

# Information for Prospective Candidates

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**JUNE 28 2024**

**Gildredge House**

**Position: Senior Estates Officer**

**Part-time: 17.5 hours per week**

**Deadline: Please see the website for the closing date**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Part-time Senior 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).

**We would be glad to meet you for an informal discussion about the role and a site visit, by appointment, if you would like to find out more. Please get in touch.**

**CLOSING DATE:** 09.00am on the closing date - please see website for details  
**START DATE:** As soon as possible - Subject to all regulatory checks and Enhanced DBS  
**INTERVIEWS:** Interviews will take place in the week following the closing date  
**HOURS OF WORK:** 17.5 hours per week, 52 weeks per year. Time off in lieu may be available for additional work undertaken in busy periods. Hours by negotiation on a team rota basis.

We are looking to appoint a part-time Senior Estates Officer who can efficiently and effectively support the busy working schedule of the school Estates Department. You will need to be well-organised, practical, a team player, physically strong and be able to work as directed or independently.

- Do you enjoy building maintenance and possess skills to complete general building works?
- Do you possess strong people skills with the ability to be flexible?
- Can you work in a team, be a self-starter with good Health and Safety knowledge?
- Would your work colleagues describe you as “a completer / finisher with good self-motivation”?
- Can you demonstrate good IT skills and the ability to close out helpdesk tasks?

If the answer is ‘yes’ to these questions then Gildredge House wants to hear from you.

The principal role for this post is to provide general estates support to the school community.

Quotes from our Estates Team:

*A day in the life of a Senior Estates Officer:*

*“The job is very rewarding; no one day is the same. I have a lot of responsibility from opening the school in the morning to closing it at night. The job can be quite physical at times, from lifting to walking. Since I joined the team I have done lots of DIY and gardening jobs, both of which I enjoy, which is why I chose to apply for this job. The Estates team are all really friendly and I settled in fast. Also, the staff are all really polite and grateful for things you do for them. To sum it up: if you like varied hours, painting, fixing things, a bit of lifting, a bit of cleaning, lots of responsibility, a small amount of paperwork, a mix of inside and outside work, come and join our amazing team!” JP*

*“Our department is a friendly team. We take pride in our work, and strive to do the best we can for the staff and students at Gildredge House. As a team we support each other, working together and independently in a busy school. Our new staff member would gain satisfaction from solving puzzles, completing a task, and making improvements to the school environment.” JW*

*“Days are always varied and different, from cleaning to painting, lifting and general repairs around the building. You need to be well organised, due to the size of the building. There is a strong team spirit in the school with high standards and a friendly atmosphere”. SB*

As a Senior Estates Officer, you will have responsibility for line managing members of the cleaning team; be joint lead on Estates maintenance; occasionally complete the evening lock-down process and deputise as the Estates Manager, when necessary.

**Our school motto: 'Aspire'**

**Starting salary:** Grade 6 Point 14 on the Gildredge House Support Staff Scale 2023-24. This is paid on the 25<sup>th</sup> of each month and is paid over 12 monthly instalments. Your actual salary will be pro rata for the 17.5 hours worked: £11,651.81 (FTE - £24,703 per annum).

**Contract:** 17.5 hours per week, 52 weeks per year. Annual leave entitlement of 26 days (pro rata for part-time) plus 8 Bank Holidays.

**What we offer:** Free onsite parking, LGPS Pension Scheme, Uniform, Training and Development

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

Please complete the Application Form and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 09.00am on the closing date shown on the website.

If you wish to discuss the post further, please contact, Mrs J Logan, Director of Finance and Administration on [j.logan@gildredgehouse.org.uk](mailto:j.logan@gildredgehouse.org.uk)

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.

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/>

## Senior Estates Officer: Job Description

### GH Support Scale Grade 6 - Points 14 - 16

#### **Main Purpose of the Job:**

To assist the Director of Finance and Administration and the Estates Manager to carry out a range of duties which contribute to the health & safety, maintenance, repair and security of the school's facilities to provide an effective estates service to the school community. To supervise and line manage members of the internal cleaning team, with responsibility to occasionally act as Deputy for the Estates Manager.

#### **MAIN RESPONSIBILITIES AND TASKS**

##### **Estates**

1. Grounds maintenance lead officer to ensure an attractive, clean and tidy external site area
2. To supervise and line manage members of the internal cleaning team
3. To participate in the operation of a preventative, planned maintenance programme and to carry out routine inspections of the buildings, fixtures, fittings, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
4. To carry out general building repairs, maintenance, or improvements
5. To assist in ensuring the effective and efficient operation of the heating and boiler systems and maintain appropriate records
6. To support day-to-day routine estates management including completion of necessary documentation and safety checks
7. To carry out floor treatment work, e.g. cleaning and polishing, including that required for wood block floors and carpets, as directed by the Estates Manager
8. To participate with the Gildredge House proactive energy conservation ethos
9. To set out and put away furniture and equipment as required for assemblies, examinations or other school events and to undertake general portage

##### **Security**

1. To challenge any unauthorised persons on school premises, escorting individuals offsite if safe to do so (calling for assistance if required) and report any incidents to the Estates Manager
2. To complete final daily lock-down of premises, set alarms and close security gates
3. Assist the Estates Team to ensure the security of the school
4. To report to the Estates Manager in the event of an emergency, e.g. fire, flood, break-in, vandalism and accident, and take action as directed
5. To support the opening and closing of school premises and grounds when required; on occasion this may include evenings and weekends
6. To assist the Estates Manager in enabling access and egress to the school in the event of snow, flooding or other emergency situations

##### **Health and Safety**

1. To carry out duties of the post acting in accordance with the school's Health and Safety policy and protocols
2. To carry out duties in accordance with the school's Safeguarding policy and procedures

3. To undertake safeguarding training
4. To respond to Estates emergencies as necessary
5. To attend to sickness or minor accidents as required, by carrying out minor first aid and summoning relevant assistance
6. To remove broken or unwanted items

### **General**

1. To supervise the school car park as required
2. To undertake general daily cleaning duties when required
3. To carry out duties with a commitment to equality of opportunities

### **General Expectations**

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

### **Professional Development**


- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

### **Additional Information**

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time, which are commensurate with the grade.

## Senior Estates Officer: Person Specification

<b>EXPERIENCE &amp; QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
GCSE (or equivalent) Mathematics and English		✓
Experience in premises maintenance	✓	
Current First Aid certificate		✓
Health and Safety (general level)		✓
Hold a clean driving licence and be prepared to train to drive the Gildredge House minibus and complete weekly minibus vehicle checks.		✓
<b>SKILLS AND KNOWLEDGE (demonstrated at interview)</b>		
Ability to carry out premises repairs, maintenance and improvements	✓	
Good knowledge of premises maintenance with ability to monitor external contractors		✓
Ability to achieve deadlines in a diverse working environment.	✓	
Ability to complete Health and Safety compliance checks	✓	
Ability to use own initiative and to work independently, and also to work as part of a team	✓	
Ability and strength to carry out portorage of school furniture and school resources	✓	
Ability to respond rapidly and prioritise requests: flexible and adaptable approach	✓	
Ability to effectively use IT in the workplace	✓	
<b>PROFESSIONAL SKILLS</b>		
Effective line manager		✓
Strong time management skill set able to complete tasks to deadline	✓	
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 facilities experience to the Gildredge House community	✓	
Strong interpersonal skills	✓	
A self-starter able to complete tasks without the need of micro management	✓	
A willingness to challenge yourself and achieve excellence	✓	
Desire to enhance and develop skills and knowledge through CPD	✓	
Positive personality with can do attitude	✓	
Strong commitment to the values and ethos of Gildredge House	✓	



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 makes sure each child reaches their full potential.

The deadline for admissions is **indicated on the school website**. 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/>

**We look forward to hearing from you.**