

Job Description

Post: Estates Assistant

Responsible To: Estates Team Leader/Estates Manager

Summary of Post: To play an active key role in the Estates team, providing caretaking, security and maintenance services across designated buildings and premises. The position covers a wide range of services normally associated with Facilities/Estates functions.

Specific Duties:

1. To carry out unlock and lock duties of buildings and premises and setting of alarms before and after operational opening hours including weekends.
2. To be part of a call out rota and be on standby out of hours, Bank Holidays and weekends as part of a roster.
3. To check that the premises of the College are fit for use before and after operational business hours.
4. Undertake monitoring and maintenance of building water services as part of a Legionella Control and maintain documentation.
5. To carry out emergency light testing.
6. To be a first point of onsite contact as required.
7. To act as a Fire Marshal/emergency responder
8. To act as a First Aider across campus.
9. To assist with security duties and general security of all designated premises and assist with the safeguarding of all students, staff and visitors
10. To help with CCTV monitoring systems and help maintain its operational capability.
11. To help to facilitate stop and search incidents as required

12. To undertake a range of internal and external Facilities duties assisting in the college's operations and delivery of services.
13. To undertake portage duties and assist with the operation of goods inwards as required. To ensure the accuracy of delivered goods and their prompt distribution across the college providing maximum support for teaching areas.
14. To undertake scheduled maintenance jobs
15. To undertake routine checks of equipment/assets and testing of building systems
16. To carry out and assist with cleaning duties throughout the designated buildings/grounds/car parks/vehicles etc
17. To undertake a range of external seasonal planting ensuring the campus is always presented in the best way, this includes litter picking.
18. To set up rooms and areas as requested and to relocate furniture and other materials during office moves as required.
19. To collect and respond to designated helpdesk requests as required in the timescales given.
20. To manage the college's recycling services efficiently and store in an orderly manner until collection.
21. To provide support for staff, students and visitors who may require access assistance.
22. To play an active role in the colleges drive for carbon reduction and waste management.
23. To carry out the clearing of snow in bad weather conditions and rake up and dispose of all fallen leaves on grassed and hard surface areas as required.
24. To carry out grounds maintenance across the campus grounds ensuring safety precautions are taken.
25. To keep all drains across the campus free of debris and free running and maintain all grass edged areas in line with requirements.

26. To ensure estate boundaries are kept in a good serviceable condition and to report any defects.
27. To carry out works out of normal hours if required.
28. To supervise the issue and return of college vehicles and driving licence control if required.
29. To carry out routine checks and inspection of facilities and equipment.
30. To carry out minor maintenance works including decorating.

General Duties and Responsibilities:

1. To participate in the Staff Appraisal 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 Group policies and procedures in respect to health & safety
4. To demonstrate positive personal and professional behaviour as specified in the Group's Staff Code of Conduct.
5. To undertake continual CPD to support the College 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 by College management.
10. You will be responsible for protecting staff and learners from all preventable harm as per College 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.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Ability to work on your own or as part of a team	✓	✓	4
2.	Ability to work shifts and unsocial hours	✓	✓	4
4.	Basic IT skills to adhere to college processes and expectations	✓	✓	4
5.	Effective organisation skills and ability to work under pressure	✓	✓	4
6.	Flexibility in approach to tasks and shift patterns	✓	✓	4
7.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Building Maintenance tasks and basic repairs	✓	✓	4
2.	General cleaning duties and experience of security duties	✓	✓	4
3.	Keyholder duties – unlocking/ locking premises	✓	✓	4
4.	Be able to deal with the public in an approachable and suitable manner	✓	✓	4
5.	Experience in carrying out testing, monitoring and maintaining of Legionellosis records	✓	✓	4
6.	Experience of goods in movements and stores operations and an experience of facilities operations.	✓	✓	4
7.	Experience and sound knowledge of emergency light testing and record keeping.	✓	✓	4
8.	Ability to manual handle bulky, and heavy goods.	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C 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.	Level 1 trade related qualification	✓		4
6.	First Aid at Work qualification	✓		6

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.