

# Information for Prospective Candidates



Gildredge  
House

An Ofsted  
**GOOD**  
School



**NOVEMBER 16 2023**

**Gildredge House**

**Position: Estates Officer**

**Hours: 10 hours pw, mornings only**

**Deadline: Please see school website for details**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Estates Officer**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

**CLOSING DATE:** As indicated on the school website  
**START DATE:** As soon as possible, subject to all checks and references  
**INTERVIEWS:** In the week following the closing date  
**HOURS OF WORK:** **Estates Officer** minimum 10 hours per week, possibly additional hours available (to be discussed at interview). 52 weeks per year, with 26 days' paid holiday plus bank holidays

**Please note: applications will be screened and interviews may be offered before the closing date.**

We are looking to appoint an Estates Officer to work within our Estates Team.

- Do you enjoy working in a busy and varied environment?
- Are you someone who likes working as part of a small team within a large organisation?
- Are you flexible, resilient and able to work quickly and efficiently?
- Do you understand the importance of safeguarding young people?

If the answer is yes then Gildredge House would like to meet you.

At Gildredge House each individual is known and valued. You will join a strong team of inspirational staff working within an environment that is both stimulating and fun. If you take pride in your work and have the ability to prioritise and manage your time effectively, then we would love to hear from you.

**Estates Officer Starting Salary:** GH Scale Grade 4 Point 9. Full-time equivalent salary is £23,114 per annum. The hourly rate is £11.98.

**Estates Officer Contract:** 52 weeks per year (includes 5.6 weeks' paid holiday, including bank holidays). 2 hours per day, mornings, Monday to Friday. There may also be additional hours available during school holidays and the hours will be discussed at interview.

Other benefits: LGPS Pension Scheme, Free on-site Parking, Uniform provided and generous 26 days' holiday plus 8 days bank holiday (pro rata for part-time employees).

If you are interested in this position please download the Application Pack on our website.

*Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations 2006.*

## **Estates Officer: Job Description**

The primary purpose of this post is to carry out a range of duties which contribute to the health & safety, maintenance, repair and security of the school's facilities.

### **MAIN RESPONSIBILITIES AND TASKS**

#### **Estates**

- Day to day routine estates management including completion of necessary documentation
- Work with the Estates team to ensure the security of the school
- Supervise car park as required
- Undertake general daily cleaning duties
- Support grounds maintenance to ensure that the school is presented to a high standard
- Set out and put away furniture and equipment as required for assemblies, exams or special events and to undertake general portering
- To remove broken or unwanted items
- Respond to premises emergencies as necessary
- Challenge any unauthorised persons on school premises, escort off site if safe to do so (calling for assistance if required) and report incident to the Estates Manager
- Carry out duties with a commitment to equality of opportunities
- Support the Gildredge House policies
- Participate with the Gildredge House proactive energy conservation ethos

#### **Health and Safety**

- First aider within the school daily structure
- Carry out duties of the post acting in accordance with the school Health and Safety policy
- Attend to sickness or minor accidents as required, by carrying out minor first aid and summoning relevant assistance
- Carry out duties in accordance with Gildredge House safeguarding policy and procedures

#### **Professional Development**

- Undertake relevant training to ensure that individual professional development enables further enhancement of skills and qualities to deliver support in the most effective manner

As a member of the support staff, this role is line managed by the Estates Business Manager and is responsible to the Director of Finance and Administration. Job descriptions may be updated by the Head Teacher from time to time to accommodate the changing needs of the school. The Estates Assistant may be required to undertake other duties as reasonably be required by the Head Teacher.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

## Estates Officer: Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
GCSE (or equivalent) Mathematics and English		✓
Experience in premises maintenance		✓
Current First Aid certificate		✓
Health and Safety (general level)		✓
<b>SKILLS AND KNOWLEDGE (demonstrated at interview)</b>		
General premises maintenance skills	✓	
Ability to multi task to achieve deadlines in a diverse working environment.	✓	
A good level of ICT skills		✓
A practical approach to energy management		✓
<b>PROFESSIONAL SKILLS</b>		
Flexibility and desire to work as part of a team.	✓	
Good organisational skills in work-related matters.	✓	
Effective in communication	✓	
Ability to be flexible within a post that requires different skill sets on a daily basis.	✓	
<b>PERSONAL QUALITIES</b>		
An enthusiasm and desire to provide the best possible experience to the Gildredge House community	✓	
Strong interpersonal skills	✓	
A willingness to challenge yourself and achieve excellence	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Gildredge House	✓	

### Our mission: 'Aspire'

If you think like us, share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly which makes sure each student reaches their full potential.

If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please complete the Application for Employment and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00am on the closing date indicated on the school website.

We look forward to hearing from you.