

Assistant Estates Manager

Responsible to Estate Manager

Salary KR7

Hours of Work Full time - 37 Hours Per week, with some flexibility towards assisting the Estate Manager cover sickness and annual leave on shift rotas, including some weekends and evenings.

Job Purpose

In addition to general caretaking duties, to assist the Estate Manager with day to day and to be the responsible person on site in the Estate Managers absence. This will include administration and direct supervision of the Estates team.

Specific Accountabilities

- Assist Estate Manager in administrative duties – Both for lettings and estates. E.g., Ordering and collecting materials, or making small changes to lettings calendar when required.
- Driving and basic maintenance of the minibuses.
- Managing workloads and prioritising issues effectively.
- Supervising members of the Estate team, including the Facilities assistants. Particularly in the absence of the Estate Manager.
- To be the responsible person – i.e. phone holder in the case of emergencies on a rota (Shared with the Estate Manager) and to attend school out of hours in the event of an emergency.
- To work with the Estate Manager in the event of sickness and annual leave to maintain shift cover.
- To ensure that internal and external areas are clean, tidy and report any issues back to The Estate Manager
- To ensure that the school buildings and equipment are kept in good order and report any issues back to the Estate Manager.
- To ensure that the Estates team, and Cleaning team are adhering to H&S regulations and working safely – Reporting any issues or concerns back to the Estate Manager
- To communicate with the Estate Manager with any issues arising during the shift.

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, COSHH and reporting all concerns to an appropriate person.
- To contribute to overall ethos, work and vision statement of the school.
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher