**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MOULTON COLLEGE – JOB DESCRIPTION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:** Estate Support Officer

**Department:** Estate Operations

**Hours of Work:** 37.5 hours per week. Weekend and evening working will be required when business needs demand. The usual shift will be between 6am and 2pm or 12pm to 8pm.

**Responsible to:** Estate Support Team Leader

**Salary / Scale:** Business Support Band 7 £24,378.00 - £26,601.00 per annum

**Date of Issue:** April 2024

**Organisation Chart:**

Maintenance Manager

Estate Support Team Leader

Estate Support Officer

1. **Aims and Purpose of the Post** 
   1. To provide a handyman / caretaker role for the Estate.
   2. Ensure College building stock including plant, structures and all ancillary equipment is maintained in accordance with the high standards set by the College and as per regulatory requirements.
   3. To ensure that teaching facilities including furniture, fixture and fittings are available, cleaned and maintained to provide a high-quality student experience.

*Note: This is a multi-skilled role that encompasses both a caretaker function and a handyman role to the College.*

1. **Specific Responsibilities**  
   1. Carry out any minor repairs on site such as light bulb replacement, leaking taps, touching up paint work, fixing door handles, repairing toilet cisterns etc. and escalating additional works and repairs to the helpdesk in a timely manner.
   2. Ensuring bins are emptied daily, sweep up any debris within car parks and grounds, ensure litter picking is done throughout the day. Monitor the outsourced cleaners and grounds staff. There may be some small amounts of ground works, such as repairing potholes, and grounds maintenance to be carried out when required.
   3. Carry out furniture, equipment and office moves as required.
   4. Ensure compliance with Statutory Acts and Regulations.
   5. Carry out minor building and ground works when required.
   6. Carry out PAT testing and other regulatory tasks when required and if practicable.
   7. Water treatment and testing.
   8. Take on special projects / works when deemed necessary.
   9. To carry out general maintenance tasks as required.
   10. To carry out maintenance work at height and confined spaces as required.
   11. Access and work in plant room areas (ground level and loft space) to effect repairs.
   12. Accompany external personnel around the site as required.
   13. To actively participate in in the day-to-day maintenance of buildings and services to a high standard as directed by the team leader and maintenance manager.
   14. Monitoring the behaviour of students at the site and report student issues to teaching staff.
   15. Ensure the safety of staff, visitors, and the college property.
   16. Act within the authorities set out by management and Moulton College working procedures.
   17. Promote the college and the Estates team in a positive manner and lead by example.
   18. Attend courses considered to be of benefit to the College and the individual.
   19. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   20. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   21. To manage student conduct in accordance with College policies.
   22. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   23. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   24. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   25. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances. Such reviews and any subsequent changes will be carried out in consultation with the post holder. All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

**Core Benefits:**

Local government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

Corporate uniform Free on-site parking

Subsidised catering High Street Discounts

On-site gym Cycle to work scheme (subject to conditions)

(\*\* = pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee):…………………………… Date:………………………………………..

**POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION**

**Person Specification; Estate Support Officer**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent). |  | X |
| Appropriate industry qualification equivalent to Level 2 or above i.e. in carpentry, plumbing, electrical and/or a craft or willingness to obtain relevant qualification. |  | X |
| Driving licence with less than 6 points. | X |  |
| Commitment to and evidence of CPD. | X |  |
| **Experience & Knowledge** |  |  |
| Experience of similar role in a wider resource team. | X |  |
| Extensive DIY experience or experience in trade industry. | X |  |
| Confident user of IT systems. | X |  |
| Experience of working with young people. |  | X |
| **Personal Attributes** |  |  |
| Willingness to operate flexibly and the ability to undertake extra hours if required. | X |  |
| A pro-active approach to security, handyman and caretaker duties. | X |  |
| Manual handling skills. | X |  |
| Ability to work in a team that performs to high standards. | X |  |
| Strong customer service skills and experience. |  | X |
| Excellent communication, organisation, and interpersonal skills. | X |  |
| Strong team player. | X |  |
| Ability to demonstrate a commitment to the ethos of continuous improvement. | X |  |
| The ability to remain calm and professional under pressure. | X |  |
| Commitment to Equality, Diversity & Inclusion initiatives. | X |  |
| Good time management skills. | X |  |
| In good health and able to carry out manual handling tasks and use of tools safely. | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.