Estates Officer

Job Description

Faculty / Department: Campus:	Property, Facilities & Estates
Responsible to:	Head of Estates
Responsible for:	NA
Grade:	Salary: £25,779 per annum (Grade 2A, SCP 7)
Hours:	Full time, 37 hours per week Permanent (1 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 porterage 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 porterage duties in line with the requirements of the business.

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 faster 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.
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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, Resilience, 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.
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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 ***November 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

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	• Minimum of 2 GCSE's (A* - C, 9 – 4) or equivalent, including Maths and English or willingness to work towards. • First aid at work certificate (renewable every 3yrs) or willingness to attain this required qualification.	A, I, Cert A, I, Cert	• Minimum of 4 GCSE's (A* - C, 9 – 4) or equivalent. Electrical qualification to carry our minor works. • Trade qualification C&G or NVQ relevant to the position. • Experience of working in a property or porterage background organisation. • Health and safety qualification in line with the property industry standard. • Property/ building qualification to recognised trade association C&G or NVQ Level 3 or above.	A A, I A, I A A, I
Experience	• Recent experience of working in the facilities or building trade, or within a property or hospitality environment. • Experience of working within a successful team and complying with best practice.	A, I A, I	• Experience of Property maintenance. • Estates or property experience.	A, I A, I

Special Knowledge/ Skills/ Abilities	• Working knowledge of site safety & compliance. Ability to carry out general maintenance. • Ability to work as part of a team to achieve common objectives and as part of the wider College team. • Excellent IT skills and an understanding of reporting using IT systems. • Excellent communication skills, both written and verbal, and ability to adapt style to suit audience. • Polite and professional approach to work	A, I A, I I I I	• Knowledge and understanding of College policies and procedures. • Ability to support the Estates team to deliver a cost-effective service.	I 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.	I A, I A, I		
Suitability to work with Children, Young People and Vulnerable Adults	• A commitment to Safeguarding and promoting the welfare of children, young people and vulnerable adults. • Understand the importance of maintaining confidentiality and appropriate professional boundaries with children, young people and vulnerable adults • Awareness of Safeguarding policies and procedures in an	I, DBS I, R, DBS I, R	• Training in Safeguarding, child protection or Prevent beyond mandatory induction • Familiarity with safeguarding legislation relevant to the education sector. • Awareness of Prevent duty	A, I, R I I

	educational setting. • Ability to recognise and report safeguarding concerns in line with College procedures.	I		

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.