

HARDENHUISSH SCHOOL

"A High Performing Specialist Academy"



Job Description & Person Specification

Name

Job title

Deputy Estates Manager

Hours of work

37 core hours per week to be worked on a fortnightly rota basis:

Week 1: 9.30am to 6pm Monday to Thursday, 10am to 6pm Friday

Week 2: 6.30am to 3pm Monday to Thursday, 6.30am to 2.30pm Friday

Working hours include 60 minutes break time daily.

There may be the requirement for occasional evening and weekend working which will be paid at an agreed overtime rate.

Employment status

Permanent and full-time

Grade

Grade H

Salary

£24,982 - £27,041 per annum (pay award pending)

Annual Leave

25 days for less than 5 years service and 30 days for more than 5 years service plus 8 bank holidays

Job Purpose

To assist the Estates Manager with the efficient and effective day to day maintenance of the School's buildings and facilities in order to provide a pleasant and safe working environment for all staff and pupils, ensuring all Health and Safety Regulations are adhered to. To deputise for the Estates Manager in his absence and to act as senior staff member within the site team.

Responsible to

Barry Mussard, Estates Manager and Andrea Gould, Business Manager who has overall responsibility for all support staff.

Contacts

Effective working relationships will need to be formed with all members of the Leadership Team, Estates Manager and Site team, all teachers and support staff and outside contractors.

Key Tasks

- Act as deputy to the Estates Manager and cover for the Estates Manager in their absence;
- Contribute actively to the annual site self-evaluation;
- Assist with the monitoring of the continuing programme of building maintenance (including decoration), repair, cleanliness and hygiene. In consultation with the Site Manager, establish work to be done and prioritise order of works;
- Undertake routine maintenance and minor repairs/refurbishment for premises, fixtures and fittings as necessary, including gates, fence posts, paving, door locks and furniture;
- Ensure serviceable conditions of essential services e.g. water, gas and electrical supply;
- Report any defects in building, equipment and security systems observed in the course of duties to the Estates Manager;

- Undertake designated Health and Safety responsibilities in consultation with the Estates Manager, including but not limited to:
 - fire procedures
 - COSHH regulations
 - contractors on site
 - moving and handling
 - electrical appliances
 - water, hot water and heating systems
- Respond to enquiries for lettings, ensuring that the lettings calendar is up to date;
- Assist the Estates Manager to ensure that the School's legal obligations regarding Legionnaires Disease, Asbestos, Fire Appliance, Fire Alarms, Intruder Alarms, Portable Equipment Test etc are fulfilled;
- Liaise with contractors to obtain quotes for repairs, refurbishment and maintenance;
- Organise contractors to carry out works in school and be responsible for those contractors on-site;
- Ensure outside contractors have full access to meet their requirements and that they work with least interruption to teaching and learning;
- Monitor the standard of service provided by contractors on site, and liaise with contractors, as necessary. Liaise with the grounds maintenance and cleaning contractors to ensure that appropriate standards are achieved in accordance with the contracts;
- Responsible for site security, unlocking and locking of school buildings at beginning and end of each day within the hours of work. Checking of security at all times and making sure that windows and doors operate correctly;
- Act as a key holder for the site, ensuring security at all times, including the operation of the intruder alarms. Be available for call-out on a rota basis;
- Undertake efficient operation of the heating systems as required. Ensure during the winter periods that the pumps, valves and pipes are in working order on the morning shift to offer heating throughout the site;
- Accurately record and monitor gas/electricity/water (as applicable) meter readings/returns as required;
- Prepare rooms for meetings, exams, lettings and other school events including setting up staging;
- Liaise with events manager about school events throughout the calendar year;
- Assist in the collection and disposal of refuse and ensure that school buildings and grounds are free of litter and graffiti;
- Ensure, in winter especially that access roads, pavements, steps and playgrounds are safe for use at all times;
- Visually monitor the condition of fire extinguishers and fire blankets;
- Participate in evacuation processes as agreed and in accordance with the School's recognised evacuation procedure;
- Set up and maintain all necessary records including computerised systems associated with the duties of the post;
- Undertake portage duties as required (including moving furniture, equipment etc).
- Drive the School minibus following appropriate training;
- Maintain and clean all school vehicles.
- Ensure that caretaker is completing weekly checks of the tool stations and equipment in designated areas;
- Be familiar with the School's sewerage and drainage systems and clearance procedures.

Other Duties

This job description is intended as a guide to the general duties required of the post.

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time.

Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

Safeguarding children, young people and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Confidentiality

All employees are expected to respect confidentiality in relation to school business and pupil data.

Signed: _____

Date: _____

Person Specification

Qualifications	Essential	Desirable
Good general education	✓	
Recognised training/qualifications associated within estates management		✓
Health and safety qualification		✓
Evidence of Health and Safety continued professional development		✓
Experience	Essential	Desirable
Experience in a site/building maintenance role	✓	
Good level of DIY skills to identify, monitor and carry out minor repairs, maintenance and redecoration	✓	
Experience of writing and monitoring risk assessments		✓
Experience of project management		✓
Experience of managing staff		✓
Experience in at least one primary or secondary school		✓
Experience of working in a confidential environment		✓
Personal Qualities	Essential	Desirable
Awareness of COSHH regulation		✓
Awareness of legionella regulation		✓
Awareness of fire safety procedures		✓
Proven building maintenance skills	✓	
Ability to work on own initiative as well as part of a team	✓	
Proven organisational skills	✓	
Ability to liaise effectively at all levels	✓	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	✓	
Knowledge of site maintenance and building maintenance works e.g. plumbing, carpentry, electrical	✓	
A friendly disposition and good sense of humour	✓	
Flexible and open minded	✓	
Positive attitude to personal development and continuous professional development	✓	