



Kimberley
School



Job Vacancy

Application Pack

Estates Assistant



Kimberley School

We Respect. We are Proud. We Succeed.

The Kimberley School
Newdigate Street, Kimberley,
Nottingham. NG16 2NJ

Head Teacher: Andrew George
Deputy Head Teacher: Andy Park
Deputy Head Teacher: Helen Frost-Briggs

CONTENTS

Information for Applicants

Job Summary &
Guidance Notes
Job Description
Person Specification

Job Summary	
Job Title:	Estates Assistant
Location:	Kimberley School, Newdigate Street, Kimberley, Nottingham, NG16 2NJ, Telephone: 0115 938 7000
Salary & Hours of Work:	Scale 3: £20,043 - £20,852 – 38 hrs. per week, all year round. Holidays are encouraged to be taken in term time as the busiest periods for our team are the school holidays.
Job Summary:	<p>Working all-year-round as part of a 3 week rotating shift system Maintaining high standards of cleaning, security and appearance of the school estate. Supporting school lettings at the School, Sports Centre and 3G pitches Working to support & safeguard the welfare of all users of the site, including coordinating emergencies such as fire evacuation, lockdown etc. Key holding duties are an integral part of this post.</p> <p>Applicants should live within a reasonable distance from the school. You will be working an average of 37 hours for 2 weeks and 39 every third week to include a Saturday or Sunday. Proposed shifts are as follows: Week 1 – 5.30 am – 1.30 pm (M-F 37 hours) Week 2 – 7.00 am – 3.00 pm for 4 days between M-F and either a Saturday or a Sunday from 8am- 5.30 pm (39 hours) Week 3 – 2.30 pm – 10.30 pm (M-F 37 hours). These shift patterns may be changed with sufficient notice to accommodate operational needs of the school.</p>
Application Process:	Our preferred method of application is via an electronic application form. This can be accessed through our website at: www.kimberleyschool.co.uk

PLEASE NOTE:

- You should pay particular attention to the criteria in the person specification.
- The person specification is the document by which all applications are initially sifted.
- Help us by ensuring you fully complete your application, making references to the criteria listed.
- Only applications that reflect how you meet the criteria in the person specification are likely to be shortlisted for an interview.
- You may be asked to substantiate any claims you make about being able to meet the criteria, e.g. production of certificates, of the demonstration of skills during an interview, etc.

0115 938 7000 www.kimberleyschool.co.uk office@kimberleyschool.co.uk

A member of the East Midlands Education Trust. Registered in England & Wales. Company Number: 07530373





Kimberley School

We Respect. We are Proud. We Succeed.

The Kimberley School
Newdigate Street, Kimberley,
Nottingham. NG16 2NJ

Head Teacher: Andrew George
Deputy Head Teacher: Andy Park
Deputy Head Teacher: Helen Frost-Briggs

HAVE YOU?

- Completed **ALL** sections of the application form - missing information will reflect in the overall presentation of the application.
- Provided all information to ensure you meet the minimum requirements on the person specification.
- Checked that all referee contact details are accurate including phone numbers and e-mail addresses. It is your responsibility to ensure that your references are provided to enable us to complete the recruitment process.

0115 938 7000 www.kimberleyschool.co.uk office@kimberleyschool.co.uk

A member of the East Midlands Education Trust. Registered in England & Wales. Company Number: 07530373





Kimberley School

We Respect. We are Proud. We Succeed.

The Kimberley School
Newdigate Street, Kimberley,
Nottingham. NG16 2NJ

Head Teacher: Andrew George
Deputy Head Teacher: Andy Park
Deputy Head Teacher: Helen Frost-Briggs

Job Description	
Job Title:	Estates Assistant
Reports to:	Team Leaders (Premises/Lettings)
Responsible for:	Maintaining high standards of cleaning, security and appearance of the school estate. Supporting school lettings at the School, Sports Centre and 3G pitches Working to support & safeguard the welfare of all users of the site, including coordinating emergency situations such as fire evacuation, lockdown etc.
	<ol style="list-style-type: none"> 1. Supporting the Team leaders by: <ol style="list-style-type: none"> 1.1. Ensuring all statutory and recommended checks are carried out consistently any issues reported immediately. 1.2. Ensuring the estate appears clean, tidy and secure place and working with team leaders to enhance and upgrade in accordance with our plan 1.3. Ensuring routes and all areas around the school are kept safe and clear, including the clearance of debris, waste materials and broken furniture etc. 1.4. To take responsibility for the swift rectification of any safety issues around the site - in particular gritting and clearing of snow and ice during cold spells 1.5. Undertaking routine inspections to identify actual or potential defects and follow up appropriately 1.6. Ensuring all work is undertaken to an appropriate quality and standard 2. Ensuring scheduled daily tasks are completed and that working time is fully utilised throughout the day. 3. Large scale cleaning duties as directed to include cleaning of walls and windows, carpet and floor scrubbing and undertaking janitorial duties as and when required. 4. Attending to deliveries of goods and carrying out portorage duties as required 5. Checking on the condition of toilets throughout the school day, undertaking any cleaning and replenishing stocks of toilet rolls and paper towels etc. 6. Removal of graffiti from internal and external surfaces as necessary 7. Picking up of litter on schoolyards, emptying of litter bins and sweeping hard surfaces external to the school buildings 8. Grounds maintenance (excluding line marking and grass cutting) around the site including pruning, hedge trimming, weeding, fence painting and repairs 9. Setting out of furniture, urns etc. for events and lettings 10. Giving assistance to colleagues as required 11. Liaising with contractors, visitors and all users of the site ensuring compliance with Safeguarding and Asbestos/Hot works and induction as appropriate. 12. Undertaking basic repair work, maintenance, decoration, premises improvements and handyperson activities at a level appropriate to the skills, knowledge, qualifications and training of the individual. 13. Ensuring school vehicles are kept in good order.





14. **Health and Safety:**

- 14.1. The post holder must take reasonable care for the health and safety of him/herself and other persons who may be affected by his/her activities and where appropriate, safeguard the health and safety of all persons under his/her control and guidance in accordance with the provision of Health and Safety legislation. (Detailed in the School's Health and Safety Policy).
- 14.2. Undertaking regular checks, under the instruction of the line manager, of equipment, such as the fire alarm system, firefighting equipment, hand tools, and portable appliances etc.
- 14.3. Working in a range of environments and situations, including during emergencies, working at height, in confined spaces etc. and in all weather conditions, given appropriate training, guidance and equipment
- 14.4. Attend staff meetings and training sessions as appropriate

15. **School, Sports Centre and 3G Lettings**

- 15.1. To provide a high standard of customer care and ensure that high quality standards are maintained throughout the school's facilities
- 15.2. Controlling persons entering the facilities, dealing with and reporting any inappropriate behavior by users and spectators
- 15.3. To develop and maintain systems for resource management for both the Sports Centre and PE department
- 15.4. Maintain and prepare all sports facilities and equipment for activities and bookings
- 15.5. Assist with basic maintenance tasks within the Sports Centre as required
- 15.6. Assist with cleaning tasks within the Sports Centre ensuring that the facilities are cleaned to a high standard at all times
- 15.7. Assist with the safe erecting and dismantling of sport and PE equipment in accordance with safe methods of work
- 15.8. To escalate any issues to the Premises Team Leader
- 15.9. Adhere to and support the aims and objectives of the Sports Centre plan
- 15.10. To direct and support the Sports Assistants/Rangers in their tasks
- 15.11. Ensure the security and safety of customers, hirers and staff
- 15.12. Ensure the pool plant is maintained to specific safety standards, carrying out water testing at the appropriate time and ensuring the pool is kept clear of any debris
- 15.13. To complete daily, weekly and monthly pool plant testing and maintenance tasks
- 15.14. To immediately, report any unusual pool water results to the Premises Team Leader. And if necessary, close the pool
- 15.15. Ensure the facilities are appropriately secured and alarms set at the end of each shift
- 15.16. When qualified, provide First/Emergency Aid and follow emergency procedures in a safe and professional manner
- 15.17. Provide cover when required in the event of absence and carry out duties to ensure the



Kimberley School

We Respect. We are Proud. We Succeed.

The Kimberley School
Newdigate Street, Kimberley,
Nottingham. NG16 2NJ

Head Teacher: Andrew George
Deputy Head Teacher: Andy Park
Deputy Head Teacher: Helen Frost-Briggs

safe running of the facilities

To undertake any other duties which may be reasonably regarded, as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

Supplementary Information

The nature of the post requires a flexible working pattern to meet the needs of the school. The role is subject to a rotating 3-week shift pattern working an average of 38 weeks. You will be required to work one Saturday or Sunday in every 3 weeks. Shift times may be varied under exceptional circumstances following appropriate consultation to meet the operational needs of the school. Shifts will accommodate the appropriate time for a meal/rest break.

0115 938 7000 www.kimberleyschool.co.uk office@kimberleyschool.co.uk

A member of the East Midlands Education Trust. Registered in England & Wales. Company Number: 07530373





Person Specification							
Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview.							
Applicants should be able to demonstrate how they meet the following core criteria relevant to the post:							
E= Essential	D= Desirable	A= Application	I= Interview	Criteria Type		How Identified?	
				E	D	A	I
1. Experience	1.1.	Experience of working in a school, or an environment working with children		✓	✓	✓	✓
	1.2.	Experience of working in caretaking, or a similar role		✓	✓	✓	✓
	1.3.	Experience of security alarms and working with other systems, such as fire alarms etc.		✓	✓	✓	✓
	1.4.	Experience of dealing with contractors		✓	✓	✓	✓
	1.5.	Experience of pool plant maintenance		✓	✓	✓	✓
	1.6.	Experience of working in a sports centre		✓	✓	✓	✓
	1.7.	Qualified in a trade such as plumbing, plastering or electrics		✓	✓	✓	✓
2. Qualifications, Training & CPD	2.1.	Relevant health and safety training		✓	✓		
	2.2.	Premises related qualifications, NVQs etc.		✓	✓		
	2.3.	Training in relation to cleaning, particularly health & safety related training		✓	✓	✓	✓
	2.4.	Full Driving license (max 6pts)	✓		✓		
3. Knowledge & Skills	3.1.	Ability to follow written, or verbal instructions	✓		✓	✓	✓
	3.2.	Knowledge of health and safety regulations and procedures		✓	✓	✓	✓
	3.3.	Effective handyperson skills	✓		✓	✓	✓
	3.4.	Knowledge of hand tools and small items of equipment or machinery		✓	✓	✓	✓
	3.5.	Ability to drive a vehicle	✓		✓	✓	✓
4. Personal Qualities & Attributes	4.1.	Personable, friendly manner, willing and helpful	✓			✓	✓
	4.2.	Willingness to undertake relevant training	✓		✓	✓	✓
	4.3.	Willingness to work outside normal hours as and when required	✓		✓	✓	✓



Kimberley School

We Respect. We are Proud. We Succeed.

The Kimberley School
Newdigate Street, Kimberley,
Nottingham. NG16 2NJ

Head Teacher: Andrew George
Deputy Head Teacher: Andy Park
Deputy Head Teacher: Helen Frost-Briggs

4.4.	Willingness to undertake work in a shift system	✓		✓	✓
4.5.	Willingness to work in a wide range of environments, including working at height, in confined spaces, etc. and in all weathers, given appropriate training, guidance and equipment	✓		✓	✓

In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria:

- Committed to safeguard and promote the welfare of children
- Relates well to children and young people
- Ability to work effectively in a team
- Ability to problem solve and use own initiative as appropriate
- Ability to organise, prioritise and complete tasks efficiently and effectively
- Good literacy and numeracy skills and an ability to communicate effectively
- Flexible and adaptable approach to work
- Openness to new ideas
- Punctual, reliable and an ability to keep to deadlines

