



Gildredge
House

An Ofsted
GOOD
School



Information for Prospective Candidates

OCTOBER 2026

Position: Estates Assistant
Contract: 15 hours per week in term-time
Start date: November 2026
Deadline: Wednesday 21st October 2026

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Estates Assistant**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

CLOSING DATE: 9:00 a.m. on Wednesday 21st October 2026
START DATE: As soon as possible, subject to all pre-employment checks and references
INTERVIEWS: Arranged as applications are received
HOURS OF WORK: 15 hours per week in school term-time; 3 hours daily, Monday to Friday.
11:00 - 12:15 followed by a 30 minute unpaid lunch break, then 12:45 - 14:30
SALARY: Gildredge House Support Staff Scale 2026-2027, Grade 3 Point 7. Gildredge House full-time equivalent salary is £24,229 per annum. Actual salary is £8,603 per annum pro rata.

Other benefits: Uniform provided, parking on site, LGPS Pension Scheme.

Please note: Applications will be screened as they are received, and interviews may be offered before the closing date. Early application is therefore advised.

We are looking to appoint a School Estates Assistant to work within our Estates Team to assist with practical, physical outdoor duties, such as grounds maintenance and other associated duties, as well as setting up tables in the dining hall every morning.

- Do you enjoy working in a busy and varied environment?
- Are you able to work outdoors, all year round?
- Do you have experience of operating electrical outdoor equipment, such as leaf blowers, mowers, etc.?
- Are you confident in safe manual handling and lifting?
- Are you someone who likes working as part of a small team within a large organisation?
- Are you flexible, resilient and able to work quickly and efficiently?
- Do you understand the importance of safeguarding young people?

If the answer is yes, then Gildredge House would like to meet you.

At Gildredge House each individual is known and valued. You will join a strong team of inspirational staff working within an environment that is both stimulating and fun. If you take pride in your work and have the ability to prioritise and manage your time effectively, then we would love to hear from you.

Our school motto: 'Aspire'

If you are interested in the **position**, please download the Application Pack from our website: <https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/> Please complete the Application Form and return to careers@gildredgehouse.org.uk by 9.00am on the date listed on the website.

If you wish to discuss the post further, please contact careers@gildredgehouse.org.uk

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include

References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration of Disqualification under the Childcare Act 2006.

Estates Assistant: Job Description

Main Responsibilities, Tasks and Duties

1. To tidy outdoor and indoor areas of the establishment in accordance with the Building Cleaning Specification as directed by the Executive Head Teacher or nominee.
2. To operate grounds maintenance and cleaning machinery in accordance with instructions.
3. To dilute and use cleaning materials as instructed.
4. To collect and remove waste/rubbish from work areas to collection points as directed.
5. To clean and maintain work-related equipment as instructed.
6. To observe and comply with the Health and Safety Policy and Code of Practice for cleaning and maintenance staff.
7. To comply with instructions relating to security and confidentiality.
8. To carry out the above duties in accordance with Gildredge House Equal Opportunities Policy.

General Expectations

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by the Executive Head Teacher

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

Professional Development

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

Additional Information

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- A uniform is required to be worn for this role, and this will be provided.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation

to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.

- The post-holder is expected to carry out such duties as may reasonably be required by the Executive Head Teacher from time to time, which are commensurate with the grade.

Estates Assistant: Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
GCSE English and Mathematics		✓
PERSONAL QUALITIES	Essential	Desirable
Able to follow instructions	✓	
Have knowledge of Health and Safety in the workplace		✓
Ability to prioritise work	✓	
Ability to manage time effectively	✓	
Ability to communicate clearly with a wide range of people	✓	
Ability to work without supervision and show initiative	✓	
Work as part of a team	✓	
Be flexible to changing demands of the post	✓	
Take pride in a job well done	✓	
Demonstrate a positive attitude to work		✓
Must be in good health, due to the physical nature of the role	✓	

“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”

If you think like us, share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly, which makes sure each child reaches their full potential.

The deadline for applications is **indicated on the website**. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please complete the Application for Employment and return to careers@gildredgehouse.org.uk by **9.00am** on the date shown on the website.

We look forward to hearing from you.