



KING EDWARD'S SCHOOL  
BIRMINGHAM



KING EDWARD VI  
HIGH SCHOOL FOR GIRLS

### **Estates and Facilities Assistant**

King Edward's School and King Edward VI High School are seeking to appoint an Estates and Facilities Assistants on an all-year round, permanent basis.

<b>Location</b>	Edgbaston, Birmingham
<b>Type of position</b>	Full-time, all year round, permanent
<b>Salary and Hours</b>	£19,515 - £21,517 (Grade 3 SCP 6 – SCP8) Day shift: 07:00 to 15:30 Night shift: (one week in three) 11:00am to 19:30
<b>Holiday</b>	20 days plus 8 bank holidays and 4 concessionary days (pro-rata equivalent for part-time)
<b>Start date</b>	As soon as possible
<b>Reporting to</b>	Facilities Manager

#### **The Schools**

King Edward's School and King Edward VI High School for Girls are two of the best independent day schools in the country, sharing a leafy campus in Edgbaston, next to the University of Birmingham. Both schools are part of the King Edward VI Foundation and have high academic standards and a rich and varied extra-curricular programme. The site has good transport connections by rail and bus as well as on-site parking for staff.

#### **The role**

We are seeking to appoint an energetic and highly motivated individual, with a strong interest in facilities management who will have the knowledge and expertise to support the Estates and Facilities Manager in ensuring that the buildings and facilities that make up King Edward Independent school estate are fully functioning and fit for purpose. The successful candidate will be involved with the day-to-day running of the school, working closely with the Estates and Facilities Manager to ensure the appropriateness, quality and safety of the school environment.

The successful candidate will be a team player who is used to working to tight deadlines and dedicated to maintaining an environment where staff and students alike are able to meet exacting standards of educational excellence.

#### **Essential criteria**

- Excellent timekeeping
- Good time management and prioritizing skills
- Health and Safety awareness

## **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**

### **KEY AREAS**

#### **Purpose of the post:**

- The Estates and Facilities Assistant will be responsible to the Estates and Facilities Manager for the security of the premises and its contents (including the operation of fire and burglar alarms) lighting, heating and maintenance of the premises
- To maintain and enhance the high quality of the school, buildings, grounds and environment.
- To undertake maintenance / repair work as directed

#### **Buildings**

- To assist in the setting up of rooms for school events, lettings and ensuring classrooms are set up correctly for school use after such events
- To replenish toilet rolls, paper towels and soap
- To collect and dispose of recycle paper, cans and bottles into the appropriate collection container
- To empty school external bins
- To undertake cleaning duties to ensure that the schools' premises are always clean and tidy and free from litter, in order to provide an excellent environment
- To assist with Planned Preventative Maintenance checks at appropriate intervals, which includes but not exhaustive to; the fire alarm system, escape routes, fire extinguishers, emergency lighting, legionella flushing etc.
- To undertake handyperson duties as directed
- To set up and remove equipment for examinations
- To undertake portage duties including the distribution of deliveries, moving furniture and equipment and facilitating events such as assemblies
- To assist in ensuring that drains and gullies are tidy and litter free
- To ensure that all on-site service meters and associated returns are completed as required by the school and records are kept

#### **Health & Safety**

- To ensure that the Health and Safety guidance is adhered to and that the appropriate clothing is worn at all times
- To ensure that all machinery and cleaning materials are stored and used correctly and in an appropriate manner and that accidents at work and defects of equipment, machinery or premises are reported

#### **Security**

- To lock and unlock the premises and to ensure the security and safety of the site including at weekends if necessary
- Undertake security patrols of buildings, car parks and grounds to help create a safe environment for staff, students and visitors. This will include recording and dealing with incidents, misconduct and misuse of equipment or facilities and liaison with the police and escorting trespassers from the premises as necessary. You may be required to operate CCTV systems internally and externally

## General

- Respond to radio calls promptly using appropriate radio etiquette, and ensure continuity of response and cover throughout the shift
- Drive school vehicles, including the van and minibuses, between (local) sites and to other events as required
- Monitor the cleanliness of toilets, reporting any plumbing or sanitation problems to the Estates and Facilities Manager
- Assist with ensuring the internal and external cleanliness of school vehicles and a weekly check on the condition of tyres, fluid levels, lights and battery etc. if required to do so
- Ensure areas are litter free
- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To oversee contractors and maintenance
- To facilitate school open days and events
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the school
- To work positively and inclusively with colleagues so that the School provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities
- To work flexibly in the interests of the school. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities
- To undertake any training required by the School including First Aid Training

## Person Specification

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
Education and training	A good Standard of general education with a minimum of GCSE Grade C or equivalent in Maths and English	A relevant IOSH qualification	Application Form/Interview
Relevant Experience	Experience of working in education  Basic cleaning skills	Previous experience of working within an estates and facilities department	Application Form/Interview
Special Knowledge and skills	D.I.Y Skills to carry out daily maintenance tasks and basic refurbishment work.  Ability to understand basic Health & Safety regulations  Communication skills <ul style="list-style-type: none"> <li>• Must be able to receive and understand oral instructions</li> <li>• Must be able to write and fill in weekly return forms</li> </ul> Organisational ability <ul style="list-style-type: none"> <li>• Must be able to organise workload with the Estates and Facilities Manager and be self-motivated</li> </ul> Computer literate	Trade qualification	Application Form/Interview  Application Form/Interview  Application Form/Interview Application Form/Interview  Application Form/Interview
Additional Factors	Must be able to lift (e.g. items of furniture) bend, climb ladders.  Full UK Driving Licence  Must be available to open up at weekends as required if necessary  Must be willing to undertake First Aid Training and any other training deemed necessary for the role  Ability to respond flexibly and tactfully, including changing shift patterns and covering for absent		Application Form/Interview  Application Form/Interview Application Form/Interview  Application Form/Interview  Application Form/Interview

## How to apply

To apply for this role, forward a completed application form (available for download at: <https://kes.org.uk/about-us/vacancies/>) and a covering letter addressed to Adrian Beckett, Estates and Facilities Manager, outlining why you feel that your skills and experience would equip you to take on this role, by email to: [recruitment@kes.org.uk](mailto:recruitment@kes.org.uk)

The deadline for applications is **9am on Monday 16<sup>th</sup> November 2020**

If you have any queries about the role or would like to discuss it in more detail, please contact Adrian Beckett, Estates and Facilities Manager, by email: [aebe@kes.bham.sch.uk](mailto:aebe@kes.bham.sch.uk)

*King Edward's School and King Edward VI High School for Girls are both committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced DBS check. A copy of the Schools' Recruitment, Selection and Disclosure Policy is available on the Schools' websites.*