



POST	ASSISTANT ESTATES MANAGER
RESPONSIBLE TO	ESTATES MANAGER
HOURS	Full time, 37 hours per week, 11am – 7pm Monday to Thursday, and 11am to 6.30pm on Fridays. (Flexibility over shifts required.)
SALARY SCALE	Appointment will be made on the Sixth Form Colleges' Association Salary spine for Support staff, spine point 19 £30,925 – SP21 £32,921 per annum.
START DATE	This post will commence as soon as possible.

Applications from all faiths are welcomed

The College is looking for an inspirational and visionary individual to assist the Estates Manager to ensure provision of a responsive and proactive service which meets the needs of staff and students. You should have a track record of outstanding success, have an industry standard qualification (preferably 18th edition), be pro-active and have a commitment to providing the highest quality service for our staff and students.

Estates at Notre Dame Catholic Sixth Form College

The College prides itself on providing an outstanding environment internally and externally to ensure the experience of all staff, students and visitors is the best it can be. This is a new post in response to the growth of the estate and to ensure the college continues to be recognised in its provision of the highest standards.

The Estates team work collaboratively whilst also contributing specialist skills. They are responsible for ensuring the Estates is always maintained to its highest standards whilst also ensuring value for money. They provide a friendly, professional, and easy to use maintenance support service and aim to develop the estate in response to sustainability.

There is a mutually supportive, friendly and professional atmosphere within the department and a strong emphasis on providing the best possible service to staff and students. There is a wealth of experience and professional knowledge and an encouragement to undertake professional development.

MAIN DUTIES & RESPONSIBILITIES

- To deputise for the Estates Manager as required.
- To lead on an area within college such as electrical, plumbing, joinery etc.
- To support the leading and managing of the Estates team with determination and enthusiasm to ensure the College estate is the best it can be.
- To help manage the Estates Team – to motivate the Estates team in working to tight deadlines and turn-around times.

- To lead by example of a relentless positive 'can-do' approach to ensure targets are met and college estate is maintained to the highest possible standard.
- To support the Estates Manager in the line management of the Health & Safety Officer and Head of Cleaning.
- Facilitate and lead on Estates visits by contractors/suppliers and service engineers including in accordance with Safeguarding and HR requirements and ensuring all planned maintenance is timely with repairs undertaken in a timely and cost-effective manner.
- Trouble-shoot faults and undertake any consequent liaison with suppliers and service engineers when appropriate.
- Support the Estates Manager in meeting the needs of the Estates Strategy and the College Planned Maintenance Plan meeting immediate, short term and longer-term targets.
- Support the Estates Manager in the planning, development and organisation of systems, initiatives, procedures and policies.
- Support the Manager in keeping all records, including the College Maintenance Plan up-to-date and an accurate reflection of progress.
- Be aware of new developments in estate management and buildings maintenance, undertake research as requested and make recommendations to the Estates Manager.
- To engage in all quality assurance procedures and help prepare an annual self-assessment report.
- To support the provision of reports to SLT, Governors and other stakeholders.
- Undertake security duties, including Estates unlocking/locking, alarm setting and building inspections, and to attend in cases of emergency (e.g. flood, fire, intruders) and take such actions as necessary.
- Ensure general room furniture is maintained to the highest standard, with rooms setup and set out according to needs/different activities/events.
- Provide planned and reactive repairs and maintenance to buildings and facilities including plumbing, glazing, joinery, painting and decorating (depending on skills/experience, within the competence of a semi-skilled maintenance person).
- Ensure all relevant Estates equipment is in a safe and working condition and arranging/undertaking repair as appropriate.
- Carry out routine risk assessments, procedures and compliance checks and ensure any legal provisions relating to Health and Safety at work are properly adhered to.
- Check and promote best practice in energy conservation in the use of heating, lighting, water usage throughout all buildings.
- Provide general portering, messenger duties, refuse collection, general cleaning duties as required on a relief basis.
- Ensure external walkways and car parks are well maintained (including snow clearance and gritting).
- In the event of immediate emergencies, facilitate such interim repair as may be necessary to maintain the safety to the College and occupiers pending arrival of outside contractors.
- Bring to the attention and advise the Estates Manager on a day-to-day basis, areas of maintenance requiring attention e.g. cleaning of spills or litter; repairs of fixtures and fittings on mechanical services.
- Set out and mark out sports facilities and car parking;
- Provide the highest quality customer service.

General

- It is a condition of employment that the premises/Estates maintenance staff are required on Estates for all parents' evenings, open evenings, theatre productions, lettings etc.
- This post will involve working at height.
- To have regard to the principles and values expressed in the College's Mission Statement.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy.
- To have full regard for the College's Equality and Diversity and Health and Safety requirements.
- Be aware of and adhere to all College policies and procedures, including Financial Regulations.
- To take responsibility for continuing personal and professional development and to keep abreast of all relevant legislation in order to facilitate all aspects of the post.
- To engage in all quality assurance procedures.
- Support the Strategic aims and objectives of the College.
- To participate in appraisal arrangements, as and when required.
- To undertake other duties and responsibilities commensurate with the nature of the post, and as may be requested by the Principal.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

PERSONAL AND PROFESSIONAL REQUIREMENTS

Referees will be asked specifically to comment on the attributes below. The ability to meet the person specification will be verified by the application, interview, task, certificates, and references as appropriate.

Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = References

Essential	Method of Assessment
<ul style="list-style-type: none">• Relevant experience of working in a successful maintenance or similar demanding working environment, undertaking a variety of estates duties	A, I, T, R
<ul style="list-style-type: none">• Relevant trade qualification at appropriate level to undertake sole unsupervised work (preferably 18th edition electrical)	A, I, R
<ul style="list-style-type: none">• Ability to lead a team effectively	A, I, R
<ul style="list-style-type: none">• Able to demonstrate excellent working knowledge of estates maintenance	A, I, T, R
<ul style="list-style-type: none">• Ability to operate maintenance tools and equipment	A, I, R
<ul style="list-style-type: none">• Able to undertake physical tasks associated with the role	A, I, R
<ul style="list-style-type: none">• Positive, approachable and flexible manner with a positive 'can-do' approach and positive attitude to work	A, I, R
<ul style="list-style-type: none">• Able to demonstrate excellent working knowledge of MS Office word and Excel	A, I, T, R
<ul style="list-style-type: none">• Ability to remain calm under pressure	A, I, T, R
<ul style="list-style-type: none">• Excellent interpersonal/communication skills via telephone, email or in person	A, I, T, R
<ul style="list-style-type: none">• Organised, methodical and accurate approach to work	A, I, T, R

• Work to high levels of confidentiality and professionalism	A, I, T, R
• Excellent problem-solving skills	A, I, T, R
• Have an ability to enthuse, inspire and motivate staff	A, I, R
• Excellent organisational skills with the ability to work to tight deadlines	A, I, R
• Able to demonstrate successful experience of use own initiative to organise own workload	A, I, R
• Have an ability to set and achieve high standards for themselves, colleagues and students	A, I, R,
• Genuine enthusiasm for and interest in Estate maintenance and management	A, I, R
• Able to demonstrate working to policy and procedure	A, I, R
• Have a commitment to a student-centred approach to the learning process	A, I, R
• Able to demonstrate successful experience working as a member of a team	A, I, R
• Good working knowledge of Health and Safety and Data Protection	A, I, R
• Excellent record of attendance and punctuality	A, I, R
• Understanding and commitment to equal opportunities	
• Commitment to safeguarding and promoting the welfare of young people	A, I, R
• Display the values, attitudes and behaviour consistent with the Catholic ethos of the College	A, I, R

Desirable

• Educated to at least Level 3 or above (A Level or equivalent)	A, I
• Experience of working in a school or post-16 education environment	A, I, R
• Working experience of computer networks and computer systems in a medium or large organisation	A, I, T, R

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage, we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality, we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made. This post is also subject to a satisfactory Social Media Check.

Completed applications should be returned via the TES portal.

Closing date: 9AM on Monday 17 March 2023.

It is intended that interviews will take place as soon as possible after the closing date.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

About Notre Dame Catholic Sixth Form College

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on Estates is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2400 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

We are very proud our recent Ofsted inspection has again graded the College for all areas as **Outstanding** demonstrating a sustained track record of outstanding both academically and pastorally. Our results at A level and BTEC/CTEC as measured by ALPs are consistently outstanding, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors. The College has outstanding links with both the local and wider community. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first-class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students. A core focus on **Staff wellbeing** is key to our success, the college provides numerous initiatives throughout the year to support wellbeing and everything we do is underpinned by the Framework for Ethical Leadership in Education.

What our staff say about Notre Dame Catholic Sixth Form College

"Being a new member of staff what I have enjoyed most about the environment is the diversity. Students from such a variety of backgrounds provided an opportunity within the classroom to gain different perspectives."

Teacher of Geography

"I have worked at Notre Dame for 15 years, as it is a college which puts the students at the front and centre of everything we do. As a community we are diverse and inclusive providing a space for students to discover themselves academically, socially and spiritually."

Enhancing Excellence Coordinator, Head of EPQ and Teacher of Biology

"A great community spirit! Staff and students work well to make a caring, positive environment."

Head of Geography

"There is a very friendly, supportive atmosphere at Notre Dame and as a member of staff I feel valued."

Teacher of Criminology and Senior Tutor

"I love the shared vision of helping students reach their potential not just intellectually, but emotionally and spiritually. It really does come through in what is valued here."

Teacher of Philosophy, Theology and Ethics



WHAT OUR STUDENTS SAY ABOUT US



Name: Somtochi Agim

School: St Thomas a Becket Catholic High School

Programme of study: A-level Biology, Psychology and Media Studies

What do you like most about Notre Dame?: "I love the diversity at Notre Dame and how there is a clash of culture and it makes Notre Dame lively. There is also so much freedom and opportunity to express yourself no matter what faith or background you come from."



Name: Jack Johnson

School: The Famley Academy

Programme of study: A-level Psychology, PE and History

What do you like most about Notre Dame?: "The best thing about Notre Dame for me was the freedom; choosing between studying, going to get food or meeting friends really made Notre Dame an enjoyable experience."



Name: Neil Davies-Odusanya

School: Cardinal Heenan Catholic High School

Programme of study: A-level Maths, Physics and Computer Science

What do you like most about Notre Dame?: "Notre Dame is a fantastic multicultural college I am proud to be part of. The teachers are very supportive and there are many extra curricular opportunities such as TEAM ND".