

Estates Operative (Multi-skilled)

The Post

We are looking for a multi-skilled Estates Operative to join our existing Estates team. If you are seeking a demanding role and have the necessary skills and experience, we want to hear from you.

The Estates Department

Premises

The Queen's School is an independent day school for girls aged from 4 to 18, set on two separate sites in the historic city of Chester.

Facilities exist over two sites and include new buildings such as a swimming pool, ICT suite, sport and fitness centre and fitness suite as well as extensive grounds at both sites.

Buildings are a mix of heritage, listed buildings to new, purpose-built mobile classrooms.

Staffing

An Estates Manager who organises, leads and supervises the work of:

- Assistant Site Supervisor
- Lower School Site Officer
- 3 Estates Operatives / Caretakers
- 1 Groundsman
- 5 Minibus Drivers

Remuneration

Salary: The applicable salary is £17,537.00 per annum. There may be occasions where additional hours are required to be worked, these will be paid at basic rate of pay or time-off-in-lieu will be negotiated with the Estates Manager.

Pension: The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol you in a pension scheme as and when required by law. Full details will be provided to you with your first salary payment.

Holidays: This post carries 5 weeks holiday pay plus paid bank holidays, increasing to 6 weeks after 5 years' service. Holiday pay is pro rata and is factored into the salary payable. Holidays should be taken by mutual agreement with the Estates Manager.

Training

The successful applicant will be expected to undergo training as required.

Working Hours

- 37.5 hours per week. The working shift will be between 7.00am and 7.00pm on a rota basis, Monday to Friday with an hour unpaid lunch break although a certain degree of flexibility will be required to successfully fulfil the requirements of the role.

Interview and Appointment

- Please notify the school if you have any disability for which special arrangements need to be made for either the interview or if the position is offered.
- Candidates should be aware that the appointment will be subject to an enhanced Disclosure and Barring Service check.
- Employers have a legal duty to verify that new employees are eligible to work in this country, under the Immigration Asylum and Nationality Act 2006. Therefore, the successful candidate will be asked to produce their passport and/or visa before commencing work.
- It is also our policy to ask to see original certificate(s) of qualification(s) upon acceptance of the post. A photocopy will be retained for our records in both cases.

General

To meet with legal requirements please read a copy of our Safer Recruitment Policy, containing our Employment of Ex-offenders Policy, which can be accessed via our website.

Application

The completed application form and a letter of application, which should be no more than one side of A4, should be addressed to the Estates Manager, Ms Alison Riley, and emailed to recruitment@thequeensschool.co.uk by noon on Monday 20th September 2021.

Interviews will be held during the week commencing Monday 27th September 2021. If you have not heard from us by 1st October 2021 please assume that your application has not been successful on this occasion.

It is The Queen's School policy that feedback will not be given following application. Please note that applications will only be considered on the school's application form.

For further information, please visit our website www.thequeensschool.co.uk

The school is committed to safeguarding and promoting the welfare of our children. Child safety recruitment procedures operate and the post is subject to references and an Enhanced DBS disclosure. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age