



## Estates and Facilities Officer Job Description

<b>Area</b>	: <b>Estates and Facilities</b>
<b>Salary</b>	: <b>£18,658 - £20,267</b>
<b>Hours of Work (Full-time/Part-time)</b>	: <b>37 per week (includes evening and weekends)</b>
<b>Line Manager</b>	: <b>Estates and Facilities Manager</b>
<b>Responsibility for</b>	: <ul style="list-style-type: none"><li>Undertaking general maintenance and repair of College premises and grounds</li><li>Identification/reporting of minor defects to be resolved in accordance with the Estates and Facilities team's maintenance and repair programme</li><li>Providing a responsive service to support the College's needs in relation to its premises and grounds</li><li>Follow Health and Safety guidelines whilst carrying out all duties</li><li>Promoting and safeguarding the welfare of children and young persons in line with College policies</li></ul>

### **Main Purpose of Job:**

To provide general maintenance and repair of College premises in order to ensure that the provision and services it provides:

- Meet the needs of learners, employers and other stakeholders.
- Are of the highest possible quality to ensure a positive contribution to learner outcomes and learner/employer satisfaction.
- Are effective, efficient and provide excellent value for money.
- Reflect the vision, mission, aims and values of the College.
- Are innovative, developmental and sector leading.
- Promote a culture of excellence and equality.
- Achieves an outstanding judgement at the next Ofsted/QAA Inspections (*if applicable*).

The post-holder will be a member of the Estates and Facilities Team.

### **Key Duties and Responsibilities:**

1. Support fully at all times the College's Vision and Objectives.
2. Be responsible for the general care of College premises and grounds.

3. Identify and report minor defects to be resolved in accordance with the Estates and Facilities team's maintenance and repair programme.
4. Undertake general repairs and maintenance of the premises and grounds in accordance with day-to-day operations and the scheduling of work as directed by the Estates and Facilities Manager (*or, in their absence, the Senior Building Services Officer*).
5. Lock and unlock the College buildings and the preparation of rooms for lectures, examinations, conferences and meetings.
6. Support the Estates and Facilities department with alterations and development of the College premises and grounds to meet the requirements of the College business.
7. Carry out regular inspections, including start-up and shut down procedures of heating systems and control units (*including hot and cold-water systems*).
8. Select and use safely, appropriate hand and powered tools, to carry out repairs to buildings, equipment, furniture and fittings.
9. Take an active part in general energy saving and management and make appropriate recommendations.
10. Receive and porter light goods and materials including the relocation of furniture and equipment, subject to safe practices of materials handling and lifting.
11. Wear appropriate protective clothing and use specialist equipment as provided (*e.g., overalls, goggles, radios etc*).
12. Respond to radio contact in a prompt and responsive manner.
13. Undertake specified and relevant training and development in accordance with the needs of the Estates and Facilities service and the College's Continuous Professional Development requirement.
14. Support the College's fire evacuation procedures as determined by the Estates and Facilities Manager and, in the event of a fire evacuation, by the Duty Manager, as required.
15. Respond (on a rota basis) to call outs by the Police and Alarm Company Control during periods when the college is closed (*including nights and weekends*).
16. Act as a First Aider.
17. Undertake PAT testing for College equipment, as required and as appropriate.
18. Promote a culture of innovation, excellence and equality.
19. Reflect the vision, mission, aims and values of the College.
20. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
21. Contribute to the development of and ensure compliance with College policies, procedures and agreements.
22. Contribute actively to the risk management of the College.
23. Promote and implement the College's strategies on equality, diversity and safeguarding.
24. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
25. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
26. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***



## Estates and Facilities Officer

### Person Specification

\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

	Assessment Method					
	Application Form	*Test	Interview	Psychometric Testing	Qualification	References
<b>Education and Qualifications</b>						
<u>Essential</u>						
• GCSE Grade C (4/5) or above in English and Maths.	✓				✓	
• First Aid at Work Certificate ( <i>or be willing to undertake</i> )	✓		✓		✓	
<u>Desirable</u>						
• NVQ Level 2 Maintenance Operations or equivalent ( <i>or be willing to undertake</i> )	✓		✓		✓	
• Level 2 Trade Qualification ( <i>e.g., painting and decorating, plumbing, joinery etc</i> )	✓				✓	
<b>Skills and Experience</b>						
<u>Essential</u>						
• Full driving licence	✓		✓			
• Work experience in a maintenance role or within the construction trade	✓	✓	✓			✓
• Ability and experience of using hand and power tools appropriate to maintenance needs	✓		✓			
• Excellent practical knowledge of Health and Safety legislation	✓		✓			✓
• Excellent working knowledge of security requirements and alarm systems	✓		✓			✓
• Understanding of how the service area can positively impact on the learners' experience	✓		✓			✓
• Excellent customer service approach	✓		✓			✓

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	Assessment Method					
	Application Form	*Test	Interview	Psychometric Testing	Qualification	References
<b>Personal Attributes</b>						
<u>Essential</u>						
<ul style="list-style-type: none"> <li>Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to College</i>)</li> </ul>	✓		✓			
<ul style="list-style-type: none"> <li>Excellent team worker</li> </ul>	✓		✓			✓
<ul style="list-style-type: none"> <li>Accuracy and attention to detail</li> </ul>		✓				
<ul style="list-style-type: none"> <li>Excellent organisational skills, ability to prioritise and work effectively under pressure</li> </ul>		✓				
<ul style="list-style-type: none"> <li>Flexible and responsive approach to working</li> </ul>	✓	✓	✓			
<ul style="list-style-type: none"> <li>Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community</li> </ul>			✓			
<ul style="list-style-type: none"> <li>Commitment to on-going professional development for self and others</li> </ul>	✓				✓	
<ul style="list-style-type: none"> <li>Enhanced DBS</li> </ul>	✓					

Updated November 2022