

**Job Title:** Estates Assistant

**Reports to:** Estates Manager

**Job Purpose:**

- To assist the Estates Manager and Deputy Manager in the care, security and upkeep of the College buildings and site. You will play a vital role in supporting the day-to-day operations and maintenance of our estate, helping to ensure our buildings and grounds are safe, clean, and running efficiently.

**Duties will include:**

All aspects of maintenance/security of the College buildings and facilities at the Owens Road site; this will also include work at the AHED site (Stoney Lane).

1. General internal and external minor maintenance and repairs to building and surrounds including:
  - Plumbing and drains
  - Leaks
  - Glazing
  - Pathways and roads
  - Furniture
  - Doors and windows
  - Tools and machinery
  - General handyman duties
2. Locking and unlocking of College buildings when required, including at the AHED site.
3. Operation of the College's heating, lighting, plumbing and gate systems as required. Liaising with contractors and service providers when necessary.
4. To attend callouts outside of normal College hour as part of a call out rota.
5. Attend certain College events/functions outside of normal College hours, as directed. This includes some evenings and weekends.
6. Movement of chairs/desks/other furniture to accommodate the smooth running of the College.
7. Driving a College minibus and other vehicles.

8. To undertake 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.
9. Clearing areas when required to ensure that these areas can be quickly put back into use. This includes the movement of stationery, deliveries etc.
10. Acting as First Aider, as required.
11. Accompanying College staff to offsite commitments and assisting as required e.g. loading and unloading.
12. Directing the work of cleaning staff if required.
13. Complying with the requirements of the Health and Safety at Work Regulations. To take reasonable care for Health/Safety of him/herself, and for others affected by his/her work and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
14. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
15. 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.
16. Any other duties which can reasonably be described as falling within the role of Estates Assistant.

Jeremy Broyd  
Estates Manager

April 2025

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**Essential:**

- Sufficiently fit to work outside in all weathers
- To lift up to 15 kg weight, able to pick up items from ground, waist and head levels.
- Willing to work flexibly.
- An empathy with 16 – 19 age range.
- Friendly personality with good sense of humour.
- One-day Emergency First Aid qualification or a willingness to obtain it.
- Committed to the safeguarding of children and vulnerable adults.
- Committed to the principles of equality and diversity.

**Desirable:**

- Previous experience with the age group.
- Trade or maintenance background with skills in any of carpentry, masonry, electrics, plumbing.