

Job Description

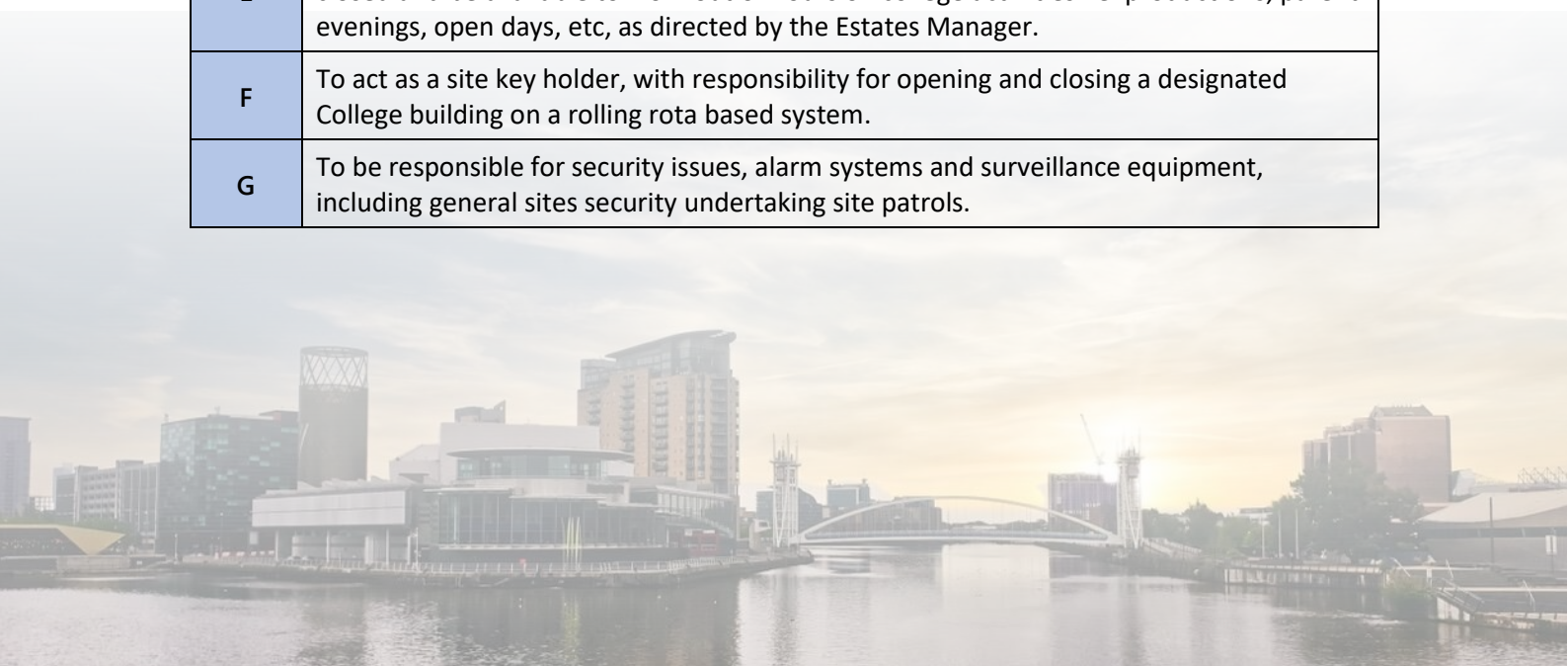
Post:	Estates Site Officer
Salary Grade:	Band 7, Points 25 - 28 of the SSC Support Staff Pay Scale
Responsible to:	Estates Manager

Key Purpose

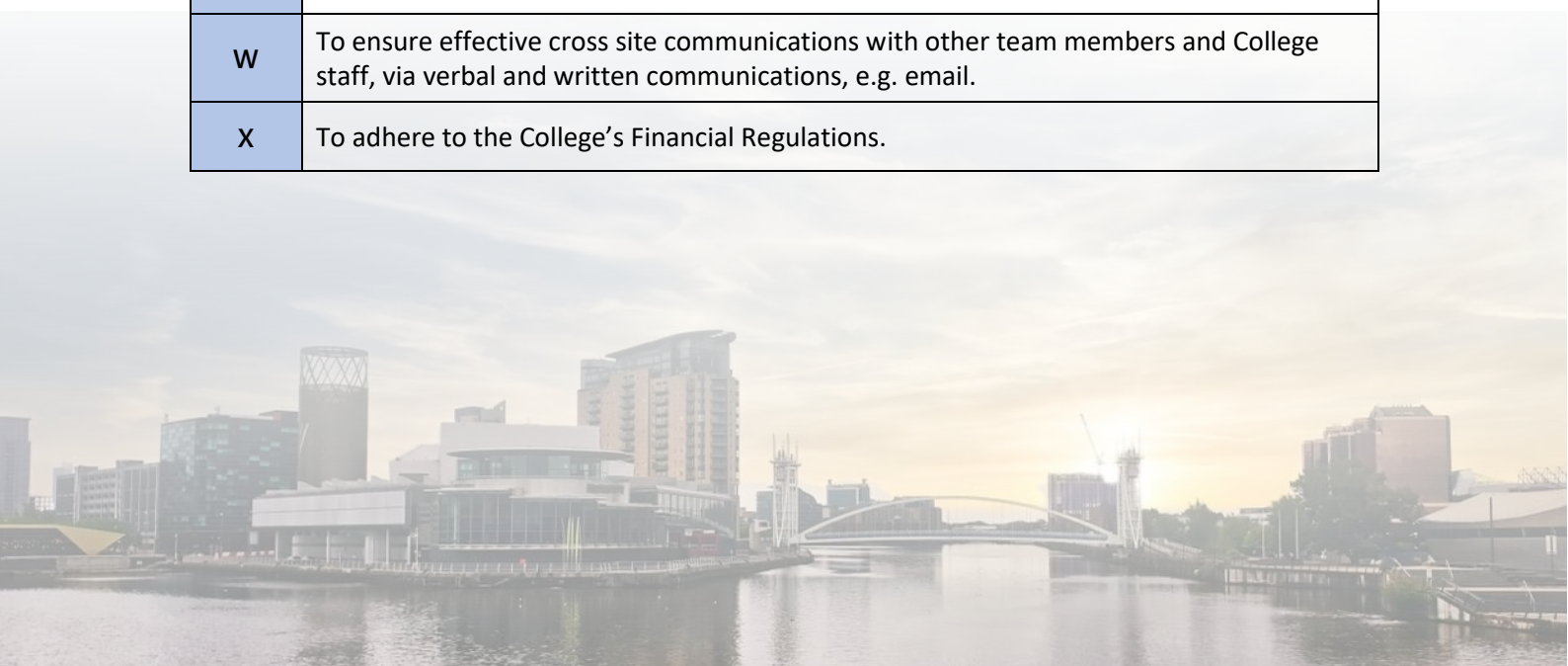
To be responsible for opening and closing a designated College building.
To carry out maintenance projects on College sites, working under the direction of the Estates Manager and supervision of the Estates Site Supervisor.
To undertake day to day maintenance and building upkeep.
To undertake building development, maintenance and repairs utilising a specific trade.

Duties & Responsibilities

A	To be responsible for good housekeeping, carrying out repairs and maintenance in relation to your trade and related work, ensuring a safe environment and working conditions at all times.
B	To be responsible for protecting and maintaining water, heating, gas and electrical systems, including undertaking water temperature checks.
C	To be responsible for organising site cleaners (max 15) and contractors under the direction and in the absence of the Estates Manager and Sites Supervisor.
D	To oversee the work of contractors and sign off work as directed by the Estates Manager / Site Supervisor, following inspection.
E	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 Estates Manager.
F	To act as a site key holder, with responsibility for opening and closing a designated College building on a rolling rota based system.
G	To be responsible for security issues, alarm systems and surveillance equipment, including general sites security undertaking site patrols.



H	To be responsible for delivery receipt, movement and maintenance of College equipment, furniture and fittings.
I	To be responsible for energy management in respect of all services.
J	To test the site(s) fire alarm, emergency lighting and sprinkler systems (where necessary).
K	To receive, order and purchase goods as directed by the Estates Manager.
L	To ensure that daily checks are carried out on buildings and services where all defects are logged and reported promptly.
M	To assist in the preparation of Service Level Agreements and in the preparation of key performance indicators.
N	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.
O	To consider health and safety at all times and respond quickly and effectively to health and safety issues, reporting any matters to the Site Supervisor and the Estates Manager.
P	To assess, prioritise and manage risk in terms of health and safety under the guidance of the Building and Site Supervisor.
Q	To undertake general grounds maintenance including clearing outside areas, making outside areas safe in poor weather conditions, and undertaking gardening duties, as required.
R	To maintain work areas in a safe, clean and tidy condition, adhering to all relevant statutory provisions.
S	To ensure that the College is cleaned to a good standard, reporting issues with cleaners to Sites Supervisors, and undertaking general cleaning duties as required.
T	To undertake car park management and monitoring.
U	To keep up to date with changing practices and legislation related to the duties of your employment.
V	To be responsible for developing and maintaining effective working relationships with both internal and external customers.
W	To ensure effective cross site communications with other team members and College staff, via verbal and written communications, e.g. email.
X	To adhere to the College's Financial Regulations.



Y	To undertake work across SCC sites at short notice, when required.
Z	To be an appointed first aider.
AA	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 Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	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	Certificate	A	OSH Level 2 Certificate	Certificate
	2	First Aid Certificate (Senior) or willingness to achieve within a specified time		B	IT Level 2	
	3	Fire Marshall Certificate or the willingness to undertake within a specified time		C	Level 3 qualification in an appropriate trade	
	4	Basic Health & Safety Level 1 Certificate				
	5	Level 2 Literacy and Numeracy				
Professional Development	6	Evidence of ongoing Professional Development	Application / Interview			
Experience	7	Working within a Buildings and Sites officer / Caretaking role	Application / Interview	D	Working within a College of Educational environment	Application / Interview
	8	Undertaking work related to a specific trade		E	Budget control/ordering materials	
	9	Negotiating and working with clients (contractors)				
	10	Undertaking risk assessments and managing risk				
Knowledge	11	Of a specific trade, i.e. plumbing; electrician; joinery; painting etc	Application / Interview			

	12	Health and Safety and associated legislation	Application / Interview			
Skills / Qualities	13	Excellent DIY skills	Application / Interview			
	14	Good negotiating skills				
	15	Good interpersonal skills				
	16	Good organisational skills				
	17	Ability to identify risk and generate solutions				
	18	Ability to work on own initiative and meet deadlines				
	19	Ability to keep calm in difficult situations				
	20	Flexible approach to work				
	21	High level of integrity				
	22	To be able to work as a team member and share ideas and generate good practice				
	23	Ability to build good relationships with students, staff and suppliers				
Other	24	Able to work evenings and unsociable hours	Application / Interview			
	25	Driving licence and access to personal transport	Application			
	26	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			



	27	Commitment to College policies i.e. Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	28	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

