

Homefield Preparatory School



Job Description – Estates Worker/Driver

Job Title – Estates Worker/Driver

Reports to: Facilities and Estates Manager (FEM)

Hours: In agreement with the FEM but generally 4 hours per day Monday to Friday.

Shift to include time 6.45 - 8.45 a.m. and other times as is necessary to perform the role.

Licence: To hold a full, clean driving licence with D1 annotation.

Key Purpose of the Role

Assisting the FEM as directed, duties include:

- Ensuring the upkeep of the fabric of the school.
- Manual work around the estate.
- Adhere to all school policies including that of the Health and Safety policy.
- Driving the School minibus when required (Full, clean driving licence required with D1 annotation).
- Liaising with external contractors and parents when necessary or as directed by the FEM.
- Monitoring the site help email and action requests approved by the FEM and Bursar.
- Day to day portage and emergency cleaning.
- Assisting with the site security and traffic management.
- Attending some evening and weekend events at the school.
- Operating one of the school's minibus routes, collecting children from given pick-up points along the route and delivering them to school (mornings), collecting them from school and dropping them back at the given points (afternoons).
- Ensuring that the minibus is kept clean and in good condition, including but not restricted to:
 - Weekly cleaning of the bus, inside and out.
 - Daily inspection/checking of tyres, lights, oil, water and fuel. Reporting defects or any other work to FEM immediately.
- The post holder may be required to perform duties other than those given in the job description for the post as reasonably required by the FEM/Bursar. The particular duties and responsibilities may vary from time to time without changing the general nature of the duties or the level of responsibility.