

## JOB DESCRIPTION

Job Title:	Estates Officer
Reporting To:	Estates Team Leader
Salary:	Support staff salary points 22-25 (£18,515 - £20,481)
Hours:	37 hours per week, 52 weeks per year

### **1 - General**

The post holder will be responsible to the Estates Team Leader and play an active part in ensuring that the College's shared outcomes as follows are achieved:

- Students enrol
- Students achieve
- Students remain on full, enjoyable and challenging programmes
- Students aim high and progress

General Conditions: The post is subject to the Conditions of Service Handbook for Support Staff in former Sixth Form Colleges as adopted and subsequently amended by the Corporation.

### **2 - Job Purpose**

- As part of the Estates Team, play an active part in the delivery of a responsive and successful customer service provision (in accordance with the College Mission).
- To promote and protect the College's reputation within the College itself and within the wider community.

### **3 – Principal Responsibility/Duties**

- To be a registered "keyholder" and, in the absence of the Estates Team Leader, to assume responsibility for security as agreed with the Director of Estates and Facilities, to include:
  - locking and unlocking college gates and entrance doors;
  - arranging access to the site for contractors and other authorised persons at all reasonable times;
  - responding to emergency call outs;
  - dealing with unwelcome visitors on site;
  - maintaining intruder and fire alarm systems;
  - ensuring details of keyholders are kept up to date and external bodies informed of amendments as appropriate;
- To be responsible for keeping the Estates Officer's allocated areas clean and tidy at all times, and to carry out reasonable requests of that nature required by the Director of Estates and Facilities.
- To drive the Company's vehicles in a safe, legal and professional way

- To direct workmen and contractors to the site of repair/maintenance work, and ensure that they comply with the College's Health and Safety Policy and have reported to Customer Services at Reception.
- To detect and report building defects to the Estates Team Leader. To carry out maintenance and repairs to the building, furniture and equipment as directed.
- To organise and move furniture and equipment within the site as requested, e.g. setting up of examination rooms, preparation for Open Evenings and lettings liaising with staff as necessary.
- To receive and check goods received to site and distribute as appropriate.
- To organise/undertake any necessary action as directed by the Estates Team Leader in the event of bad weather or emergency, e.g. clearing of snow or ice from paths, dealing with floods, fire, break-ins etc.
- To maintain lighting and heating equipment, including changing light bulbs and fluorescent tubes as directed by the Estates Team Leader.
- To carry out appropriate improvements to the buildings, as required by the Estates Team Leader.
- To ensure that the grounds and hard areas are clean, tidy and free of obstruction and litter.
- To be responsible for the setting up of lettings, community use and to work in a customer focus manner in representing the college.
- To respond as a First Aid operative to incidents as and when required and ensure a record is entered in the Accident Book.
- To patrol the grounds to ensure that security is maintained and report any incidents to the Director of Estates and Facilities.
- To assist with routine maintenance schedules and cleanliness of the college vehicles as when required under the direction of the Estates Team Leader.

#### **4 – Other Responsibilities**

- To have a high level of awareness of the principles of safeguarding and child protection as they apply to vulnerable groups and comply with the College's relevant policies and procedures.
- To undertake appropriate training and development programmes as agreed.
- To maintain a safe and appropriate working environment in accordance with the College's Health and Safety Policy.
- To participate in the Staff Appraisal system, attending training sessions as appropriate.
- Such other duties as may reasonably be allocated within the purview of the post by the Director of Estates and Facilities or Chief Financial Officer.
- To have a flexible approach to covering shifts due to holidays and sickness within the department and in accommodating community use.
- To participate in training as described by the Director of Estates and Facilities, which may include first aid, and requirements to drive a minibus (D1, MIDAS)

Signature of Job Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: