

JOB DESCRIPTION



JOB TITLE:	Estates Assistant
REPORTS TO:	Site Manager
HOURS:	37 hours
CONTRACT:	Permanent, All Year
WORK PATTERN:	Requires some early starts and late finishes
SALARY:	SSP5 £25,159pa

Purpose of the Role

To ensure a safe, compliant, and high-quality learning environment by delivering responsive estates support, maintaining a safe, compliant, and high-quality environment, and contributing to efficient and sustainable site operations

Key Responsibilities

- Deliver grounds maintenance activities including litter picking and basic landscaping to agreed standards
- Carry out minor repairs and support planned preventative maintenance programmes across all sites
- Support contractor access, monitor contractor works on site and report issues relating to safety, quality, and completion against agreed standards
- To support Estates Team with the annual PAT testing.
- Prepare rooms for teaching, exams, and events to agreed layouts and timescales
- When required support our transport team driving the college minibuses.
- Provide first aid support when required (training will be provided)
- Maintain safe working practices and report hazards, incidents, or defects in line with Health & Safety procedures.

In addition to the above-mentioned attributes the successful candidate will be expected to:

- Have a flexible approach to working; the post will require early starts and late finishes as well as a substantial amount of lone working.
- Contribute to the safe and secure operation of the estate, including effective site security and access management.
- Maintain high standards of cleanliness and presentation across the site
- Contribute to the efficient use of resources, materials, and energy across the estate

Key performance expectations:

- Timely completion of maintenance tasks in line with agreed service standards
- Delivery of exam/event setup to required layouts and timelines
- Compliance with statutory testing (e.g. PAT).
- Maintaining agreed cleanliness and presentation standards.

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.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The college has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal

Employee signature:

Date:

Line manager signature:

Date:

**PERSON SPECIFICATION
SITE ASSISTANT**

ATTRIBUTES	CRITERIA	Essential /Desirable	ASSESSMENT METHOD(S)
QUALIFICATION AND AWARDS			
<ul style="list-style-type: none"> • Full Driving Licence • Driving Licence including D1 • Approved Portable Testing certificate 		E D D	A, C A, C A, C
PROFESSIONAL KNOWLEDGE AND EXPERIENCE			
<ul style="list-style-type: none"> • Experience of dealing with members of the public. • Experience of premises maintenance. • Awareness of statutory requirements for safeguarding. 		E D E	A, I A, I A, I
INTERPERSONAL SKILLS/INTELLECTUAL ABILITY			
<ul style="list-style-type: none"> • Good communication and interpersonal skills. • Ability to work professionally with students, staff and the general public. • Good time management, flexible and organised with the ability to plan efficiently and effectively. • Ability to work alone and cohesively as part of a team. • Willing to undertake training to develop skills. • Ability to work flexibly and attend out of hours call outs. • Ability to work flexibly and creatively within the job and when new challenges and opportunities arise. 		E E E E E E E	A, T, I A, T, I A, T, I A, T, I A, T, I A, T, I A, T, I
ADDITIONAL FACTORS			
<ul style="list-style-type: none"> • Suitability to work with children and young adults 		E	A, O, R

PERSON SPECIFICATION

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'essential' and 'desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:

- | | |
|-----------|---|
| Essential | The successful candidate must meet the essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed. |
| Desirable | The post holder needs to meet the desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage. |

Criteria will be measured through a number of methods, the key to which is as follows:

- | | | |
|------------|---|---|
| A | = | Application |
| I | = | Interview |
| T | = | Test |
| C | = | Certificates |
| R | = | References |
| DBS | = | Disclosure & Barring Service |

These letters are used in the 'assessment method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the interview and/or test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.