# Job Description

## Job Title: Estates Technician

## Reports to: Senior Estates Technician

## Job context

Uppingham School, founded in 1584, is a leading co-educational independent boarding school which runs 24/7 in term-time. It has a strong academic profile and excellent pastoral care with an international reputation, and state-of-the-art science, sports and music facilities. Its 830 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, HR, IT, operations (catering, cleaning, and procurement), health and safety, and the school’s trading subsidiary. The school employs c. 550 staff.

The estate covers 125 non-contiguous acres, almost one mile apart at its extremities and interspersed by town housing and retail properties. It includes 59 acres of playing fields, 14 acres of gardens, and a built estate of 80 buildings with an insurance replacement value of £200 million, whose combined external footprint is 775,000 sq. ft, and of which 23 are listed (Grades I – II). Buildings include teaching blocks, assembly buildings, boarding houses, staff housing, administrative and technical accommodation, and sports facilities. A programme of new buildings followed full co-education in 2001, including boarding houses, a Music School, sports pavilions, a dual-use Sports Centre and an RIBA national-award winning Science Centre completed in 2014.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

## Job purpose and responsibilities

The role is vital in ensuring the smooth running of our thriving school, and you will play a key role carrying out a variety of duties within our historic and varied range of buildings. This will include moving & maintaining equipment, facilities and ensuring the security of buildings.

* To support the School and Estates team by providing operational support which will include, Porterage, Gardens Team, Sports Surfaces Team, Staff Housing, Furniture, Fittings and Maintenance.
* To undertake planned work assisting with the moving of furniture and appliances across the estate including academic buildings, boarding housing and staff housing.
* To support in the set up and breakdown of school events and functions, including open days, sports and exams.
* Collect and distribute all internal and external post around the school, on a rota basis.
* Engage in the delivery and collection of cleaning equipment and bedding around the school as directed.
* To support with the maintenance and upkeep of the estate by completing varied maintenance tasks such as decorating, furniture building, and general repairs. Replacing of blinds and curtain rails and other fixtures and fittings.
* To assess and report maintenance or safety issues to the correct estates function and make safe until an appropriate person is in attendance.
* To support the Estates team in completing planned compliance checks.
* To undertake any other duties reasonably required by the Head of Estates Services.

## Qualifications, skills and experience, personal qualities required.

**Qualifications:**

* A trade background is desirable (NVQ/City & Guilds)

**Skills and experience:**

* Multi skilled/trade background (desirable)
* Manual Handling
* Confident IT skills
* Working in an 24/7 estates environment with a focus on customer service
* Excellent timekeeping
* Ability to work with minimum supervision, and as part of a team.
* Ability to deal with students, staff and members of public in polite and helpful manner.
* Previous porterage experience/experience in a similar role (desirable)
* Previous cleaning experience (desirable)
* An understanding of COSHH and Health and Safety at work (desirable)
* Full driving licence\* (desirable)

\*A full clean driving licence is preferred. This position involves driving vehicles around the schools.

estate. Any offer of employment will therefore be conditional upon the successful candidate’s being.

accepted for insurance cover by the school’s insurance provider. Whilst every application will be

considered on its own merits, successful applicants should note that if they have six or more penalty.

points on their driving licence, or a previous drink-driving conviction, they may not be accepted for cover.

by the school’s insurers, in which case any offer of employment would be withdrawn.

**Personal qualities:**

* Team player with good communication skills at all levels of the organisation.
* Able and prepared to fulfil a physically demanding role.
* Positive, ‘can-do’ and forward-looking attitude, striving for improvement.
* Problem-solver who understands the requirements of stakeholders and colleagues.
* Diplomacy and sense of humour.
* Adaptable to change.
* Methodical thinker with an eye for detail.

## Key relationships

* Head of Estates Services
* Security
* Estates Maintenance Teams

**Membership of wider teams:**

* Enterprise
* Events

## Terms and conditions

Working hours An average of 39 hours per week.

Week 1 – 7am – 4pm, Monday – Friday

Week 2 – 2pm – 8pm, Monday – Friday, 8am – 4pm, Saturday

Salary £25,000 per annum.

Probation period 6 months

## Benefits

Holidays The annual holiday entitlement is 25working days, of which up to 5 days must be taken over the Christmas period. Public holidays in term time are normal working days; a day off in lieu is given at another time.

Pension scheme Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum.

Benefits 50% contribution to premiums for School’s private health scheme

Death in service cover with a lump sum of twice annual salary

 Free membership of dual-use Sports Centre (£25 annual admin fee)

 Free staff lunches in term-time

 School fee day place discount for children of staff

 Retail and restaurant discounts, via Sodexo platform

Cycle to work scheme

Free annual ‘flu jabs

Westfield health care package

Recognised as a “Disability Confident” employer

Recognised as a “Mindful” employer

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and always ensure compliance with the School’s Safeguarding (Child Protection) Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School’s Designated Safeguarding Lead or to the headmaster.

## Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time.

**Applications**

Applicants should complete the School’s application form, which can be obtained from the website ([www.uppingham.co.uk](http://www.uppingham.co.uk)) and returned, when completed, to hr@uppingham.co.uk, 01572 822216.

The HR Department

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