**Estates Operative**

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| Job title: | **Estates Operative** |
| Location: | Emanuel School, Battersea Rise, London, SW11 1HS |
| Job purpose: | To carry out a wide range of Estates related roles. Including but not limited to event setups, porterage duties, minor maintenance task, covering Security, aiding with statutory testing, such as legionella monitoring and fire alarm testing. Act as key holder for the school and undertake unlocking and locking duties. |
| Reporting line: | Deputy Estates Director |
| Hours: | This is a Sunday to Thursday shift, with Sunday working hours being 7.00am – 4.00pm and Monday to Thursday hours being 7.30am – 4.30pm You will be expected to be flexible in working additional hours to help accommodate school events, for this, overtime will be paid. |
| Salary: | £29,672.24 per annum. |
| Benefits: | * A generous annual leave allowance (pro rata of 33 days plus UK bank holidays) * Defined pension contribution scheme, with up to 14% employer contribution and life insurance cover. * The school operates salary exchange, and any employer National Insurance savings are passed back to staff as an additional pension contribution * Free lunches * Simply Health healthcare plan, including flu jabs, online GP service and counselling * Discounts in local shops, restaurants and businesses * Season ticket loans and ride to work scheme * Training and development support |
| Closing date: | 1st August |
|  | ***Do note that interviews may be held at any stage after applications are received, so candidates are advised to apply as soon as possible.*** |

**Key Responsibilities and Accountabilities**

***Primary Responsibilities:***

1. Assist the Estates Department in ensuring events in the schools calendar are all adequately set up.
2. Monitor and refill water dispenser around the site.
3. Assist with the maintenance and operations of the schools swimming pool.
4. Undertake duties related to the schools H7S obligations, such as emergency lighting testing, Legionella temperature checking and weekly fire alarm testing.
5. Move furniture as and when required, including building and dismantling of various items of furniture.
6. Willing to be a minibus driver to carry out various driving duties.
7. Carry out minor maintenance tasks and assist the maintenance operatives as appropriate.
8. Carry out various housekeeping duties, such as litter picking, rubbish collection, assisting with paper deliveries.
9. Assist with portering duties, delivering post and parcels to the named individuals

***Other***

1. Playing an active and full part in the life of the school community.
2. Complying with relevant Emanuel policies and procedures, including safeguarding procedures, at all times.
3. Undertaking any other task requested by the line manager or a senior colleague that is within the individual’s abilities.

***This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the deputy head, headmaster or senior colleague may require from time to time.***

**Person Specification**

The attributes below give an indication of the type of person who may succeed in this role. However, we always consider positively people with backgrounds in different sectors or with the skills/experience that may help them to bring a new perspective to our work. When applying, please do set out clearly how the knowledge, skills and experience that you bring would help you to achieve this important role, whatever your prior experience**.**

|  | **Essential** | **Desirable** |
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| Qualifications/  Knowledge | * Full, clean driving licence * Health & Safety knowledge * A broad practical knowledge of estates and maintenance skills | * Property related qualification * Pool Plant Foundation Certificate * First Aid certificate * HSE qualification * Understanding of safeguarding |
| Experience | * Experience working within a busy environment | * Experience of working within a estates or education setting * Experience of operating a helpdesk |
| Skills/ Competencies | * Good problem solving skills and ability to use initiative in challenging situations * Excellent interpersonal skills with the ability to relate well to all people * Good written and spoken English and the ability to communicate clearly in a professional manner * Willingness to be flexible and pragmatic when things change * Self-motivated and robust when challenged. * Physically fit and able to undertake manual tasks as required * Commitment to safety culture for young people | * Ability to remain calm under pressure and work to tight deadlines, managing competing priorities. |

*Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service.*