



BERKHAMPSTEAD SCHOOL

Job Description

Job Title: Estates Assistant and Driver

Reports to: Deputy Estates Manager, Estates Manager, Bursar, and ultimately, the Executive Headteacher

The Estates Assistant and Driver's principal responsibilities include:

- Maintenance of the School and all Day Nursery sites in Cheltenham
- Supporting the Estates Manager with tasks relating to compliance with Health and Safety and industry requirements
- Drive the school minibuses where required

RESPONSIBILITIES AND DUTIES:

Maintenance of the School and all Day Nursery sites in Cheltenham:

- Complete reactive maintenance tasks assigned by the Estates Manager and/or Deputy Estates Manager
- Oversee the School and Day Nursery grounds and ensure these are always presented to a high standard; ensure grounds are litter free
- Assist with the security of the premises and its contents including key holder responsibilities and to respond to emergency call-outs as required
- Providing administrative support to the Estates Manager, where required

Supporting the Estates Manager with tasks relating to compliance with Health and Safety and industry requirements

- Perform weekly/monthly compliance checks under the guidance of the Estates Manager
- Act as a Fire Marshal when required
- Undertake any other site related Health and Safety work as required

Drive the school minibuses where required

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This is not an exhaustive list of tasks. This job description is subject to regular discussion and review. The post holder will be expected to adopt a flexible attitude towards these duties, which may have to be varied subject to the needs of the school.