



Estates and Facilities Supervisor

Job Description

Area	: Estates and Facilities
Salary	: £20,066 - £22,424 (per annum)
Hours of Work (Full-time/Part-time)	: 37
Line Manager	: Director of Estates and Facilities
Responsibility for	: Ensuring all Estates and Facilities targets are achieved, in conjunction with the Director of Estates and Facilities <i>and</i> ; : Promoting the welfare of children and young people.

Main Purpose of Job:

The supervision of work allocation and rotas for the Estates and Facilities team to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality

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

Key Duties and Responsibilities:

- (1) Reflect the vision, mission, aims and values of the College.
- (2) Supervise the Estates and Facilities team on a day-to-day basis by:
 - (2.1) Planning their work schedules, rotas and leave in line with workload.
 - (2.2) Organising the workload and duties.
 - (2.3) Motivating and ensuring high morale exists within the team.
 - (2.4) Controlling and checking the quality of work.
 - (2.5) Developing the team in terms of skillsets and customer services.
 - (2.6) Planning the out of hours call out rota and covering this as when required.

- (3) Supervise external contractors to ensure that they are providing value for money and high levels of work quality.
- (4) Co-ordinate a reactive maintenance system to record and prioritise maintenance requests, allocate works, monitor progress and give customer feedback.
- (5) Co-ordinate planned preventative maintenance systems and remedial works in line with budget allocation.
- (6) Co-ordinate statutory compliance checks and works reporting non-compliance and remedial actions.
- (7) Act as a first-aider.
- (8) Ensure buildings are locked and unlocked in line with official College opening and closing times and that areas are prepared for lectures, examinations, conferences, meetings and general College functions.
- (9) Carry out building safety checks to ensure Health and Safety standards are maintained.
- (10) Carry out daily Building Management System (*BMS*) checks to ensure heating, cooling and domestic hot water systems are operating efficiently.
- (11) Ensure work equipment is maintained and kept in good order and registers are completed when equipment is booked out for use.
- (12) Take an active part in general energy saving and management and make appropriate recommendations.
- (13) Manage the receipt and porter of light goods and materials including the relocation of furniture and equipment, subject to safe practices of materials handling and lifting.
- (14) Ensure appropriate risk assessments are in place for all work activities and that the team comply with control measures and wear appropriate protective clothing and use specialist equipment as provided (*e.g. Overalls, goggles, radios etc*).
- (15) Undergo specified training and development as required.
- (16) Manage and 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*).
- (17) Follow all agreed Quality Assurance and Risk Management systems operating in the College and contribute generally to the establishment and development of a quality provision/service.

Generic

- (18) Support and promote a culture of innovation, excellence and equality.
- (19) Comply with College policies, procedures and agreements.
- (20) Contribute to the risk management of the College.
- (21) Support and follow the College's strategies on equality, diversity and safeguarding.
- (22) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (23) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (24) 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 Supervisor Person Specification



**Cheshire College
South & West**

Assessment Method					
Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References

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

Education and Qualifications					
<u>Essential</u>					
• Level 2 qualification in a relevant building trade	✓			✓	
• GCSE Grade C (4/5) in Maths and English (or equivalent)	✓			✓	
• Full and valid UK driving licence and use of own vehicle	✓			✓	
• Evidence of supervising maintenance or estates and facilities work	✓	✓			
• Qualifications or experience in a property/built environment related discipline (architecture, building, engineering, surveying, facilities).	✓			✓	
<u>Desirable</u>					
• Evidence of on-going professional development	✓			✓	
• Membership of a professional body (e.g. IWFM, CIOB, RICS, CIBSE)	✓			✓	
Skills and Experience					
<u>Essential</u>					
• Supervisory experience	✓	✓	✓		
• Up to date knowledge of health and safety legislation		✓			
• An understanding of and an ability to deliver excellent customer service to internal and external customers	✓				
• Excellent organisation skills	✓		✓		
• Appropriate level of digital literacy	✓		✓		
• Experience of working with complex Building Management Systems	✓		✓		
• A proven record of working to tight deadlines and achieving targets	✓		✓		
Personal Attributes					
<u>Essential</u>					
• Strong interpersonal skills			✓		✓

• Excellent team worker			✓			✓
• Able to communicate effectively with learners and staff		✓				✓
• Ability to carry out all work with attention to detail	✓		✓			
• An ability to prioritise and work under pressure			✓			✓
• Ability to use own initiative and work with minimum supervision		✓	✓			✓
• Commitment to on-going professional development	✓		✓			✓
• Full, enhanced DBS			✓			

Update: November 2021