



Estates Assistant

Post Title:	Estates Assistant
Contract Type:	Permanent, Full time
Reporting to:	Estates and Health & Safety Manager
Salary Range:	Grade C £23,115 - £24,140 per annum (Plus 14% shift allowance)



The Perins MAT registered office:
Perins School, Pound Hill, Alresford,
Hampshire SO24 9BS
Tel: 01962 734361
school@perins.hants.sch.uk
www.perinsmat.org



Letter from the Executive Headteacher

Dear Applicant

Thank you very much for the interest that you have shown in this position within The Perins Multi Academy Trust. The successful candidate will have an important contribution to make to our growing and successful Schools and I hope that you will find the enclosed information helpful.

In September 2017, Perins School and Sun Hill Junior School in Alresford formed the Perins Multi Academy Trust. (The Perins MAT). This has enabled us to work together to build on the strengths of both schools within the local community and to collaborate on offering the best possible teaching and learning opportunities to staff and pupils at both schools.

I sincerely hope that you find the information provided informative, our tone welcoming and the position attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of The Perins MAT is essential.

If you believe you can contribute to our exciting future, I would be delighted to receive your application.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'S. Jones', with a horizontal line extending to the right.

Mr Steve Jones



Job Purpose:

- To be part of a team that maintains the physical resources within the MAT across all facilities and sites so that they can be used appropriately by the schools and the community.
- To ensure high standards of maintenance and general repair of all equipment, furniture and premises.
- To carry out routine tasks on each shift as well as additional tasks as directed by the Deputy MAT Estates Manager and/or the MAT Estates and Health & Safety Manager.

Key Responsibilities

- To carry out daily maintenance and repair duties including painting and decorating, to a high standard in any part of the MAT. This will include: toilets, changing rooms, corridors, staircases, classrooms, offices, grounds, building externals and any other areas on the MAT estate.
- To act as a point of contact for all stakeholders including staff, parents and contractors when necessary and to liaise with contractors on site with regards to the site and works that are underway or required.
- To open the site and prepare for the school day and to be responsible for securing and locking the site.
- To respond to radio/telephone calls/verbal instructions and be ready to act on requests when onsite. To maintain good levels of communication by use of walkie-talkie radios (if applicable) and site telephones.
- To take direction from the Deputy MAT Estate Manager to complete routine estates maintenance tasks and to be aware of Health and Safety regulations and to report any issues relating to these to the MAT Estate and Health & Safety Manager and/or Deputy MAT Estates Manager; including but not limited to, Legionella, Asbestos, Fire Safety and management, Risk assessments, Health and Safety, accident reporting and near misses.
- To provide excellent customer service and support to our lettings customers when on the appropriate shift.
- To maintain cleanliness of the site wherever possible including litter picking.
- To report any maintenance issues to the Deputy MAT Estates Manager.
- To be aware of all Health and Safety regulations and to report any issues relating to these to the MAT Estates and Health & Safety Manager.
- To be flexible and support all members of the Estates team in the event of absence. To work co-operatively with others within the team towards the shared goals of the MAT.



Additional Tasks

- Attend departmental and other meetings as required.
- Take part in any necessary training and accreditation.
- Take part in performance management reviews.
- Support the MAT's data protection officer with ensuring data protection compliance and helping the school community understand how to comply with GDPR law.
- Be committed to the safeguarding and promotion of the welfare of children and young people – Maintain DSL training and liaise and support the safeguarding lead as and when required complete CPOMS reports.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.

Person Specification

Qualifications:		Evidenced
GCSE A-C or equivalent in Maths and English	D	A, I, Cert
Key Competencies – must be able to demonstrate:		
Excellent, communication and interpersonal skills	E	A, I, R
Skills and Abilities		
Competence to build and effectively manage relationships at all levels of The MAT	E	A, I, R
Organisational Skills	E	A, I, R
Ability to prioritise and manage workload to successfully deliver to deadline	E	A, I, R
Ability to work in a pressurised environment	E	A, I, R
Experience		



Will have worked in an educational establishment	D	A, R
Experience working within a commercial/industry setting	E	A, R
Other		
Collaborative working style	E	A, I, R

A – Application, I – Interview, R – Reference, T – Task, Cert – Certificates, D – Desirable, E - Essential

Applicants who fail to adequately address the relevant criteria in their application form and supporting statement will not be considered.



Benefits:



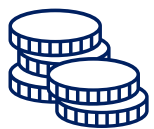
Remuneration All our teaching positions are based on the national teaching scale. If you are a UQT, we will assess your experience, and remunerate appropriately. Support staff salaries are based on HCC grades.



Holiday Our teachers have an additional week in the October half term. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



Pension Teaching staff benefit from the Teachers Pension, and Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



Discounts We offer a wide range of voluntary discounts via our partners KAARP



Employee Assistance Programme We offer resources and programmes to support your physical, mental and financial wellbeing. We also have a team of Mental Health First Aiders within the MAT who you are able to reach out to should you need to. We also offer an Employee Assistance Programme for those that may need it.



Preschool Reduced preschool fees at Perins Pre School.



After school club reduced fees at Alresford Youth Association's afterschool club based at Sun Hill Junior School



Training We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free onsite gym



Free **tea and coffee**, and ample staff social areas. Weekly 'cake break' hosted by each department



Cycle to work scheme



Free car parking



Guidance on the information you need to include in your application form

In order for you to be considered for the position, it is important that you complete the application form fully. This ensures that all applicants are providing us with the same type of information. Please use the information available to you and your knowledge of the role to assist you in completing the application form. Incomplete application forms will delay our recruitment process.

Employment history

Current Employer

Enter information about your current employer. If this is your first job after school or college, please give details of weekend, evening jobs, or work placements.

Previous employers

Please provide information about all of your previous employers including permanent, temporary or interim roles. To do this, simply add more sections.

You must give a **full** history in chronological order since leaving secondary education, including periods of any post-secondary education / training, part-time and voluntary work. If you have any gaps in your employment, please indicate the reasons for this.

Include full time employment, with start and end dates.

Provide explanations for periods not in employment or education / training and reason.

Formal education

Enter your educational qualifications such as NVQs, GCSEs, O-Levels, A-Levels, AS Levels, Highers, and Degrees. Include all subjects and grades/scores.

Job specific information

The questions in this section will depend on the role you are applying. Ensure you complete all questions.



Safeguarding children and adults

The Perins MAT is committed to safeguarding children and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. All our recruitment and selection practices reflect this commitment.

For roles working with children and children's data, we comply with the "Safer Recruitment" national guidelines. Ideally, we will take up references before the interview for these roles; however, we do understand that with some positions this is not always possible. We will always be discrete, and if the role that you are applying for allows, you will have the option to let us know if you do not want us to contact your current employer.

Employment references for Safer Recruitment roles should not be from a colleague. They should be from your manager, supervisor or someone who is in a position of authority. It is our preference that referees are provided from **different** schools if you have worked in school environments previously.

If you are not currently working with children or adults but have done so in the past, it is important that you provide a reference from this employer.