



ESTATES OFFICER

Job Description

Faculty / Department: Campus:	Estates and Digital Infrastructure		
Responsible to:	Head of Estates		
Responsible for:	Maintaining Grounds Maintenance over both Campuses		
Grade:	Grade 2A (SCP 7) £ 25,028 per annum	Hours:	Full time, 37 hours per week, Permanent (1 FTE)

Role Summary:

To provide practical grounds maintenance and general Estates support across the College's Cauldon and Burslem campuses, helping to maintain safe, clean, accessible and attractive environments for learners, staff, visitors and contractors.

The role will include grounds maintenance, minor maintenance, room and event set-ups, portage, inspections, helpdesk tasks and planned and reactive Estates support, within the postholder's training and competence. The postholder will safely use approved tools, vehicles and machinery, maintain accurate records, respond to operational and seasonal priorities, follow risk assessments and safe systems of work, maintain appropriate safeguarding standards, and promptly report hazards, defects and incidents.

The postholder will contribute to the effective operation of the College estate, ensuring external areas, teaching spaces, communal facilities and site infrastructure are safe, presentable and ready to support teaching, learning and day-to-day College operations.

Main Duties and Responsibilities:**Work Processes and results****Grounds Maintenance**

- Maintain grass, hedges, shrubs, beds, borders and other landscaped areas using approved manual, pedestrian or ride-on equipment and appropriate methods for ground conditions, weather and surrounding activity. This includes mowing, edging, trimming, pruning, weeding, planting, watering, mulching and general soft landscaping within competence and at appropriate times of year.
- Keep paths, entrances, car parks, boundaries, courtyards and external communal areas clean, tidy and free from avoidable obstruction by collecting leaves, litter and debris using approved tools and equipment, while considering pedestrians, noise, dust and nearby buildings.
- Monitor the condition of grounds, trees, fencing, paths, drainage and external fixtures, reporting defects and specialist work promptly. Support seasonal grounds preparation and approved adverse weather activities, including gritting, snow clearance, warning signage and route checks, where trained and instructed.

Estates Operations and Site Support

- Manage allocated Estates helpdesk tasks, routine building and external area inspections, planned and reactive maintenance, minor repairs and general upkeep within competence. This includes painting, staining and preservation, repairs to fencing, gates and outdoor furniture, recording defects and escalating specialist work or missed checks appropriately.
- Support the day-to-day operation of the College through room, furniture and equipment set-ups for teaching, examinations, events and open days, as well as portage, deliveries, stores activities and equipment relocation using approved manual-handling and transport arrangements. Undertake unlocking, locking and routine security duties where trained and authorised.
- Respond to immediate Estates issues, making areas temporarily safe where competent and escalating specialist requirements. Provide access and practical assistance to authorised contractors in line with permit arrangements, without assuming technical supervision unless formally authorised. Complete delegated routine checks accurately and promptly report defects or concerns to the responsible manager.

Waste and environmental responsibilities

- Collect, remove, segregate and dispose of litter, green waste and routine external waste through approved College arrangements. Identify and promptly report sharps, clinical waste, hazardous substances, fly-tipping and other unsafe materials, without handling them unless trained, equipped and authorised.
- Use water, fuel, materials and consumables responsibly, supporting the College's recycling, biodiversity and sustainability objectives. Minimise damage to wildlife, habitats and planting, follow any seasonal or ecological restrictions, and use and store paints, fuels, cleaning products and other substances in line with COSHH controls and approved arrangements.

Tools vehicles and machinery

- Safely use, check, clean, refuel/recharge, secure and store authorised hand tools, powered equipment, pedestrian and ride-on mowers and other machinery in line with training, risk assessments and manufacturer instructions. Use required guards, attachments and PPE, report defects immediately and quarantine unsafe equipment to prevent use.
- Drive College vehicles and machinery only where appropriately licensed, trained, insured and authorised, following site traffic and vehicle procedures. Transport tools and materials using approved vehicles and safe loading, restraint and unloading arrangements. Do not undertake higher-risk activities, including machinery operation, towing, pesticide application or work at height, without the required training, competence and written authorisation.

Cross campus working

- Work across both campuses in line with planned schedules and changing operational priorities, travelling reliably between sites and keeping the line manager informed of location, progress and outstanding work. Maintain consistent standards of service, safety, security and presentation across both campuses.
- Work cooperatively with Estates colleagues, contractors, curriculum teams, cleaners, security and other departments, providing courteous, responsive and professional service to learners, staff, visitors and other stakeholders. Maintain accurate digital or written records of checks, completed work, materials used, photographs, defects and maintenance requests.

Physical and Working Requirements

- The role is predominantly practical and involves regular outdoor work, including standing, walking, bending, kneeling, pushing, pulling, lifting and carrying within assessed limits. It may involve noisy or vibrating equipment, travel between campuses and exposure to weather, dust, pollen and uneven ground. Early starts, altered hours, evening events or emergency support may be required in line with the contract and College procedures.
- The College will consider reasonable adjustments for disabled applicants and employees, with requirements based on the actual duties, equipment and local risk assessments and not used as automatic barriers to appointment.

Health and safety responsibilities

- Take reasonable care of personal safety and that of learners, colleagues, visitors and contractors, following College policies, risk assessments, safe systems of work, training, signage and manufacturer instructions. Complete dynamic checks before and during tasks, considering pedestrians, vehicles, ground conditions, weather, noise, vibration, dust, manual handling and changing site activity.
- Use appropriate PPE and establish suitable exclusion zones when carrying out activities such as mowing, trimming, leaf blowing, painting, repairs or moving equipment. Follow lone-working, work-at-height, manual-handling, fire, emergency, first-aid and accident-reporting procedures, and report missing, damaged or unsuitable PPE.
- Promptly report accidents, near misses, hazards, defective equipment and unsafe behaviour, assisting with investigations where required. Participate in relevant training, toolbox talks, health surveillance and occupational-health arrangements.

Working relationships

- Estates and Facilities colleagues, campus managers, curriculum and support teams, safeguarding staff, Health and Safety staff, security, cleaning teams and learners.
- Approved contractors, suppliers, delivery drivers, waste contractors and other authorised visitors.

Team Work

- To work flexibly as a member of a team of support staff, including attendance at team meetings and other College meetings, as well as supporting open events.

Communication / Documentation

- Communicate effectively across a wide range of audiences.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Engage proactively in the performance review process, contributing to the setting of the role specific objectives, supporting developmental planning and participating in regular review discussions to foster continuous improvement and alignment with college priorities.
- 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.
- Demonstrate a commitment to embed the FREDIE principles of Fairness, Respect, Equity, Diversity, Inclusion, and Engagement, contributing to building a truly inclusive culture where everyone feels valued, respected, and able to participate.
- 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 - Inclusive, Collaborative, Ambitious, Resilient, Empowerment (ICARE).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate actively in making the College a welcoming and inclusive environment in which to learn and work, contributing to a college culture which is consistent with our

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.
- Maintain vigilance regarding safeguarding concerns and report them in full compliance with the College's safeguarding procedures.
- Model appropriate professional boundaries and positive behaviour.
- Participate in mandatory Safeguarding, Prevent, and Health and Safety training and maintain up-to-date compliance through refresher sessions.
- Read and understand Part 1 of KCSIE (or Annex A where applicable) and refresh understanding annually when the guidance is updated each September.
- Contribute to maintaining a safe and welcoming environment for all Learners.

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 **September 2026**. 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
Cert	Certificate
DBS	DBS Certificate
Po	Portfolio



PERSON SPECIFICATION

Estates Officer

[illegible]

	skills • Effective time management, organisation and prioritisation skills • Keen interest in H&S management and culture • Ability to work independently and manage multiple tasks simultaneously. • Tenacious, attention to detail, able to multi-task and provide professional support to colleagues. • Ability to prioritise workload and hit deadlines when under pressure Good interpersonal skills, reliable and flexible.	A, I A, I A, I A, I A, I		
Other	• An awareness of and commitment to diversity and equality of opportunity • Commitment to own personal and professional development	A, I A, I		
Disposition/ Attitude	• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties and through being able to work flexibly as part of a team. • Demonstrable positive approach to Equality, Diversity & Inclusion • Resilience and adaptable in response to challenges and change.	A, I A, I A, I		
Suitability to work with Children, Young People	• A commitment to Safeguarding and promoting the welfare of children, young people	I, DBS	• Training in Safeguarding, child protection or Prevent beyond mandatory	A, I, R



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.