

The Royal Alexandra and Albert School

Estates Assistant - Casual - Job Description



Job Title:	Estates Assistant
Contract type:	Casual/Temporary
Hours:	8.00am – 4.30pm (2 x ½ hr breaks throughout the day)
Reporting to:	Estates Team Leader / Estates Bursar

The Role

To assist the Estates Team with the upgrade and improvement of the school buildings.

Key Responsibilities

- Preparing for decoration and decorating
- Assisting the internal qualified plumber, electricians and other trades on site
- Delivering materials around the site by buggy
- Making, dismantling and moving furniture
- Erecting and dismantling safety fencing

Other

- Be willing to undertake relevant basic safety training
- Perform additional duties and tasks as required
- Compliance with all Health & Safety procedures as required when completing maintenance tasks.
- Compliance with Personal Protective Equipment as directed and issued by the Estates Team Leader.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

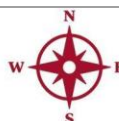
The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



Ambition



Courage



Integrity



Respect