

Estates Assistant

37 hours, Permanent, All year contract, SSP5 £25,159 per year

Join Our Estates Team!

Help keep our College running safely, smoothly and looking its best.

At John Leggott College, our Estates Team plays a vital role in creating an environment where students and staff can thrive. We're looking for a practical, reliable, and motivated **Estates Assistant** to join our team and help maintain our welcoming campus.

No two days are the same. One day you might be carrying out a minor repair, preparing rooms for exams and events, supporting contractors on site, or helping keep our grounds looking their best. You'll be part of a team that makes a real difference to the everyday experience of thousands of students, staff, and visitors.

What you'll be doing:

As an Estates Assistant, you'll help support the safe, efficient, and professional operation of our estate by:

- Carrying out minor repairs and routine maintenance tasks
- Assisting with planned preventative maintenance programmes
- Supporting grounds maintenance, including litter picking and basic landscaping
- Setting up rooms and spaces for teaching, examinations, and college events
- Supporting contractors working on site and monitoring standards of work
- Helping with annual PAT testing activities (*training provided if required*)
- Maintaining high standards of site presentation, cleanliness, and safety
- Contributing to site security and access management
- Providing first aid support when required (*full training provided*)
- Occasionally supporting the College transport team by driving minibuses

We're looking for someone who:

- Enjoys practical, hands-on work
- Has experience in premises, facilities, or general maintenance
- Can work independently and as part of a team
- Takes pride in maintaining a safe and professional environment
- Has excellent time management and organisational skills
- Is flexible and willing to work occasional early starts or late finishes
- Holds a full UK driving licence

Trade skills or maintenance experience would be advantageous, but above all we're looking for someone with a positive attitude, strong work ethic and a willingness to learn.

Why John Leggott College?

John Leggott College has been inspiring learners since 1968 and is proud to be an inclusive, supportive community where everyone is encouraged to achieve their potential. The College's mission is centred on supporting aspirations, promoting respect, and helping people become the very best version of themselves.

When you join us, you'll become part of a friendly and dedicated team whose work has a direct impact on the student experience every day. You'll benefit from:

- A supportive and collaborative working environment
- Opportunities for training and professional development
- The chance to work across a varied and busy estate
- The satisfaction of helping create an outstanding environment for learning
- Being part of a college community that values respect, inclusion, and continuous improvement

Interested?

To apply, please complete an application form and send it to:
humanresources@leggott.ac.uk

For further information about the College, visit: **www.leggott.ac.uk**

Closing Date: 09:00am on 09th September 2026 (*please note, if we receive a high volume of applications, this role may close before the closing date*)

Interview Date: TBC

John Leggott College has a strong commitment to Equal Opportunities, Safeguarding and promoting the welfare of young people and expect all staff to share this commitment. All posts are subject to an enhanced check by the Enhanced Disclosure clearance through the DBS and other checks may be required.