



## JOB DESCRIPTION

**Post:** Estates Team Leader

**Responsible To:** Principal

**Summary of Post:**

To co-ordinate the delivery of caretaking, security and housekeeping services across the campus to ensure that they are carried out per procedures and meet or exceed the service standards.

**Specific Duties:**

1. To act as the team leader and carry out duties in the areas of Caretaking, security and housekeeping and small maintenance as required.
2. To oversee the duties of all staff under your direct line management and to ensure that all have the information necessary to carry out their daily work in a proactive manner; ensuring that tasks are effectively managed and prioritised in accordance with agreed procedures and set targets.
3. To co-ordinate and participate in the established shift pattern, making recommendations for improvement as required, ensuring handover between shifts. To change shifts on a half-termly basis.
4. To record attendance and be responsible for organising work rotas and suitable cover during the shift including any flexible working required.
5. To be responsible for the call-out and holiday rotas and provide cover and back up duties.
6. To be responsible for the opening and closing of the campus and security of the premises. This includes ensuring cover for evenings and weekends as required by the College.



7. To ensure that all planned works/events and all mandatory inspections and checklists are carried out and recorded per agreed procedures. These records are then to be passed to the Head of Estates and Capital and filed in a suitably secure location for required audits.
8. To make spending decisions and monitor expenditures against a delegated budget.
9. To be responsible for stock and operate the stock control and requisition systems, ensuring that all necessary resources and personal protective equipment are available in order for the work to be carried out.
10. To carry out quality control inspections quarterly to ensure the set standards are being maintained.
11. To meet the Principal on a regular basis to report and discuss the progress of the Team's performance, the level of demand from customers and to review standards and procedures.
12. To be responsible for the Health & Safety of the Team(s) as they operate across the college, carrying out risk assessments and establishing safe systems of work to ensure health, safety and best practice are maintained.
13. To ensure contractors visiting the college follow procedures concerning access, security and permit to work systems as required.

#### **General Duties and Responsibilities:**

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.



4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

**Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

| <b>EMPLOYEE SPECIFICATION</b> |  | <b>Application</b> | <b>Interview</b> | <b>Shortlisting Weighting</b> |
|-------------------------------|--|--------------------|------------------|-------------------------------|
| <b>Skills</b>                 |  |                    |                  |                               |
| 1.                            | Ability to work unsupervised and be self-motivated             | ✓                  | ✓                | 4                             |
| 2.                            | Effective written, oral communication and interpersonal skills | ✓                  | ✓                | 4                             |

|                   |  |   |   |   |
|-------------------|--|---|---|---|
| 3.                | Effective organisational skills and ability to work to deadline  | ✓ | ✓ | 4 |
| 4.                | Good IT skills to adhere to college processes and expectations   | ✓ | ✓ | 4 |
| 5.                | Effective leadership and teamwork skills   | ✓ | ✓ | 4 |
| 6.                | Actively contribute to the College's Safeguarding practice, procedures, culture and ethos                          | ✓ | ✓ | 6 |
| 7.                | Good customer care skills  | ✓ | ✓ | 4 |
| <b>Experience</b> |  |   |   |   |
| 1.                | A minimum of 2 years' experience in facilities and building maintenance services                                   | ✓ | ✓ | 4 |
| 2.                | Experience of building systems (plant rooms, fire and intruder alarms)   | ✓ | ✓ | 4 |
| 3.                | Working knowledge of Health & Safety regulations   | ✓ | ✓ | 4 |
| 4.                | Experience of security/key holding   | ✓ | ✓ | 4 |
| 5.                | Experience of supervising staff  | ✓ | ✓ | 4 |
| 6.                | Experience of stock control/ordering   | ✓ | ✓ | 4 |
| 7.                | Be able to deal with the public in an approachable and suitable manner   | ✓ | ✓ | 4 |
| <b>Education</b>  |  |   |   |   |
| 1.                | Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)   | ✓ |   | 4 |
| 2.                | English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)   | ✓ |   | 4 |
| 3.                | Full Clean driving licence   | ✓ |   | 4 |
| 4.                | Working knowledge of health and safety, fire and intruder alarms and mobile elevated work platforms/ scaffold etc. | ✓ | ✓ | 4 |
| 5.                | SIA badge holder or a willing to work towards  | ✓ | ✓ | 4 |



### **Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6**      Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4**      Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2**      Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.