

# Job Description

<b>Position</b>	<b>Estates Officer</b>
<b>Salary</b>	<b>£31,000</b>
<b>Hours</b>	<b>42.5 hours per week, Monday to Friday 08:30 – 17:00</b> <b>NB: Occasional cover, and weekend and out of hours work for events or building works.</b>
<b>Work Pattern</b>	<b>Full Time – Year-Round, 52 weeks a year</b>
<b>Contract Type</b>	<b>Permanent</b>
<b>Responsible To</b>	<b>Estates Manager</b>
<b>Responsible For</b>	<b>Contractors, seasonal &amp; agency staff</b>
<b>Location</b>	<b>Kensington Olympia</b>
<b>Closing Date</b>	<b>30<sup>th</sup> April 2026, Interviews may take place ahead of the closing date as applications are received</b>

## Duties

Assisting the Estates Manager, who is responsible for the day-to-day operational management, safety, and security of the school estate, in ensuring that the school is a well-maintained, safe, and secure site for all users. The Caretaker will fulfil the following roles and responsibilities whenever the Site Manager is absent from the site. At such time, the post holder will be responsible for ensuring exacting standards of site supervision and effective use of resources to enhance the learning environment for students and staff.

## Key Areas:

Assisting the Estates Manager in the following areas:

- Premises related Health and Safety issues and compliance.
- Management of maintenance and repairs and facilities care on site.
- Management and maintenance of work schedules, and quality control of works completed.
- Act as Fire Officer.
- Monitor and maintain the security & integrity of the school site.

## Key Tasks:

- Check site regularly for any potential Health and Safety issues. Take corrective action where necessary.
- Morning and afternoon gate duties.
- Ensure the school complies with current site safety & facilities management legislation.
- Maintain accurate records such as Fire Safety, Legionella, H & S, Hygiene etc.
- Install and maintain fire protection equipment and emergency evacuation routes.
- Complete risk assessments as required and carry out corrective actions where necessary.
- Undertake such site related health & safety work as is required.
- Maintain & manage a schedule of work ensuring consistency of operations.
- Repairs and maintenance tasks.
- Maintenance of installations & plant for electricity & gas supplies, heating, hot water etc.
- Supervision of lighting and ventilation of school buildings.
- Maintain the grounds to a high standard ensuring the suite is free from litter.
- Accurate & timely record keeping of scheduled & agreed works.
- Oversee out of hours activities.
- Day-to-day security of the site.
- Ability to drive rented vehicles to assist with day-to-day activities.
- Open and lock down of the site premises.
- Set up and take down of resources required for the activities of the school day.
- Monitor and resolve tasks raised through the Estates Helpdesk system.
- Courteous and prompt response and communication both verbally and through emails.
- Timely provision for information to the Estates Manager of critical safety and security issues.
- Provision of routine progress management updates on a daily basis.
- Any other related tasks that may be delegated by the Estates Manager / Bursar.
- The post holder is expected to carry out any reasonable instructions from Headteachers or such authorised persons in order to ensure the efficient running of the school.

## Essential

The person appointed will:

- Have the ability to relate well to people, through an even temperament.
- Have a clean current driving licence.
- Have the energy & stamina to complete work promptly and thoroughly.
- Be able to cope with moderate and occasional heavy lifting.
- Be flexible and adaptable, including occasional work outside normal hours.
- Have a clear understanding of how schools operate.
- Be open minded and genuinely interested in developing themselves.
- Be able to use their own initiative.
- Be committed to team working and supporting the vision and aims of the school.
- Have the ability to respond to emergency work situations at short notice.

## Qualification and Experience

The person appointed will:

- Reasonable written and verbal communication skills
- First Aid training or a genuine willingness to be trained.
- Knowledge of basic Health and Safety at work requirements
- Ability to carry out instructions and seek clarification where necessary.
- Proven record of possession of DIY skills and ability to carry out a wide range of repair works.
- Competence with hand tools. Skilled tradesman preferable

## Values

The person appointed will:

- Possess a positive 'can-do' and willing attitude.
- Be committed to achieving the best solutions in a timely and safe fashion.
- Endeavour to find ways of doing things effectively and learn from past experiences.

## How to Apply

Please send your current Curriculum Vitae to [recruitment@stjamesschools.co.uk](mailto:recruitment@stjamesschools.co.uk) ahead of the closing date. Interviews may take place ahead of the closing date as applications are received.



# Personal Specification

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**St James' is committed to safeguarding & promotion of pupil welfare & expects all stakeholders to share this commitment.  
The successful applicant will be subject to an Enhanced DBS check.**