

## ROLE PROFILE

General Details	
<b>Job Title</b>	<b>Estates Assistant</b>
<b>Vacancy Number</b>	<b>VN584</b>
<b>Department</b>	<b>Estates and Project Management</b>
<b>Reporting to</b>	<b>Director of Estates and IT</b>
<b>Responsible for</b>	<b>No direct reports</b>
<b>Place of work</b>	<b>Haybridge Road</b>
<b>Tenure</b>	<b>Fixed term</b>
<b>Hours/FTE</b>	<b>40 hours per week</b>
<b>Salary</b>	<b>£18,861.62 per annum + 10% Shift Allowance &amp; 20% Responsibility Allowance</b>
<b>Terms &amp; Conditions</b>	<b>Business Support Staff</b>
<b>DBS</b>	<b>Enhanced</b>
<b>Closing Date</b>	<b>Wednesday 1<sup>st</sup> December 2021 at 9am</b>
<b>Interview Date</b>	<b>To be confirmed</b>

***Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.***

### **The Role**

To provide a quality support service for the college staff and student community, undertaking all duties associated with the efficient and effective running and maintenance of the College estate, including supporting various provision off-site.

### **Main duties and responsibilities**

The successful applicant will be expected to:

1. Respond to customer requests via the IT/Estates service desk, or as notified by the Director of Estates or Estates Administrator, in a professional, positive and timely manner.
2. Maintain the security of the premises and its content and, following the completion of a successful probationary period, assume the role of a key holder for the Campus on a call out and rota basis. Generally, the requirement will be for the successful candidate to be "on call" at least one week every month. Responsibilities will include responding to any emergencies or alarm activations (accompanied by on-site security staff) outside of normal operational hours, including weekends.
3. Effectively carry out opening and locking procedures of all premises.
4. Operating fire and intruder alarm systems, and carrying out weekly fire alarm checks, and periodic checks of other statutory items – such as emergency lighting systems.
5. Checking and monitoring the daily operation of building plant equipment – heating, water services, air conditioning and AHU systems, etc.
6. Carrying out and recording inspections of the premises, reporting any required repairs or maintenance work or health and safety concerns accordingly.

7. Carrying out portage duties, including, but not limited to, taking delivery of goods and materials for distribution and storage, moving furniture and other large items around the Campus, or to waste compounds for disposal, setting up rooms, exams and events, and collapsing on need.
8. Carry out handyperson duties, including general maintenance, minor repairs, contractor decorating, and potentially contractor supervision.
9. Undertake, when required, grounds maintenance, such as grass cutting, strimming, weeding, hedge/tree trimming and pruning.
10. Meet with contractors and instruct on works required, ensuring College procedures are adhered to.
11. Draft and place orders for consumables/materials and other minor maintenance items through the Estates Administrator.
12. Where needed, drive the College minibus and van, for collection and delivery of materials, and transportation of students or prospective students.
13. Maintain high levels of cleanliness throughout the building during the day and nights when evening classes are running, assisting the cleaning team when needed.
14. Collect general and recycling waste across site.
15. Carry out general tidying duties of external areas, such as collecting litter, ensuring that all paths and parking spaces are free from debris and hazards, and that all drains are kept free and flowing.
16. During adverse weather, inspect outside areas to ensure paths and roadways are cleared and gritted (majority carried out by external contractors) adequately. Support with maintaining clear pathways as required.
17. Be willing to be trained as a first aider, and defibrillator responder.
18. Assist with keeping the college asset management system updated and current.
19. Carry out checks of the College's minibus fleet on a regular basis, recording those checks.
20. Know and abide by the Health and Safety rules within the College, and be aware of good practice in the working environment.
21. Undertake any other duties commensurate with the grade of the post, as may be requested by your line manager, for any site the College has provision within, or may acquire in the future.
22. Be staff and student focussed, supporting all equally and professionally.
23. Identify the financial, health and safety, equality, confidentiality and other risks associated with the post's sphere of responsibility and to define and take positive action to manage those risks.
24. Carry out any other such duties as may reasonably be required.

25. Carry out all duties in the context of the practical application of the College's equal opportunities policy and act responsibly at all times in order to maintain the health and safety of yourself and others.

### **Other Corporate Responsibilities**

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

*This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.*

## PERSON SPECIFICATION

### EVIDENCE KEY

<b>A</b> =	Application
<b>I</b> =	Interview
<b>R</b> =	References
<b>T</b> =	Test
<b>P</b> =	Presentation
<b>C</b> =	Certificate
Or a combination	

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>1.</b> Experience of using MS Office applications such as Word and Excel	✓		A/I
<b>2.</b> Well organised	✓		A/I
<b>3.</b> Comfortable liaising with others, on the phone, via email and in person	✓		A/I
<b>4.</b> Self-motivated	✓		A/I
<b>5.</b> Proactive – seeks solutions to problems	✓		A/I
<b>6.</b> An understanding of and commitment to diversity and equality of opportunity	✓		I
<b>7.</b> Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I
<b>8.</b> Qualifications: <ul style="list-style-type: none"> <li>• First aid qualification (although can be organised once in post, if not)</li> <li>• Basic Health and Safety at work</li> </ul>		✓	A/C
<b>9.</b> Have a good general knowledge of general building construction and maintenance.		✓	A/I
<b>10.</b> Skills and Knowledge: <ul style="list-style-type: none"> <li>• Able to work effectively on their own initiative as well as being a part of a team, having a common-sense approach to tasks.</li> <li>• Be confident to be able to deal with all levels of staff, contractors, and students.</li> <li>• Be approachable, pleasant, good humoured and patient.</li> </ul>	✓		A/I/R
	✓		A/I
	✓		A/I/R
<b>11.</b> Show that you are committed to working to high standards and provide a quality service. Including showing integrity and being punctual, reliable, trustworthy, and conscientious.	✓		A/I/R

<b>12.</b> Have excellent communication and interpersonal skills and be able to adapt to all situations	✓		A/I/R
<b>13.</b> Possess a full driving licence and have immediate access to a car in case of emergency callout	✓		A/I
<b>14.</b> Physically fit as the post involves a great deal of walking, climbing stairs and heavy lifting and lowering	✓		I
<b>15.</b> An understanding of and commitment to diversity and equality of opportunity	✓		I
<b>16.</b> Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I

## **ADDITIONAL INFORMATION**

### **Conditions of Appointment**

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

### **Equality and Diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

### **Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

### **Location**

The postholder will be required to carry out their duties on the College premises.