



St Mary's School, Colchester Job Description

Job title	Estates Team
Reporting to	The Bursar, through the Estates/Health & Safety Manager
Line management responsibility	None
Hours	8 hours per day, Monday-Friday, based around the Estates operating hours of 6.00am – 6.30pm, plus some evenings and weekends as required This is a year-round position
Salary	Starting at £21,840 pa plus payable extra hours worked
Holidays	4 weeks plus statutory holidays
Benefits include	Excellent working conditions, with lunch and refreshments available Close to the town centre Easy access to main road and rail links Staff discount for School fees (subject to qualifying criteria) Use of School fitness suite Discounted gym membership

Job Purpose

To ensure that (as part of a team) the School's buildings, grounds, facilities and transport service are managed and maintained safely and efficiently.

Specific duties (occasional, periodic or regular frequency)

Safety and Security

- Opening and closing the School, including intruder alarm setting
- Site security and CCTV monitor checks
- Emergency callouts
- Emergency lighting and Fire Alarm tests
- Water quality tests

School Transport

- Driving minibuses on an 'as required' basis
- Minibuses to be kept clean and roadworthy
- Assist with light maintenance

Grounds

- Clearing, sweeping and rubbish clearance
- Clearing leaves, weeding and maintenance to an agreed standard
- Mowing and pitch marking
- Emptying of litter and recycling bins
- Ensuring that sheds are kept tidy

Buildings

- Setting out and clearing away of furniture on a daily or as required basis for regular and one off activities
- Ensuring that the cellars are kept tidy
- Minor repairs and maintenance to School equipment, furniture and buildings
- Report if lighting stocks are low
- Collect recycling bags and cardboard from various areas of the School
- Distribute parcels / deliveries (e.g. copier paper, uniform) around the School

Plant and Services

- Check oil / fuel levels and advise for reordering
- Boiler / heating systems – general operation and problem reporting
- Electrical and water (sewage and drainage)
- Swimming Pool - general operation and maintenance, including chemical stocks
- Meter readings (fuel, energy and water)

General Duties

- Key holder - lock up and alarm setting after evening / weekend events or facilities hire
- Delivering and collection of post
- Assisting with activities and events
- To undertake such other duties as may be reasonably delegated by the Principal

Suitable clothing and equipment will be provided

Training will be provided where required



**Estates Team
Person Specification**

Education / Qualifications	Essential	Desirable
Current Driver's Licence (Manual, not Automatic) with the D1 category	Y	
Must have already passed or must successfully complete Minibus (MIDAS) training before transporting students		Y
First Aid trained		Y
Skills / knowledge		
Practical/DIY or associated trade skills	Y	
An understanding of what makes excellent customer service	Y	
Able to use initiative and meet deadlines	Y	
Accurate record keeping	Y	
Comfortable with using basic ICT e.g. Microsoft Outlook	Y	
Maintenance/facilities experience		Y
An understanding of Health & Safety or safe working practices		Y
Minibus driving		Y
Basic understanding of vehicle maintenance		Y
Attitude / personal qualities		
Team player with a flexible approach and positive attitude	Y	
Good level of general health & fitness appropriate to the needs of the post	Y	
Honest and discreet	Y	
Reliable and punctual	Y	

Understands & maintains professional boundaries when dealing with others	Y	
Willingness to commit to the St Mary's ethos	Y	



Estates Department

We are a highly successful Day School which was founded in 1908 and truly independent i.e. not part of a group. The pupils are aged 3-16 years and spread across a Lower and Senior School, which are located on two sites, approximately 3 miles apart and set in attractive surroundings.

As well as providing an exceptional academic education, we encourage our students to develop a positive “can-do” attitude; both during lessons and in the wide variety of extracurricular activities on offer. We want them to participate, join in and gain from the education at St Mary's and to take this confident approach with them into their future work and lives.

You will be joining an experienced and hard-working Estates Department who understand the need for excellent customer service. The Estates Department covers not only the premises, but also the School's minibus service. All of the School staff are friendly and supportive and will help you to settle into your new role.