



## Estates Officer

### Job Description

<b>Faculty / Department:</b>	Property, Facilities & Estates
<b>Campus:</b>	
<b>Responsible to:</b>	Head of Property and Facilities
<b>Responsible for:</b>	N/A
<b>Grade:</b>	£19,692 per annum (Grade 2, SCP 4)
<b>Hours:</b>	Full time, 37 hours per week, 1.0 FTE

#### Role Summary:

To support the Head of Property and Facilities in the effective maintenance and development of the college premises, such that the facilities and overall environment fully support the overall aims and visions of the College. To provide effective 'hands-on' support to the overall planned preventative maintenance plan. To undertake the daily allocation of reactive maintenance works and portage tasks to ensure that the outcome is a safe and secure place for work and learning. To comply fully with health and safety legislation.

#### Main Duties and Responsibilities:

##### Work Processes and results

- Open and close the premises, ensuring when locking up, that all lights and electrical appliances are switched off, windows are closed and alarms are successfully set when closing the campus. This includes the set up moving of furniture, for events and functions such as open evenings, exams and all commercial events held by the college or affiliated organisations. You will need to be flexible in your hours of work. This may include occasional weekends and additional evenings when required.
- Remove refuse waste from buildings and to safely deposit it in designated waste management units on a daily basis. To include confidential waste disposal ensuring that sensitive and confidential information is destroyed in line with current guideline within GDPR and College policy.
- Carry out routine inspections of sites and buildings, plant and equipment, inclusive of morning checks on boilers/BMS systems, weekly fire alarm / emergency lighting checks and to compile legionella record keeping reports.
- Maintain preventative maintenance schedules, reporting any defects and immediately drawing attention to any emergency/health and safety matters, as appropriate.
- Carry out routine planned, preventative maintenance, improvement works (type and degree dependent on trade skills) and estates helpdesk requests, across all buildings on all sites, in

addition to routine visual inspection checks of all buildings and services, logging any proactive estates works on the Estates Helpdesk.

- To undertake high quality painting and decorating as designated, to ensure the College has the best possible appearance to students, staff and guests.
- Raise orders on the finance system when required.
- Undertake room set outs and returns, following capital projects or any other refurbishment works maintenance repairs and upgrading/improvement work in consultation with the Head of Property, Facilities & Estates.
- To be a designated First Aider and to provide first aid and assistance to persons in need of it, as required. To maintain a valid and up to date first aid qualification as required. Revalidation is required as part of the terms and conditions of employment.
- Keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- Emergency response including acting as Fire Marshall in the event of an emergency.
- Assist with the distribution of post from the Royal Mail and all other delivery companies.
- Carry out portage duties in line with the requirements of the business.

### **Team Work**

- Work closely with the other Departments, as well as with partner agencies where required by escorting contractors to places of work.
- Provide tailored services to support specific groups of customers. Ensuring UA services are provided to support the needs of vulnerable students.
- Put the students at the heart of everything you do, to ensure the continued success of Stoke on Trent College.

### **Communication / Documentation**

- Communicate effectively across a wide range of audiences.
- Provide the Head of Property and Facilities with up to date information to ensure the department is working to maximum efficiency.
- Capable of dealing sensitively and calmly with a range of difficult or challenging situations which students, customers and staff may present.

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

### **Equality, Diversity & Inclusion, Health and Safety and Strategy**

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

**Safeguarding of Children and Vulnerable Adults**

- Comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

**General Data Protection Regulation and Data Protection Act 2018**

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.*

*This Job Description and Person Specification is accurate as at August 2022. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*

## Estates Officer

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidence d by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Minimum of 4 GCSEs at Grade C or above, or equivalent qualifications, to include Maths &amp; English</li> </ul>	A	<ul style="list-style-type: none"> <li>Electrical qualification to carry our minor works</li> <li>Trade qualification C&amp;G or NVQ relevant to the position.</li> <li>Experience of working in a property or portorage background organisation.</li> </ul>	A
	<ul style="list-style-type: none"> <li>Property/ building qualification to recognised trade association C&amp;G or NVQ level 3 or above.</li> </ul>	A		A
	<ul style="list-style-type: none"> <li>Health and safety qualification in line with the property industry standard.</li> </ul>	A		
	<ul style="list-style-type: none"> <li>First aid at work certificate (renewable every 3yrs) or willingness to attain this required qualification</li> </ul>	A		
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent experience of working in the facilities or building trade, or within a property or hospitality environment</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Experience of Property maintenance</li> <li>Estates or property experience</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Experience of working within a successful team and complying with best practice.</li> </ul>	A, I		A, I
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>Working knowledge of site safety &amp; compliance</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Knowledge and understanding of College policies and procedures.</li> </ul>	I
	<ul style="list-style-type: none"> <li>Ability to carry out general maintenance</li> </ul>	A, I		

	<ul style="list-style-type: none"> <li>• Ability to work as part of a team to achieve common objectives and as part of the wider College team</li> <li>• Excellent IT skills and an understanding of reporting using IT systems.</li> <li>• Excellent communication skills, both written and verbal, and ability to adapt style to suit audience.</li> <li>• Polite and professional approach to work.</li> </ul>	<p>A, I</p> <p>I</p> <p>A, I</p> <p>I</p>	<ul style="list-style-type: none"> <li>• Ability to support the Estates team to deliver a cost-effective service.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake CPD and development activities/courses as appropriate to the trade.</li> <li>• Demonstrate a positive approach to equality and diversity and customer service</li> <li>• Demonstrable ability to take responsibility for your own and others Health and Safety at work</li> <li>• Flexible and professional approach, and ability to work hours outside of core business hours and at weekends, as and when required.</li> </ul>	<p>I</p> <p>I</p> <p>I</p> <p>I</p>	<ul style="list-style-type: none"> <li>• Demonstrate An understanding of safeguarding and its importance within the college</li> <li>• Able to work flexibly as part of the wider College team</li> </ul>	<p>I</p> <p>I</p>

Vacancy number: 2140

27 January 2023