



**ST EDMUND'S
SCHOOL**
CANTERBURY

Estates Operative

Permanent Post: Immediate Start



Details about the post

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Grade	Starting pay £21,221 according to Point 20 St Edmund's Salary Scale
Type of post	Full time (Permanent)
Holiday	25 days
Start Date	Immediate start available

Post & Department

Introduction	The Estates Operative assist staff across the whole School in the provision of efficient and effective maintenance and caretaking support. Working as part of the Estates department the role is integral to the smooth running of the School.
Staffing and Department	Led by the Estates Manager, the maintenance team is made up of 2 Estates Operatives, 2 general assistants and 1 electrician. The wider team include Grounds, Gardens, Minibus drivers, Premises and laundry.
Training	In accordance with the highest Health & Safety standards, a full induction and training schedule will be implemented prior to commencement of tasks, including manual handling, working at heights and the use of equipment and materials as directed and in accordance with instructions and current legislation (to include the correct use of PPE).

Job Description

Purpose: To carry out reactive and proactive maintenance throughout the school.

Main Duties:

- General maintenance duties and repairs as generated by the docket system
- Provide on-call duties as required
- Carry out periodic testing in accordance with current Health and Safety guidelines
- Tower/Scaffold assembly
- Participate in planned refurbishment and project work
- Provide basic level on-site support for fire detection system, security alarms and boilers
- Escort contractors and visitors around the school as required
- Carry out car parking duties as and when required
- Collect materials from local suppliers
- Support the minibus drivers during periods of increased demand
- Provide manual handling assistance when required
- To leave the working area in a clean and safe state on completion of a task.
- To use equipment and materials as directed and in accordance with instructions and current legislation (to include the correct use of PPE)
- To comply with instructions relating to security and confidentiality
- Undertake any other duties as directed by the Estates Manager which may be reasonably required within the level of the post
- Attend all training meetings and training courses as required by the Estates Manager.
- Familiarise and comply with the School's Health & Safety Policy and report any hazards or potential hazards to the Estates Manager
- Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Full clean driving licence	<ul style="list-style-type: none">• Plumbing experience and Level 2 NVQ Plumbing or equivalent• PASMA Certificate of competence• IPAF 3a & b
Skills/Experience	<ul style="list-style-type: none">• Experience working in building maintenance• Practical• Ability to work at height• Ability to climb stairs/ladders and enter lofts and other confined spaces• Well organized and capable of prioritizing their own work• Good command of the English language• Ability to read instructions• Experience of solving maintenance issues	<ul style="list-style-type: none">• Understanding general needs of the School• Basic Health and Safety understanding
Personal Qualities	<ul style="list-style-type: none">• Responsible, honest and reliable• Ability to work as part of a team• Stay calm in an emergency• Flexibility	

Conditions of Service

Benefits

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change. Parking is free for all staff on the school site. Lunch is offered free-of-charge for all staff whose working hours encompass the time of school lunch. Staff Benefits package also includes company pension, salary sacrifice schemes, including cycle to work, counselling services, financial/legal advice line, retail discounts, reduced gym memberships and cashback.

Safer recruitment

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time

Applications

Applications must take the form of a CV and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of application **9.00am Monday 29th November 2021**, however early applications will be welcomed and interviews can be arranged prior to the deadline. Applications should be emailed to slh@stedmunds.org.uk.

