



## Estates Assistant

### General Description

We are seeking an Estates Assistant to work under our Head of Estates and help in all aspects of maintaining our inspirational school. We occupy 13-acre site in West London that includes a historic building, sports pitches, a meadow, and a farm. We are seeking someone who is practical and resourceful, a great team player, who will embrace the opportunity to work in a small and committed team that is one of the central parts of our school community.

### Key Tasks

- **Grounds maintenance** - Conduct routine maintenance and help deliver small projects throughout the school's 13-acre estate.
- **Building repairs** - Conduct non-specialist maintenance and repair tasks to both the interior and exterior of the school building.
- **Security** - Learn the school's physical security system and be part of the team that secures the estate and buildings on a daily basis.
- **Operations** - Give practical support to the ongoing running of the school.

### Skills

- **Repair and maintenance** - Have experience in a practical job. Specific qualifications would be helpful, but not necessary.
- **Work safely** - Be capable of working safely with a range of tools and non-specialist machinery.
- **Fitness** - Be fit and active and embrace the opportunity to work outside in a beautiful environment.
- **A team player** - Enjoy being part of a small, friendly, and committed team. Be flexible and willing to help other members of the Estates team.
- **Enjoy responsibility** - Be confident to work unsupervised. Be happy to learn new skills. Enjoy solving problems and doing a good job.
- **Embrace the culture** - Embrace being part of the school community and take pride in maintaining a wonderful environment to be enjoyed by the school's students.

### Hours and Pay

- This is a full-time appointment.
- Working hours are 8 hours per day, Monday to Friday, plus one in every three Saturdays.
- The salary is £35,000.
- There is plenty of opportunity for paid overtime work if desired.
- There is a comprehensive benefits package that includes pension and free lunches.

### Application Process

Complete a [school application form](#) and send it to [hr@sapriory.com](mailto:hr@sapriory.com)