



The Purcell School  
*for young musicians*



**Estates Assistant**  
for September 2019

INFORMATION FOR CANDIDATES



## INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

Paul Bambrough  
Principal

# ROLE DESCRIPTION

## Estates Assistant

The Estates Assistant is part of the team that maintains the school site and buildings.

The Estates team play a key part in providing caretaking and security support to the school as well as assisting with both planned and reactive maintenance and repairs.

- Responsibility for maintaining the security of the premises, this may involve locking up on a rota basis.
- Respond to emergency incidents and maintain appropriate records
- Assisting with key security systems, e.g. fire alarm, intruder alarm
- Carrying out routine maintenance work such as decorating, painting, light repairs. We have a web based portal, staff log repair jobs via this.
- Supervising contractors on site
- Undertake portage tasks such as setting hall up for assembly, erecting staging for concerts
- Driving the school minibus as required ( D1 is required on licence otherwise further training will be provided)
- Clearing paths during snowy periods
- Assisting housekeeping team with high level cleaning

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job descriptions will be reviewed and be subject to amendment in consultation with the post holder.

Above all, the post holder must be aware of the current legal requirements, school policies and guidance on the safeguarding and promotion of the well being of children and young people.

The relevant training will be arranged to develop this post holder.

# TERMS AND CONDITIONS

SALARY: £20,000

Full time post 37 hours per week, 52 weeks per year.

(FTE Range £18,000 to £22,000).

There is a 6 months' probation period, with notice of one term on either side, after which the post will be confirmed as permanent. This post is subject to regular appraisal.

**This post benefits from free lunch in the school dining room during term time, a generous pension scheme and 6 weeks holidays plus public bank holidays.**



## HOW TO APPLY

If you wish to apply, please complete the School's Application Form (available on our website) and send it with a supporting Personal Statement to the Deputy Bursar as soon as possible. Please do not send a separate curriculum vitae. Closing date for applications is **9am Friday 30th August 2019**.

Personal statements should outline your experience, subject knowledge and evidence your achievements. If you have a specific area of specialism or industry experience, please demonstrate how this enables you to create inspirational lessons. The Personal Statement is your opportunity to tell us how your skills and experience, both within your subject and beyond, can contribute to an outstanding student experience.

Shortlisted candidates will be invited for interview, at which you will have the opportunity to meet key staff and see around the school. Interviews will explore subject knowledge, pastoral experience, the ability to relate appropriately to students and a willingness to contribute to the whole School community. Candidates will be required to bring evidence of identity and qualifications to the interview.

Applications should be made to the Deputy Bursar, sent by email to [j.wallis@purcell-school.org](mailto:j.wallis@purcell-school.org) or by letter to:

Mrs Joanna Wallis, *Deputy Bursar*  
The Purcell School, Aldenham Road, Bushey, Hertfordshire, WD23 2TS

**We encourage all candidates to visit The Purcell School and get a first hand experience of our unique atmosphere and ethos. If you would like to take advantage of this opportunity, please get in touch with the School by contacting us on 01923 331 104.**

## CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

## EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

