

JOB DESCRIPTION

Estates & Operations Assistant

Operations Department

May 2021

**THE POST**

**Job Title:** Estates & Operations Assistant

**Reporting to:** EstatesPremises Manager (EPM) and through him to Director of Estates and Operations (DoEO)

**Liaises with:** All staff

**Department:** Estates &Operations

**Location:** Seaford College, Lavington Park, Petworth, West Sussex GU28 0NB

**Function:** To take responsibility for the upkeep and routine maintenance of the school’s vehicle fleet. To undertakes deliveries around the school site and routine daily and weekly checks i.e. fire alarms, water tests etc. To integrate and assist into the existing Estates & Operations teams with a flexible ‘can do’ approach. Required to regularly drive College minibuses in support of pupil/staff transportation and collection and delivery of parts/goods to local suppliers.

**MAIN DUTIES AND RESPONSIBILITIES**

* To lead with the upkeep and general maintenance of the school’s vehicle fleet with particular focus towards the school minibuses with addition of support vehicles and grounds machinery to a high standard.
* To assist the EPM in the management of the College private water supply Inc.
  + Daily inspections of the well and pump house
  + Regular inspections of the reservoir
  + Water testing
* To assist the EPM in the control of legionella
  + Regular water testing and documentation of temperature tests
  + Storage tank inspections and cleaning
  + Ensure the regular cleaning of tap outlets and shower heads is undertaken and documented.
* To assist the EPM in the management of fire safety procedure and responsibilities inc.
  + Scheduled servicing of fire alarm system, fire extinguishers and fire blankets.
  + Maintenance schedules for emergency lighting tests
* To assist the EPM with security services Inc.
  + Monitoring of all external lighting and ensuring all is maintained and fully functional
* To assist the EPM with laundry & postal services
* Teamwork
  + To provide support to all areas of the Operations Department with a flexible, ‘hands on’ attitude and holistic approach.
* To assist with administration duties in support of the EPM
* To assist when required in the planning and facilitation of college events and external lets.
* To ensure that all working practices are carried out to comply with Health and Safety at Work Act 1974
* To undertake regular driving duties, both on and off site, including transportation of staff/pupils and collection of parts/good from local suppliers, using college vehicles.
* To undertake any other reasonable duties as requested by your EPM or DoEO.

PERSON SPECIFICATION

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|  | ESSENTIAL | DESIRABLE |
| Qualification |  |  |
| Skills and Experience |  | Computer literate  Working knowledge of Health and Safety  Experience of working within a school environment  Knowledge of COSHH and risk assessment |
| Behavioural Skills | Ability to work as part of a team and on own initiative  Flexible, hands on, can do attitude  Smart appearance, presentable  Good customer care skills | Excellent written and verbal communication skills |
| Special Circumstances | Clean Full Driving Licence  D1 Classification on driving licence or be prepared to undertake driver training  Must speak and understand fluent English |  |