

## Job Description

<b>Post:</b>	<b>Estates Site Officer</b>
<b>Salary Grade:</b>	<b>Band 8, Points 19 - 23 of the SFC Support Staff Pay Scale</b>
<b>Responsible to:</b>	<b>Head of Estates &amp; Facilities</b>

### Key Purpose:

<b>1</b>	<b>To be responsible for opening and closing a designated College building.</b>
<b>2</b>	<b>To carry out maintenance projects on College sites working under the direction of the Head of Estates and Facilities and supervision of the Estates Site Supervisor.</b>
<b>3</b>	<b>To undertake day to day maintenance and building upkeep.</b>
<b>4</b>	<b>To undertake building development, maintenance and repairs utilising a specific trade.</b>
<b>5</b>	<b>To ensure that all work undertaken is properly conducted in an efficient, safe and timely manner.</b>

### Responsibilities:

<b>1</b>	To participate in key College processes as required.
<b>2</b>	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
<b>3</b>	To work flexibly in the interests of the organisation as required.
<b>4</b>	To participate in performance reviews and to undertake staff development activities as appropriate.
<b>5</b>	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

### Duties and Responsibilities:

<b>a.</b>	To be responsible for good house keeping, carrying out repairs and maintenance in relation to your trade and related work, ensuring a safe environment and working conditions at all times.
<b>b.</b>	To be responsible for protecting and maintaining water, heating, gas and electrical systems, including undertaking water temperature checks.

<b>c.</b>	To be responsible for organising site cleaners (max 15) and contractors under the direction and in the absence of the Building and Sites Supervisor.
<b>d.</b>	To oversee the work of contractors and sign off work as directed by the appropriate Manager / Supervisor, following inspection.
<b>e.</b>	To be part of the on call rota system, to be available to work when College sites are closed and be available to work out of hours on college activities i.e. productions, parent evenings, open days, etc, as directed by the Head of Estates and Facilities.
<b>f.</b>	To act as a site key holder, with responsibility for opening and closing a designated College building on a rolling rota based system.
<b>g.</b>	To be responsible for security issues, alarm systems and surveillance equipment, including general sites security undertaking site patrols.
<b>h.</b>	To be responsible for delivery receipt, movement and maintenance of College equipment, furniture and fittings.
<b>i.</b>	To be responsible for energy management in respect of all services.
<b>j.</b>	To test the site(s) fire alarm, emergency lighting and sprinkler systems (where necessary).
<b>k.</b>	To receive, order and purchase goods as directed by the Head of Estates and Facilities.
<b>l.</b>	To ensure that daily checks are carried out on buildings and services where all defects are logged and reported promptly.
<b>m.</b>	To assist in the preparation of Service Level Agreements and in the preparation of key performance indicators.
<b>n.</b>	To assist in recording repairs undertaken and in maintaining an accurate inventory of all equipment used in connection with maintenance activity, including logging completion of reactive requests on a computerised system.
<b>o.</b>	To consider health and safety at all times and respond quickly and effectively to health and safety issues, reporting any matters to the Estates Site Supervisor and Head of Estates and Facilities.
<b>p.</b>	To assess, prioritise and manage risk in terms of health and safety under the guidance of the Building and Site Supervisor.
<b>q.</b>	To undertake general grounds maintenance including clearing outside areas, making outside areas safe in poor weather conditions, and undertaking gardening duties, as required.
<b>r.</b>	To maintain work areas in a safe, clean and tidy condition, adhering to all relevant statutory provisions.
<b>s.</b>	To ensure that the College is cleaned to a good standard, reporting issues with cleaners to Building and Sites Supervisors, and undertaking general cleaning duties as required.
<b>t.</b>	To undertake car park management and monitoring.

<b>u.</b>	To keep up to date with changing practices and legislation related to the duties of your employment.
<b>v.</b>	To be responsible for developing and maintaining effective working relationships with both internal and external customers.
<b>w.</b>	To ensure effective cross site communications with other team members and College staff, via verbal and written communications, e.g. email.
<b>x.</b>	To adhere to the College's Financial Regulations.
<b>y.</b>	To undertake work across SCC sites at short notice, when required.
<b>z.</b>	To be an appointed first aider.
	To undertake other reasonable duties as requested by the Head of Estates and Facilities.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

<b>Post holder to sign and date the job description:</b>
<b>Name of the post holder:</b>
<b>Line manager to sign and date the job description:</b>
<b>Name of the line manager:</b>

### Person Specification - Estates Sites Officer

	<b>Essential</b>	<b>Evidence</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualification</b>	1. Level 2 qualification in an appropriate trade or willingness to achieve within a specified time / or equivalent work experience with a commitment to professional self development  2. First Aid Certificate (Senior) or willingness to achieve within a specified time  3. Fire Marshall Certificate or the willingness to undertake within a specified time  4. Basic Health & Safety Level 1 Certificate  5. Level 2 Literacy and Numeracy	Certificate  Certificate  Certificate  Certificate  Certificate	a. IOSH Level 2 Certificate  b. IT Level 2  c. Level 3 qualification in an appropriate trade	Certificate  Certificate  Certificate
<b>Professional Development</b>	6. Evidence of ongoing professional development	Application		
<b>Experience</b>	7. Working within a Buildings and Sites officer / Caretaking role  8. Undertaking work related to a specific trade  9. Negotiating and working with clients (contractors)  10. Undertaking risk assessments and managing risk	Application/ Interview  Application/ Interview  Application/ Interview  Application/ Interview	d. Working within a College of Educational environment  e. Budget control/ordering materials	Application/ Interview  Application/ Interview
<b>Knowledge</b>	11. Of a specific trade, i.e. plumbing; electrician; joinery; painting etc  12. Health and Safety and associated legislation	Application/ Interview  Application/ Interview	f. Procedures for obtaining contractors to undertake work	Application/ Interview
<b>Skills/ Qualities</b>	13. Excellent DIY skills	Application/ Interview		

	<p>14. Good negotiating skills</p> <p>15. Good interpersonal skills</p> <p>16. Good organisational skills</p> <p>17. Ability to identify risk and generate solutions</p> <p>18. Ability to work on own initiative and meet deadlines</p> <p>19. Ability to keep calm in difficult situations</p> <p>20. Flexible approach to work</p> <p>21. High level of integrity</p> <p>22. To be able to work as a team member and share ideas and generate good practice</p> <p>23. Ability to build good relationships with students, staff and suppliers</p>	<p>Application/ Interview</p>		
<b>Other</b>	<p>24. Able to work evenings and unsociable hours</p> <p>25. Driving licence and access to personal transport</p> <p>26. Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults</p> <p>27. Commitment to college policies i.e. Health &amp; Safety, Equality &amp; Diversity, Inclusion and Quality Assurance</p> <p>28. DBS Check acceptable to college will be undertaken for successful applicant</p>	<p>Application/ Interview</p> <p>Application</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Appointment</p>		