

Job Description

Post:	Estates Site Officer
Salary Grade:	Band 7
Responsible to:	Estates and Facilities Manager / Estates Team Leader

Key Purpose

To undertake day to day maintenance and building upkeep, working under the direction of the Estates Manager and supervision of the Estates Team Leader.

Duties & Responsibilities

A	To act as a site key holder, with responsibility for opening and closing a designated College building on a rolling rota-based system.
B	Under the direction of the Estates and Facilities Manager / Team Leader; to carry out repairs and maintenance work, ensuring a safe and clean environment and working conditions at all times.
C	To be part of the on-call rota system and available to work when College sites are closed and be able to work out of hours on college activities i.e., productions, parent evenings, open days, etc.
D	To ensure that daily checks are carried out on buildings and services where all defects are logged and reported promptly, assisting in recording repairs undertaken and in maintaining an accurate inventory of all equipment used in connection with maintenance activity, including logging completion of reactive requests on a computerised help-desk' system.
E	In the absence of the Estates Team Leader, to be responsible for organising site cleaners and contractors.
F	To undertake general grounds maintenance and cleaning including clearing outside areas, making outside areas safe in poor weather conditions, and undertaking gardening duties, as required, ensuring the College is cleaned to a



	good standard, reporting issues with cleaners to Estates Team Leader, and undertaking general cleaning duties as required.
G	To be an appointed first aider and to undertake CPD commensurate with the role.
H	To undertake car park management and monitoring, to be responsible for security issues, alarm systems and surveillance equipment, including general sites security in undertaking site patrols.
I	To test the site(s) fire alarms, emergency lighting, water temperatures, etc.
J	To ensure that all work undertaken is properly conducted in an efficient, safe and timely manner.
K	To be responsible for delivery receipt, movement and maintenance of College equipment, furniture and fittings.
L	To carry out any other duties commensurate to the post as required.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Level 2 qualification in an appropriate trade or willingness to achieve within a specified time / or equivalent work experience with a commitment to professional self-development	Application / Certificate	A	IOSH Level 2 Certificate	Application / Certificate
	2	Basic Health & Safety Level 1 Certificate or willingness to work towards		B	Literacy, Numeracy IT Level 2	
				C	Level 3 qualification in an appropriate trade	
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview			
Experience	4	Working within a Buildings and Sites or Caretaking role / undertaking work related to a trade or maintenance	Application / Interview	D	Working within a College or other educational environment	Application / Interview
	5	Negotiating and working with clients (contractors)		E	Budget control/ordering materials	
	6	Undertaking risk assessments and managing risk				
Knowledge	7	Of a specific trade, i.e., plumbing; electrician; joinery; painting etc	Application / Interview	F	Procedures for obtaining contractors to undertake work	Application / Interview



	8	Health and Safety and associated legislation				
Skills / Qualities	9	Excellent DIY skills	Application / Interview			
	10	Good interpersonal skills & ability to build good relationships with students, staff and suppliers				
	11	Good organisational skills				
	12	Ability to work on own initiative and meet deadlines				
	13	Flexible approach to work				
Other	13	Able to work evenings and unsociable hours	Application / Interview			
	14	Driving licence and access to personal transport				
	15	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	16	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	17	DBS Check acceptable to the college will be	Application / Appointment			



		undertaken for successful applicant		
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