working days' paid holiday per year, plus public holidays (pro rata for part-time workers). The holiday year runs from 1 September to 31 August. One extra day's holiday may be taken for each completed 2 years' of service, up to a maximum of 5 extra days. This brings the total holiday allowance up to 25 days, plus public holidays after 10 years' service.
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme (with 10% employer contributions), and you will benefit from 3x salary death in service cover.
- After 3+ years' service with the School you may be entitled to generous fee remission.
- You will have access to Smarthealth, an employee wellbeing app with 24/7 GP access and mental health support.
- Staff are able to use the School swimming pool and fitness gym free of charge
- The School runs an appraisal scheme for its support staff to assist in the review and development of their role and you will participate in this scheme. Any additional training requirements would be assessed as part of this process. The School may fund the undertaking of external qualifications as appropriate.

CLOSING DATE AND INTERVIEW ARRANGEMENTS

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

You should apply as soon as possible as this vacancy may close early if we receive suitable applicants.

Completed application forms should be returned **by noon on 30 April 2025** to the Director of HR, Ipswich School, 25 Henley Road, Ipswich, IPI 3SG or email hr@ipswich.school

Interviews will be held in early May.



PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of the children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Child Protection and Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Lead (the Senior Deputy Head, Pastoral for Senior School pupils, the Prep Deputy Head for Prep pupils and the Nursery Manager for The Lodge Day Nursery).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a *No Smoking Policy* and employees are expected to comply with the statutory restriction on smoking in public places.

April 2025