



ALDERLEY EDGE
SCHOOL FOR GIRLS

ESTATES OPERATIVE

INFORMATION FOR APPLICANTS



FANTASTICALLY
GREAT WOMEN
who changed THE WORLD

In this exciting first-of-its-kind illustrated non-fiction book, discover the lives of some of the most influential women in history, from the ancient world to the present day. Meet the women who have shaped the world we live in today, from the first female ruler to the first female president. This is a book for all ages, and it's a book that will inspire you to follow in their footsteps.

With beautiful illustrations and fascinating facts, this book is the perfect introduction to a world of incredible women. Follow their stories and discover the adventures of your own.

Kate Pankhurst

Introduction from our Headmistress

Welcome to Alderley Edge School for Girls,

AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

We value the successes and achievements of all our girls; both academically and in other contexts, from dance to drama, music to sport. Girls leave as confident, articulate and mature young women who can achieve in the world beyond our school gates.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

AESG is a high-achieving, academic and dynamic school which fosters the well-being of each individual within an exciting, challenging and supportive environment. We recognize commitment, hard work and success, setting the girls the challenges they need to develop their talents to the full.

We are proud of our school and its Christian values, yet respect the beliefs of others in our community. We believe in social justice for all and feel a sense of responsibility for those less fortunate, for whom we provide support, both locally and globally, through our fundraising and community service.

The School has been awarded Apple Distinguished Status and Apple Regional Training

Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

Nicola Smillie

Nicola Smillie
Headmistress



Vision Statement

“Aspire not to have more, but to be more”
(Archbishop Oscar Romero)

Our Aims

Academic

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

Spirituality

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

Enrichment

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

Girls

To create a supportive, nurturing and happy environment underpinned by proactive pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.



Current Staffing

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Nicola Smillie, who was appointed in September 2020. In the Senior School, teaching staff comprise two Deputy Heads and 50 teachers (21 full-time and 29 part-time).

In the Prep School, teaching staff comprise one Deputy Head, an Assistant Head and 10 teachers (6 full-time and 4 part-time), supported by 4 teaching assistants. The Head of EYFS oversees Nursery, Pre-School and Reception.

The support staff are led by the DFO and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

Accommodation

In the last four years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have been re-roofed and the main vehicle entrance and parking facilities have been improved, along with the interior of the School kitchen.





The Estates Department

The Estates Team at AESG consists of four staff. The team is responsible for maintaining the site to a high standard, the security of the site, Health and Safety and Compliance.

The team is managed by the Estates Manager, with a Deputy Estates Manager and two Estates Operatives. All members of the Team are full-time employees and all work to a rota system to enable the school to be open to support lettings and events. The rotas are planned two weeks in advance and can cover Monday to Sunday 6.30am – 9.30pm. It is important that the successful candidate is able to work as part of the team, but also on their own initiative.

The Estates team works collaboratively with the Cleaning Team, the Drivers and the Transport and Lettings Manager to ensure that the evolving needs of the school can be met and that a strategic approach is taken to the management of the estates to:

- support the marketing strategy
- ensure the educational needs and goals are supported
- support the commercial growth of the school
- ensure compliance
- oversee risk management

Job Description and Person Specification

Estates Operative

Role Reporting to: Deputy Estates Manager

Purpose of role:

The purpose of this role is to work as part of a team and to be responsible for the security of the school site and carrying out a programme of maintenance and grounds work.

Duties and Responsibilities

Maintenance of Grounds and Buildings

- Identifying maintenance, repairs and new jobs and assisting in the planning of work with the Deputy Estates Manager and/or Estates Manager
- Carrying out day-to-day and planned general and specific maintenance and caretaking tasks as required and directed
- Ensure that the lighting, heating and small maintenance requirements are functioning to appropriate standards
- Undertake routine maintenance tasks and compliance checks as designated by the Estates Manager or Deputy Estate Manager
- Pro-actively review the site identifying and resolving issues promptly as well as prioritising and responding to issues raised by staff and through the site Helpdesk
- Responsible for reporting any jobs on the helpdesk which cannot be completed internally to the Deputy Estates Manager or Estates Manager
- Ensure the pathways around the School are safe by scraping, brushing, or gritting as appropriate
- To undertake general grounds maintenance tasks
- Carrying out other associated duties as assigned by the Estates Manager, Deputy Estates Manager or Director of Finance & Operations.

Health and Safety, Fire Safety and Security of the Estate

- Carrying out risk assessments in liaison with the Deputy Estates Manager
- Undertaking occasional security duties outside of hours, including emergency call outs
- Assisting the Estates Manager and Deputy Estates Manager in dealing with fire and security alarms and evacuation events

- Operating plant and equipment in a safe manner
- Ensure that repairs or maintenance works of a health and safety nature are dealt with as a matter of priority
- To make safe any hazards on site, reporting any hazards or defects which cannot be resolved, to ensure that the School is a safe environment for pupils, staff and visitors
- To comply with the requirements of the Health and Safety at Work Regulations, ensuring the safety of themselves and others are maintained, and that Health and Safety responsibilities are carried out
- Complete emergency cleaning following an incident such as sickness, spillages, etc
- Supervise contractor work as directed
- To be a qualified first aider
- To be a Fire Marshall.

Compliance

- Ensure that all maintenance work complies with relevant building, Health and Safety and Statutory regulations
- Completing site checks and keeping records.

Operational Matters

- Ensure the estate is free from litter and is well presented at all times
- Ensure the sports halls and tennis courts are prepared and available for use by the pupils and lettings for training sessions and matches
- Help to organise and control traffic and parking on site for major school events
- To drive the minibus for trips, pick up, drop off, sporting fixtures and events, as and when required
- Empty internal and external bins daily
- Cleaning of the school building as and when required
- To act as a key holder
- Carry out portage duties as required including receipt of goods and supplies
- The setting out/putting away of furniture and equipment for examinations, functions, lettings, meetings and events
- The delivery & collection of the school post and deliveries.

General Support for the School

- Attend school training, events and meetings when required
- To be an active member of the team and support colleagues
- Support the School's commitment to safeguarding children and promoting their welfare at a level appropriate to this role

- Contribute positively to the overall ethos/work/aims of AESG
- Participate in training, and undertake any performance development activities as required, including Minibus Driver Assessment Scheme
- Be aware of and responsive to the changing needs of the School and maintain a flexible and pro-active approach to work
- To maintain confidentiality at all times.

Support for other support staff at key times in the year may also be required (e.g. school holiday periods).

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.

Person Specification: Estates Operative		
	Essential	Desirable
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications	Excellent standard of literacy and numeracy – minimum requirement being GCSE at grades A* - C in Mathematics & English.	Qualification in Health and Safety (NEBOSH/IOSH) COSHH training
Experience	Experience of working effectively with staff and management at all levels Experience of liaising effectively with building users, external consultants and external contractors	Experience of working in a school environment Knowledge of relevant Health and Safety legislation/regulations with proven ability to manage and monitor Experience of contract management

	<p>Experience of basic building maintenance and providing facilities services within business premises</p>	<p>Project Management Skills</p> <p>Trade background i.e. plumbing, carpentry, building, electrical</p>
<p>Skills and Knowledge</p>	<p>Excellent organisational skills with an ability to plan, prioritise and meet deadlines</p> <p>Excellent interpersonal skills</p> <p>Excellent oral and written communication skills</p> <p>Good level of IT skills (Microsoft Office products)</p> <p>Ability and willingness to share knowledge</p> <p>Knowledge of Health and Safety</p> <p>Ability to work hands on</p>	
<p>Personal competencies and qualities</p>	<p>Ability to communicate at all levels</p> <p>Able to work on own initiative and organise own workload</p> <p>The ability to work as a member of a collaborative team as well as independently</p> <p>Have the capability to remain calm and to cope with the unexpected</p> <p>Competent and personable</p> <p>High degree of personal drive and motivation</p>	

	<p>Willing to be flexible and work outside normal working hours as required</p> <p>Ability to demonstrate initiative</p> <p>Excellent team player</p> <p>Committed to achieving high standards</p> <p>Committed to keeping abreast of best practice and relevant legislation</p>	
Safeguarding	<p>Full understanding of safeguarding requirements</p> <p>Commitment to implementing whole school policies relating to the safeguarding of children</p>	
Other	<p>A clean driving licence</p> <p>A willingness to complete MIDAS training</p>	A clean D1 driving licence



ADDITIONAL INFORMATION

Salary and Other Benefits

The position is offered as a permanent role, full time (37.5 hours per week), all year round. The salary for the post is £22,500 - £25,000 dependent on relevant experience. Salaries are reviewed annually at the start of the academic year.

There is a 40% discount on School fees for the daughters of full-time members of staff – this discount is pro rata for part-time staff.

The School offers membership of a pension scheme for support staff, with employer contributions of 6% of salary.

Staff may purchase a lunch from the School dining room, and refreshment facilities are available during the day. We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives. There is free parking on site for all staff.

Working Hours

Your normal contractual hours of work are 37.5 hours a week. These hours will be organised according to a rota system covering Monday to Sunday 6.30am – 9.30pm, which will be published two weeks in advance. Due to the nature of your duties unsociable hours and weekends are considered to be normal hours of work and you will be required to work at these times.

Please note that flexibility of working hours will be required at key times of the year to accommodate the requirements of the role.

A paid holiday allowance of 20 days per year plus 8 statutory bank holidays will be given.

Full Terms and Conditions will be defined in the Contract of Employment.

Other Information

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment

is confirmed. Candidates will be required to submit the subsequent DBS Certificate to the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage.

In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application.

If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The School is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

Application Arrangements

An application for the post should be made by submitting to the Headmistress, either in writing, or by email to staffrecruitment@aesg.co.uk, the following:

- A fully completed AESG Application Form
- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

The closing date for receipt of applications is 12 noon, Monday 22 April.

Interviews will be held week commencing 29 April 2024.



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