

Job Description: Estates Technician

Reporting to: Estates and Environment Manager



The key purposes of this role are to:

- Carry out minor buildings and grounds maintenance
- Porterage; moving furniture and other items between various locations
- Driving College vehicles
- Secure the College Site
- Leading on, and carrying out, two specific areas of responsibility
- To be on-call for out of hours emergencies on a shift basis
- To work a regular shift pattern as required

This role will include the following tasks	
Play a full role as part of the Estate team in providing the best possible service to our students and other stakeholders	• Undertaking such duties related to the work of the College as may be assigned, consistent with your level of responsibility • Safeguarding and promoting the welfare of young people and vulnerable adults as part of your every-day duties
Carry out buildings and grounds maintenance	• Respond to tickets in a timely and professional way • Effect minor fixes, to include operating specialist equipment within safety controls • Operate grounds maintenance equipment • Complete regular tasks as allocated, for example, meter reading, collection of materials, litter picking, grass cutting, etc. • Complete fire alarm tests, fire safety & emergency lighting checks • Undertake training as required and appropriate
Compliance with Health and Safety	• Ensure that all risk assessments relating to work in the Estates Team are followed • Be an active member of the Emergency evacuation team • Identify and report health and safety risks on the College estate
Leading on, and carrying out, two specific areas of responsibility	• Proactively identify work needed on site relating to the specific responsibilities allocated • Where a specific responsibility is in place, carry out this role: leading on planning, resources and sourcing contractors. These will be allocated dependent on skills and knowledge but may include vehicle maintenance, college driving procedures (MIDAS), carpentry, plumbing, groundworks and electrics
Porterage; moving stock and completing office relocations	• Move deliveries to specified destinations • Respond to requests to relocate furniture and other items

	• Undertake manual handling training
Driving College vehicles	• Undertake Midas training • Use the College van to deliver and pick up items, i.e. from local suppliers • Use the College tractor as appropriate to move stock & equipment • Drive large & medium sized lawnmowers
Secure the College Site	• Act as a key holder for the site and lock and unlock the College when on the appropriate shift • Respond to fire and intruder alarms • Follow controls in place for lone working

This role will require some flexible working including some evenings and weekends as part of a four week shift pattern for which an allowance is paid. The ability to cover absences and holidays.

All staff are expected to work within College policies and procedures, with particular regard for Health & Safety, Equality & Diversity and customer service ethos.

Any incremental progression is subject to satisfactory performance.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Overall factors that will be crucial in determining success are:

Indicators/ sources for reaching performance judgements (not exhaustive):
• Faults and requests completed to customer satisfaction monitored via formally and informally • Staff and student complaints minimal and managed • Annual staff and student surveys remain positive

Personal Specification

We are seeking someone who closely matches the following criteria:

Experience & Qualifications	Hold or will work towards MIDAS certificate
	Hold or will work towards first aid qualification
	Experience of working in an educational environment; able to liaise effectively with staff and students at all levels
	Confident in using IT
	Trade qualification
Personal Skills / Qualities	Full driving licence
	Confident, self-motivated and able to work individually and as part of a team seeking assistance from colleagues or management as required
	Good level of oral and written communication skills
	Reliable and trustworthy, capable of working within a small team and what that means in terms of supporting and collaborating with colleagues
	Self-starter, setting challenging individual goals, working without the need of detailed direction while under general oversight
	Suitable to work in a College environment in the presence of children, young people and vulnerable adults and to act accordingly

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.