



CHAFYN GROVE SCHOOL JOB DESCRIPTION

Job Title:	Part-Time Estates and Grounds Assistant
Department:	Estates Department
Responsible To:	Estates Manager
Working with:	The Estates and Grounds Team
Hours:	Flexible working hours to cover 25 hours per week.
Working Weeks:	All year contract (including school holidays)
Holiday Entitlement:	28 days pro rata holiday entitlement inclusive of Bank and Public Holidays
Salary:	£14,872 per annum/£1,239.33 per month (£11.44 per hour)

Benefits of Service:

- Free cooked lunches, snacks and refreshments during term time
- Free on-site parking
- AVIVA pension scheme including 3% employer contribution
- Life assurance and income protection
- Corporate gym membership at Parkwood Gym, Salisbury
- Flexible hours
- Friendly working conditions

The Role

This is a varied part time role with some flexibility with hours to assist the Estates and Grounds staff with weekly checks, repairs and basic ground work for the upkeep of a thriving Prep School community.

General Duties

1. To work closely with the Estates Supervisor under the supervision of the Estates Manager to assist with repairs and maintenance tasks.
2. To carry out weekly checks and cleaning of the minibuses at the start of each week.
3. Assist the Head of Grounds with general garden maintenance and upkeep, as directed by the Estates Manager.
4. Undertake labouring duties as required, including setting up and clearing away furniture and staging for school events.
5. Assist with maintaining and checking the swimming pool, as required.
6. Assist with general estate janitorial duties including checking and emptying bins, sweeping leaves and litter and clearing playground areas.
9. Assist with removing snow and ice from roads and walkways, as required.
10. Assist the Estates Team to carry out internal checks on all areas in the school, in particular shower and toilet areas to ensure that the school is left clean and tidy at the start of all exeat weekends, half term and end of term holidays.

11. Comply with all Health and Safety requirements, other relevant legislation and school policies and procedures
12. Carry out any other reasonable duties within the overall function of the job as required.

Principal Requirements

1. To be reliable, capable and competent to work unsupervised within occupied buildings.
2. Be self-motivated and enthusiastic.
3. Must be able to problem solve and carry out the work to a high standard of workmanship.
4. Be able to work on your own, or as part of a team.
5. To be aware of health and safety procedures and the welfare of all staff, children and parents, at all times.
6. Be able to work in a clean and tidy manner.
7. Be security conscious at all times.
8. Be honest, trustworthy, approachable and reliable.
9. To be able to lift, climb ladders and work at height or in confined spaces.

General Duties

1. Ensure that the safety and welfare of the pupils is paramount. Follow rigorously the advice given by the DSL (Designated Safeguarding Leader) and the instructions in the Chafyn Grove Safeguarding Policy.
2. Contribute to the overall ethos, mission and aims of the School.
3. To attend all school inset days and training.
4. To comply with the school's code of conduct agreement and interaction with pupil's policy.
5. Uphold the School policies and rules.
6. Appreciate and support the roles of other professionals and teachers.
7. Attend and participate in relevant updates and meetings, as required.
8. Work in a co-operative, diplomatic and flexible manner.
9. To participate and support the School's appraisal of employees.
10. Undertake any duties or activities as reasonably required by your line manager or senior management and contribute to the fuller life of Chafyn Grove School according to the normal expectation and tradition of an independent school.

The School 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	No specific experience required as on the job training will be provided	General repairs and DIY maintenance skills required to upkeep the fabric and decoration of the buildings. Experience of working in a school or education setting.
Knowledge and skills	Ability to follow instructions and procedures relating to repairs and maintenance. To be able to operate in a health and safety compliant manner.	Good fault-finding skills.
Personal skills and aptitude	The ability to work as part of a team and to follow instruction. Good timekeeping and attendance record. Aptitude to stay calm and work under pressure. Good sense of humour and communication skills. Self-motivated with 'a can do' flexible approach to work. Enthusiasm to support the ethos of the school and deliver a high standard of customer service to pupils, staff and parents, where required. Commitment to promoting and safeguarding the welfare of children and young persons.	A willingness and keenness to improve and learn from tasks completed. Motivation to learn and undertake training.
Physical	To be able to lift heavier items and carry out manual duties. Have the ability to use general maintenance equipment safely and correctly.	