



PRIOR'S FIELD SCHOOL

ROLE OF ESTATES TEAM MEMBER

JOB DESCRIPTION

The Estates team provide maintenance support to the school.

Specific responsibilities of the role include but are not limited to:

- Driving school minibuses as required
- Light building refurbishment works, redecoration and repairs
- Set up for school events, including weekly assemblies, and set up for outside agencies, external hires and lets
- Car parking duties and traffic control during morning drop off / afternoon pick up of pupils
- Collection of materials and supplies from local suppliers when required
- To assist, when necessary, in the cleaning of public areas of the school
- To carry out Fire Marshal duties on a designated area of the school
- Assisting to ensure school vehicles are checked weekly for serviceability
- To assist other Maintenance team members in carrying out their duties
- To report any issues requiring attention
- To attend health and safety courses applicable to your duties and other courses as necessary.
- Clearing up any mess (including human mess) as required.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

Prior's Field is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	Essential	Desirable
Experience and qualifications		
Strong general DIY skills	x	
Full UK driving license	x	
Knowledge of plumbing		x

Experience in a similar role	x	
Previous work experience in a school		x
Excellent communication skills	x	
Demonstrable experience in a varied and busy role	x	
Skills and competencies		
Ability to work confidently with a wide range of internal and external stakeholders with due regard to their potential level of influence on the school and its operation	x	
Discreet, approachable and trustworthy	x	
Ability to manage a busy workload with sometimes rapidly shifting priorities	x	
Effective communicator with strong interpersonal skills	x	
Flexible and adaptable	x	
Good work attendance record	x	
Personal qualities		
Positive, proactive, willing, flexible, calm, reliable, reactive, friendly, hard-working, helpful and professional in attitude	x	
A people person – able to demonstrate excellent interpersonal and communication skills – both oral and written – and a willingness to foster positive relationships within school and the wider Prior's Field community	x	
Highly organised with an excellent eye for detail and ability to multi-task	x	
Able to see the bigger picture and do as much as possible to help others do their job	x	
Efficient and effective	x	
Enthusiastic and self-motivated – will actively seek to further the school's best interests	x	
Good sense of humour	x	
A creative mind with an ability to suggest improvements – problem-solving skills	x	
Adaptable and willing to try new concepts, ideas, methods including new technologies	x	
Personal integrity	x	

High degree of initiative and common sense - able to work independently on tasks and prepared to take responsibility for their area of work	x	
High working standards for self and others	x	
Ability to exercise judgement and know when to seek advice	x	
Team player - ability to work as part of a team, working co-operatively and sensitively with others	x	
Flexible approach and the ability to adapt to changes in working methods and approaches	x	
Willingness to participate enthusiastically in all aspects of school life	x	
Be committed to safeguarding our pupils in line with the school's Safeguarding Policy	x	

Terms of employment

Salary <ul style="list-style-type: none"> Dependent on experience
Hours <ul style="list-style-type: none"> 35 hours per week (7:00 – 15:00 with a 1 hour unpaid lunch break)
Benefits <ul style="list-style-type: none"> Catering at Prior's Field is five star. Lunch, morning and afternoon break is available to all staff during term time. Staff have access to school facilities such as the gym and swimming pool. Free on-site parking is available. Eye care voucher scheme – all members of staff are eligible for a free eye test and a contribution towards glasses required for VDU use Group Private Health Care Plan – paid for by the employee, but the group plan allows us to facilitate better rates for our staff Cycle to work scheme Generous contributory defined contribution pension scheme Staff fee discount of 50% (pro-rated for part time staff, eligible after passing probationary period) Access to 24-hour counselling helpline
Conditions

- The position is subject to DBS certification and satisfactory references being obtained