

Job Title: Estates Assistant

Reports to: Estates Manager

Job Purpose:

- Working as part of a team to assist the Estates Manager and Deputy Manager in the care, security and upkeep of the College buildings and site

Duties will include:

Undertaking basic maintenance of the College buildings and facilities at the Owens Road site. On occasions this will include work at the Weeke site (1 mile distant).

1. General handyman duties, including internal and external minor maintenance and repairs to buildings (including AHED Centre, when required) and surrounds:
 - Plumbing and drains (minor water leaks, unblocking etc)
 - Pathways and roads (clearing, gritting etc)
 - Furniture (moving and handling, assembly of new items etc)
 - Doors and windows (draft seals, hardware)
 - Tools and machinery (using hand power tools, leaf blowers etc)
2. Litter-picking
3. Attending callouts outside of normal College hours as part of a call out rota
4. Attending College events/functions outside of normal College hours, as directed. This includes occasional evenings and weekends
5. Driving a College minibus and other vehicles
6. Performing emergency cleaning duties which may occur during the College day; e.g. clearing up hazardous substances such as split chemicals, broken glass, vomit, blood, etc
7. Clearing areas when required to ensure that these areas can be quickly put back into use. This includes the movement of stationery, deliveries etc
8. Accompanying College staff to off-site commitments and assisting as required e.g. loading and unloading
9. Complying with the requirements of the Health and Safety at Work Regulations
10. Prioritising the safeguarding of all students and participating in training on safeguarding matters
11. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not
12. Any other duties which can reasonably be described as falling within the role

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Essential:

- Previous maintenance/DIY experience gained via work or hobbies
- Ability to work outside in all weathers, to lift up to 15 kg weight and to be able to pick up items from ground, waist and head level
- Valid driving licence
- One-day Emergency First Aid qualification or a willingness to obtain it

Personal attributes

- The ability and desire to work as part of a team
- Flexibility
- Empathy with 16 – 19 age range
- Pride in one's work
- Friendly and approachable, with a good sense of humour
- Commitment to the safeguarding of children and vulnerable adults
- Commitment to the principles of equality and diversity

Desirable:

- Previous experience in a similar role
- Previous experience working with young people
- Trade or maintenance background with skills in any of the following: carpentry, masonry, plumbing

Key holder payment of £630 per annum.

The opportunity to join Local Government Pension Scheme which includes contributions from the employer in addition to your salary.