





## **ESTATE WORKER**

**Required January/February 2024**

**Permanent, Full-time, 40 hours per week, all year round**

**Hours: 10am to 6pm Monday to Friday**

**20 days' holiday plus bank holidays and paid closure between Christmas and New Year**

**Salary range NA22 to NA26 £25,313 pa to £28,776 pa depending on experience.**

### **The position**

Saint Nicholas School is seeking to appoint an experienced and capable Estates Worker to join our friendly and proactive Estates team on a permanent contract for an immediate start. Reporting to the Estates Manager, the post holder will be responsible for maintaining a safe and secure site and will be hardworking, enthusiastic and trustworthy, with practical experience in general maintenance. Applicants will need a good level of maintenance skills as well as a working knowledge of health and safety. Some experience around estate management and compliance is desirable.

### **The successful applicant will:**

- Possess a confident, positive and flexible attitude
- Be able to follow instructions accurately but make good judgments and lead when required
- Be keen to learn and develop own skills, and take on any necessary training where required
- Possess good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations
- Possess the capacity to remain calm and to cope with the unexpected
- Will be able to undertake the physical demands of the role
- Possess an excellent attendance and time keeping record.

We offer a wide range of benefits to school staff including training and development opportunities, up to 50% fee reduction for children of staff (after completing one year), contributory pension, occupational health scheme, great career opportunities and free lunches (during term time).

### **Closing date for applications – Friday 19<sup>th</sup> January 2024**

Early application advised as interviews will be on a rolling basis.

All applications must be made on our official application form, which can be downloaded from the school's vacancies page: <https://www.saintnicholasschool.net/contact-us/staff-vacancies/>

Please return your completed application to Davina Marshall, HR Manager at [d.marshall@saintnicholasschool.net](mailto:d.marshall@saintnicholasschool.net)

### **School's history & background**

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the school moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillington House. Today, Saint Nicholas is a thriving independent coeducational day school catering for approximately 500 pupils aged from 2 ½ to 16, with a fabulous nursery for babies from 3 months of age.

The school is situated in delightful gardens and grounds which extend to more than 14 acres. Pupils in the nursery, pre-school, lower, middle and upper school are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, and libraries. Sports facilities





include extensive playing fields, tennis courts, a heated swimming pool, a sports hall and state-of-the-art theatre.

The school is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website <https://www.saintnicholasschool.net/>

## ROLE RESPONSIBILITIES

Responsibilities will include the maintenance, compliance and security of our school buildings, working proactively to support the needs of the whole school community.

This list is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager.

### Internal Maintenance

- Report all defects which require specialist repair
- Inspect electrical fittings and report defects as required
- Regular testing for legionnaires/ fire alarms/ emergency lighting and evidence testing
- Replace lamps and domestic fuses as required
- Regularly inspect plumbing and report/repair defects as appropriate
- Synchronise clocks, time switches on a weekly basis
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate
- Order and take delivery of materials to deal with repairs mentioned above, in line with school policy
- Subject to safety regulations, redecoration of any area of the school on instruction from the Estates Manager/Bursar/Governors
- Be responsible for the supply and availability of all hygiene materials
- Remove graffiti etc, as required by Estates Manager/Bursar
- Carry out minor repairs to school equipment as agreed with the Estates Manager/Bursar.
- Attend appropriate training courses as required by and in agreement with the Estates Manager/Bursar.

### External Maintenance

- Undertake all gardening duties; shrubs, lawns, beds and borders
- General swimming pool maintenance
- Maintain cleanliness and general tidiness of all external hard areas; empty litter bins on a daily basis and clean site on a daily basis
- Clean and clear all drains, water butts and gullies etc to ensure effective and healthy operation in accordance with Health & Safety procedures on a half termly basis
- Inspect outside fabric of school, report/repair defects as appropriate on a weekly basis
- Inspect all fences, gates, walls, steps, lights, etc. Report/repair defects as appropriate on a weekly basis
- As required by the Estates Manager/Bursar, remove/obscure all graffiti
- Keep entrance to the school, inside and outside, clean and clear of obstructions at all times
- Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc
- Inspect all outside areas for dangerous materials and remove – including external emergency cleaning of spillages
- Pruning and clearance to ensure unrestricted access and use of premises including perimeter fencing and pathway to school entrance
- Carry out internal/external window cleaning where required



- Carry out minor works in order to improve the site as required by the Estates Manager/Bursar and Governors.

### **Driving**

- Be available to drive a minibus when required. Attend and complete any driver training courses. D1 licence preferable.

### **Security**

- Provide cover for the Estates Manager and other Estate Workers when required
- Prevent trespass on the school premises or grounds and in some cases, ensure that unauthorised parking of vehicles does not occur
- Provide cover, when required, for the Estates Manager when school alarm system is set off and arrange for the system to be re-set.
- Availability to commit to school extra-curricular activities as required e.g. Sports Day/Speech day, Open days, Parents Evenings, Summer Fayre and Theatre Productions.

### **Manual Handling Duties and Furniture Moving**

- Estate Workers must move such items of school furniture as required in connection with the school and other users of the school premises with due regard to current Health & Safety and Lifting & Handling regulations.

### **Heating**

- Check and control system functions
- Regularly check and maintain all parts of the heating system as required with due regard to appropriate safety requirements
- Report all defects to the Estates Manager and contact engineers as instructed.

### **Deliveries/ Post**

- Taking delivery of post, stores, material and other goods. Estates workers should assist in unpacking or storing cleaning materials and equipment. Courier duties as required by the Estates Manager/Bursar.

### **Emergencies**

- Clean sickness and spillages as required
- Deal with, or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate. Do this as soon as the problem is discovered
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply
- Ensure access for emergency services, assist as necessary, secure premises as required.

### **Annual Leave**

Estate Workers will be required to be available to work during some of the school holidays and take leave at other times during the year.

### **Health & Safety**

- To respond to issues raised by the Governing Body or Estates Manager/Bursar to ensure that the site remains safe.

### **School Policies**

- To comply with all school policies, including Health and Safety and Safeguarding.

### **Other areas**

- To be available on snow days to ensure site is clear from snow and safe for staff members to enter at 7am.



- Availability to commit to school extra-curricular activities as required eg sports day/Speech Day, open days, parents' evenings, summer fayre and theatre productions. Overtime will be paid at the normal hourly rate.
- Attend weekly meetings with the Estate Manager and other Estate Workers.

### **KEY QUALIFICATIONS, SKILLS & EXPERIENCE**

- Practical experience in general maintenance
- Working knowledge of Health & Safety and compliance
- A current, clean and valid driving licence
- Possess a confident, positive and flexible attitude
- Be able to follow instructions accurately but make good judgments and lead when required
- Be keen to learn and develop own skills, and take on any necessary training where required
- Possess good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations
- Possess the capacity to remain calm and to cope with the unexpected
- Will be able to undertake the physical demands of the role
- Possess an excellent attendance and time keeping record.

We would love to hear from you if you are looking to join a supportive and enthusiastic team in beautiful rural surroundings. We respect the hard work and commitment demonstrated by everyone at Saint Nicholas School and we are proud of the caring and mutually supportive atmosphere.

### **SAFEGUARDING**

Saint Nicholas School is fully committed to safeguarding and promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

### **EQUALITY AND DIVERSITY**

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.