



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

Estates and Facilities Assistant

Hours: 37 hours per week, all year round.
Shift patterns in place: Day shift: 07:00 to 15:30 - Late shift: (one week in four) 10:00 to 18:30
Location: Edgbaston, Birmingham
Start date: **As soon as possible**
Reporting to: Estates and Facilities Manager
Salary: Grade 3 £24,786 -£27,747 FT AYR

The Estates and Facilities Department

The department comprises of two teams of estates and facilities assistants, who work across both the boys' school and girls' school during day, evening and weekends, and an administrator who oversees school transport. The team are managed by the Estates and Facilities Manager, supported by the Assistant Facilities Manager. The department utilise competent contractors to aide and support the day-to-day operations.

The Role

KES and KEHS are seeking a reliable and enthusiastic Estates and Facilities Assistant to join our hardworking site team. This is a varied and rewarding role, vital to maintaining our school as a safe, clean, and welcoming environment for pupils, staff, and visitors.

The successful candidate will assist the Estates and Facilities Manager in delivering a high-quality service across the school, including portering, general maintenance, swimming pool operations and care of the school's minibuses.

About You

We are looking for someone who is practical, flexible, and takes pride in their work. You will have a 'can-do' attitude and be able to prioritise tasks effectively in a busy school environment.

Key Responsibilities

- Provide portering services, including setting up classrooms and event spaces, moving furniture, and assisting with deliveries.
- Carry out general maintenance and minor repairs to buildings, fixtures, and equipment.
- Support the upkeep of the swimming pool, including water testing, routine cleaning, and assisting with plant room checks (training will be provided if required).
- Carry out safety and maintenance checks on school minibuses and other site vehicles, ensuring they remain roadworthy and compliant.
- Support with site security, including opening/closing duties and occasional out-of-hours callouts.
- Maintain outdoor areas to ensure a safe and tidy school environment.
- Work collaboratively with the Estates and Facilities Manager to deliver an efficient and responsive estates service.



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Person specification

Experience	Essential	Desirable
Experience of general maintenance and minor repairs to buildings, fixtures, and equipment	Y	
Experience of performing portering duties	Y	
Experience of supporting the upkeep of a swimming pool		Y
Familiar with basic vehicle safety maintenance		Y
Experience of working within the education sector		Y
Understanding of safeguarding and promoting the welfare of children and young people	Y	
Health and Safety	Essential	Desirable
Thorough understanding of Health & Safety issues, in particular COSHH and other statutory regulations		Y
Be fully able to carry out all physical elements consistent with the duties of the post.	Y	
Skills and attributes	Essential	Desirable
Full driving licence with manual stick vehicles	Y	
Basic IT skills	Y	
Ability to work both independently and as part of a team	Y	
Full UK driving licence (D1 entitlement desirable)	Y	
MIDAS or equivalent minibus qualification		Y
Good written communication skills, for example, the ability to accurately complete work orders and compile monthly reports of work completed	Y	
Demonstrates professionalism, courtesy, and respect in all interactions	Y	
Training	Essential	Desirable
Manual handling training		Y
Low level ladder training		Y
Mobile/tower scaffold training		Y
A willingness to undertake any personal or professional development deemed necessary	Y	



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How to apply:

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to the Bursar – Finance and Estates (Mrs Zoe Robinson) by email to: kesrecruitment@keschools.org.uk

If you have any queries about the role or would like to discuss it in more detail, please contact the Estates and Facilities Manager, Adrian Beckett – A.Beckett@keschools.org.uk

The deadline for applications is 8 am on Wednesday 12 November 2025, however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

Interviews will provisionally take place week commencing 17 November 2025.

King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website www.kes.org.uk.