



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

3 x Estates and Facilities Assistant

Post	Hours of work	Shift pattern
Vacancy 1	30 hours per week 30 minutes break	Mon-Fri 15:30-22:00
Vacancy 2	37 hours per week 60 minutes lunch	SHIFT ONE: Mon-Thurs 07:00-15:30 Fri 07:00-15:00 SHIFT TWO: (one week in four) Mon-Thurs 10:00-18:30 Fri 10:00-18:00
Vacancy 3	37 hours per week 60 minutes lunch	Mon-Thurs 08:00-16:30 Fri 08:00-16:00

Location: Edgbaston, Birmingham
Start date: Vacancy 1 – ASAP
 Vacancy 2 – ASAP
 Vacancy 3 - June
Reporting to: Estates and Facilities Manager
Salary: Grade 3 £24,786-£27,747 FTE all year round

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 minibus vehicles.

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

Buildings

- To assist in the setting up of rooms for school events, lettings and ensuring classrooms are set up correctly for school use after such events
- To replenish toilet rolls, paper towels and soap
- To collect and dispose of recycle paper, cans and bottles into the appropriate collection container
- To empty school external bins
- To undertake cleaning duties to ensure that the schools' premises are always clean and tidy and free from litter, to provide an excellent environment
- To assist with Planned Preventative Maintenance checks at appropriate intervals, which includes but not exhaustive to; the fire alarm system, escape routes, fire extinguishers, emergency lighting, legionella flushing etc.
- To undertake handyperson duties as directed
- To set up and remove equipment for examinations
- To undertake portage duties including the distribution of deliveries, moving furniture and equipment and facilitating events such as assemblies
- To assist in ensuring that drains and gullies are tidy and litter free
- To ensure that all on-site service meters and associated returns are completed as required by the school and records are kept

Swimming Pool Plant Operations

- Ensure all public areas of the swimming pool are clean & presentable
- Carry out daily testing of the facilities
- To complete pool tests and basic pool plant duties (*training listed below given*)
 - *Pool water treatment*
 - *Pool plant operations*

Vehicle Safety

- Carry out weekly vehicle checks and tyre pressures
- Distributing keys to drivers
- To drive vehicles to and from garage appointments
- To ensure minibuses are clean
- Refuelling vehicles after use

Health & Safety

- To ensure that the Health and Safety guidance is adhered to and that the appropriate clothing is worn at all times
- To ensure that all machinery and cleaning materials are stored and used correctly and in an appropriate manner and that accidents at work and defects of equipment, machinery or premises are reported



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Security

- To lock and unlock the premises and to ensure the security and safety of the site including at weekends if necessary
- Undertake security patrols of buildings, car parks and grounds to help create a safe environment for staff, students and visitors. This will include recording and dealing with incidents, misconduct and misuse of equipment or facilities and liaison with the police and scorting trespassers from the premises as necessary.
- You may be required to operate CCTV systems internally and externally.

General

- Respond to radio calls promptly using appropriate radio etiquette, and ensure continuity of response and cover throughout the shift
- Drive school vehicles, including the van and minibuses, between (local) sites and to other events as required
- Monitor the cleanliness of toilets, reporting any plumbing or sanitation problems to the Estates and Facilities Manager
- Assist with ensuring the internal and external cleanliness of school vehicles and a weekly check on the condition of tyres, fluid levels, lights and battery etc. if required to do so
- Ensure areas are litter free
- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To oversee contractors and maintenance
- To facilitate school open days and events
- To fulfil personal requirements, where appropriate, regarding school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the school
- To work positively and inclusively with colleagues so that the school provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities
- To work flexibly in the interests of the school. This may include undertaking other duties if these are appropriate to the employee's background, skills and abilities
- To undertake any training required by the school including First Aid Training
- To provide effective and reliable administrative support, as directed by the Estates and Facilities Manager, in order to support the efficient operation of the estates and facilities function.



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
Competent swimmer	Y	
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	

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: recruitment@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



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The deadline for applications is 12 pm on Friday 12th June 2026, 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 15th June 2026.

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.