



Estates Site Supervisor

Job Description

Faculty / Department:	Estates – (Burslem Campus)		
Responsible to:	Head of Facilities and Estates		
Responsible for:	Estates Officers		
Grade:	Salary: £30,427 per annum (Grade 3B, SCP 16)	Hours:	Full Time, 37 hours per week, Permanent (1 FTE)

Role Summary:

As the Estates Supervisor, you will directly line manage the Estates Officers to ensure the efficient daily operation of the College's facilities. This includes supervising maintenance, both reactive and planned to provide a safe, clean, and functional environment for students, staff, and visitors. You will lead and motivate your team, plan and manage day to day activities and ensure high performance and effective collaboration, while championing health, safety, and compliance across all aspects of estates operations.

Main Duties and Responsibilities:

General

- Allocate, line manage and prioritise the work of the Estates Officers on a daily and weekly basis.
- Work with the Head of Estates to establish and monitor realistic but ambitious KPIs for the estates team and assist in the development of a service level agreement for estates services
- Conduct routine inspections of buildings, grounds, and facilities.
- Oversee minor repairs and coordinate with external contractors for larger maintenance work.
- Ensure the cleanliness and presentation of all college premises.
- Support the implementation and monitoring of health and safety policies under the guidance of the Head of Estates.
- Assist in ensuring compliance with statutory safety requirements, including fire safety and emergency procedures.
- Supervise security personnel and maintain site access controls.
- Respond to and resolve on-site security issues as needed.
- Supervise and manage Estates Officers and other Estates team staff, ensuring tasks are

allocated effectively.

- Conduct regular briefings to ensure effective communication within the team.
- Monitor team performance and support professional development.
- Maintain accurate records of maintenance activities and inspections.
- Assist in tracking departmental supplies and processing reorders as necessary.
- Prepare basic reports on facility conditions and completed tasks for review by the Head of Estates.
- Ensure adherence to all relevant policies and procedures, including safeguarding and data protection.
- Conduct regular checks to uphold health, safety, and legal standards.
- Address facilities-related queries and concerns from staff and students promptly.
- Ensure excellent customer service by fostering a positive environment.

Supervision / Staffing.

- To lead, manage, motivate and develop the Estates Team.
- To manage the induction and 'on the job' training of all new staff.
- Drawing up of appropriate training and development plans for all staff using staff Check Ins and customer feedback and self-assessment as a guide
- Design and delivery of staff training and liaison with the CPD Department where external training is required.

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.

College Values

- To demonstrate and uphold the College's values.
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.
- To set an example at Stoke on Trent College for others continuously striving for excellence and embedding the Stoke on Trent College values.

Safeguarding of Children and Vulnerable Adults

- To 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 postholder.

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 postholder.

This Job Description and Person Specification is accurate as at February 2025. 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.



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

PERSON SPECIFICATION

Estates Site Supervisor

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Minimum of 4 GCSEs (A* - C, 9 – 4) or equivalent, including Maths and English. 	A	<ul style="list-style-type: none"> Qualification or minimum of 5 years' experience of Facilities Management, Building Surveying, or a related engineering/building services qualification. 	A, C
	<ul style="list-style-type: none"> Property/ building qualification to recognised trade association C&G or NVQ Level 3 or above. 	A	<ul style="list-style-type: none"> Electrical qualification to carry out minor works. 	A
	<ul style="list-style-type: none"> Health and Safety qualification in line with the property industry standard. 	A	<ul style="list-style-type: none"> Trade qualification C&G or NVQ relevant to the position. 	A
	<ul style="list-style-type: none"> First aid at work certificate (renewable every 3yrs) or willingness to attain this required qualification. 	A	<ul style="list-style-type: none"> Experience of working in a property or portage background organisation. 	A
Experience	<ul style="list-style-type: none"> Leading/coordinating a service team with proactive planning. 	A, I	<ul style="list-style-type: none"> Experience of Property maintenance. 	I
	<ul style="list-style-type: none"> Understanding and experience of risk management for estates services. 	I	<ul style="list-style-type: none"> Estates or property experience. 	I
	<ul style="list-style-type: none"> Experience 	I		

	responding to maintenance and ensuring compliance. <ul style="list-style-type: none"> • Management of Facilities and Estate external service contracts. • Understanding of H&S and Building Maintenance legislation. 	A, I I		
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> • Excellent customer service skills. • Qualified first aider or willing to become qualified within 3 months of appointment. • Ability to multitask and work under pressure. • Strong communication and prioritisation skills with commercial awareness. • Ability to guide, motivate and performance manage members of the team. • Positive approach to equality, diversity, and customer service. • Proactive commitment to Health and Safety. • Commitment to safeguarding and promoting student welfare. • Team player focused on achieving College objectives. • Responsibility for deadlines and adherence to policies. 	I I I I I I I I I	<ul style="list-style-type: none"> • Knowledge and understanding of College policies and procedures. • Ability to supervise the Estates team to deliver a cost-effective service. 	I i
Other General Requirements	<ul style="list-style-type: none"> • Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work 	A, I	<ul style="list-style-type: none"> • Demonstrate an understanding of safeguarding and its importance within the college. • Able to work flexibly as part of 	I I

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	<p>duties.</p> <ul style="list-style-type: none"> • Willingness to undertake CPD and development activities/courses as appropriate to the trade. • Demonstrate a positive approach to equality and diversity and customer service. • Demonstrable ability to take responsibility for your own and others Health and Safety at work. • Flexible and professional approach, and ability to work hours outside of core business hours and at weekends, as and when required. 	<p>I</p> <p>I</p> <p>I</p> <p>I</p>	<p>the wider College team.</p>	
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TERMS & CONDITIONS FOR EDUCATION BUSINESS SERVICES (STOKE) LTD.

Conditions of Appointment

All offers of employment are subject to a Probationary period of up to six months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

Pension Arrangements

Eligible employees will be automatically enrolled into the stakeholder pension scheme provided by Scottish Widows.

Working Hours

The standard full-time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, some of which provide enhanced benefits, whilst others provide statutory benefits.

Sick Pay

The Company has a scheme of enhanced sickness benefits.

Training and Development

Education Business Services (Stoke) Ltd is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-in process.

Holidays

Education Business Services (Stoke) Ltd staff are entitled to 32 days' annual leave, plus 8 bank holidays. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking

Free and ample parking space is available on both sites, subject to availability at peak times.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or, if this lands on a weekend or bank holiday day, payment is made on the previous working day.

Notice Periods

The amount of notice you are required to give and entitled to receive is 1 month. Fixed term employees are required to give and are entitled to notice as per their contract of employment.

Location of Work

Your principal place of work will be at the site given in your Job Description, Contract of Employment and Conditional Offer Letter. However, you may be required to work on either campus temporarily or on an indefinite basis.

Equality of Opportunity

Education Business Services (Stoke) Ltd is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.