

Job Title: Deputy Estates Manager

Reports to: Estates Manager

Job Purpose:

Responsible for assisting the Estates Manager in his duties and deputising for him in his absence. Ensuring that the department fulfils its requirements to maintain buildings and equipment, responding to the needs of College users.

Key responsibilities

- Proactive surveys of all buildings, plant and equipment to identify defects or potential maintenance issues and take appropriate action.
- Triage of reported defects and building conditions for delegation to Estates Assistants, escalation to an appropriate contractors or further action by the Estates Manager, prioritising safety-related issues.
- Carry out minor, semi-skilled, maintenance tasks including plumbing, painting, decorating, electrical and carpentry works and to react to requests for minor works.
- Continue the development of the online jobs management system to improve the efficiency of the Estates Department.
- Ensure that contractor visits and work are managed in accordance with safety and safeguarding regulations.
- Procure quotes for minor works in support of the Estates Manager to ensure that value for money is achieved.
- Project manage minor works in support of the Estates Manager.
- Ensure that risk assessments for the Estates department are written, kept up to date and communicated effectively.
- Ensure high standards of environmental sustainability in the work of the department and, where applicable, assist in promoting such across the College.
- Ensure that Portable Appliance Testing (PAT) and other statutory testing is carried out as required, doing this in person out of term time to provide continuity if necessary.
- Ensure the testing of emergency light systems, fire extinguishers and other safety equipment, maintenance of records and escalation to the appropriate contractors for repairs.
- With the assistance of the Estates Administrator, ensure that checks are made on drivers of College vehicles, records maintained and use of College vehicles controlled appropriately.
- Assist Estates Assistants in moving goods/equipment/furniture on site as required including setting up for examinations in various venues (including off site venues).
- Ensure that Estates staff receive the necessary training, that it is kept up to date and that records are maintained.
- Ensure that rooms and signage are set up as required for lettings, adult courses and events.

Key Holder Responsibilities

- Opening/closing buildings and operating alarms as required for cover.
- Maintaining site presence during lettings at weekends and evenings as required for cover.
- Responding to emergency callouts to College premises including AHED on a rota basis.
- Being a 'named' emergency key holder with details held by police, security alarm and fire alarm monitoring companies.

Miscellaneous

- Driving College vehicles, including minibus, as required.
- Promoting the observance of high standards in respect of health, safety and sustainability.
- Being fully conversant with security and fire alarm systems throughout the campus and their operations.
- Being fully conversant with emergency procedures for building, alarms, bad weather, flood, fire, break in and vandalism.
- Being familiar with electrical and mechanical systems and their operation, including all metering points.
- Prioritising the safeguarding of all students and participating in training on safeguarding matters
- 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
- Carrying out any other duties as may reasonably be required.

Jeremy Broyd
Estates Manager
June 2022

Terms & Conditions

Full time permanent role, working 37 hrs per week throughout the whole year (52 weeks). To start as soon as possible. Salary on the Support Staff Scale in the range of points 35 – 40: £30,406 - £34,814 per annum. Plus a Key Holder Allowance of £630 per annum. A minimum of 27 days annual leave per annum, plus bank holidays. Membership of the Local Government Pension Scheme.

Post: Deputy Estates Manager

Category	Essential	Desirable	Ascertained by
Qualifications	<ul style="list-style-type: none"> Valid driving licence 	<ul style="list-style-type: none"> Recognised professional/trade qualification MIDAS Willing to train and act as a First Aider Qualified as a PAT testing operative Qualified in manual handling techniques 	Application form /original certificates at interview.
Experience	<ul style="list-style-type: none"> Experience in maintenance or a trade Knowledge of Health & Safety in the work place 	<ul style="list-style-type: none"> Working in the education sector Experience of managing a team 	Application form/interview/ references
Additional Skills and Abilities	<ul style="list-style-type: none"> Physically fit for manual handling Good standards of literacy and numeracy Confident in the use of IT, to use our task management system Excellent communication skills – written and verbal 		References/activity/interview
Other	<ul style="list-style-type: none"> Able to attend work outside of normal hours to cover lettings and respond to emergencies Willingness to adopt 'hands on' approach when necessary Display a commitment to the protection and safeguarding of children and vulnerable adults. 		Application form/interview

	<ul style="list-style-type: none">• Display a commitment to meeting the individual needs of each student, to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.		
--	--	--	--