

**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

**Duties will include:**

All aspects of maintenance/security of the College buildings and facilities at the Owens Road site. On occasions this will include work at the Weeke site.

1. General internal and external minor maintenance and repairs to building (including AHED Centre, when required) and surrounds including:
  - Plumbing and drains
  - Rainware
  - 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 Weeke.
3. Operation of the College's heating, lighting, plumbing and gate systems as required.
4. To attend callouts outside of normal College hour as part of a call out rota.
5. Be in attendance at 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 off site 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

June 2021

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**Essential:**

1. 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.
3. Willing to work flexibly.
4. An empathy with 16 – 19 age range.
5. Friendly personality with good sense of humour.
6. Valid driving licence.
7. One-day Emergency First Aid qualification or a willingness to obtain it.
8. Committed to the safeguarding of children and vulnerable adults.
9. Committed to the principles of equality and diversity.

**Desirable:**

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

**Terms and Conditions:**

37 hours per week, Monday to Friday 52 weeks per year on a rotating shift pattern which will be explained at interview and which includes a number of late (10 pm) finishes. You will also be required to work some Saturdays for which you will receive additional payment and also to be on an on call rota.

Salary Range: Support Staff Salary spine points 18 - 20 £18,409 - £19,137 per annum.  
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.