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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Estate Support Team Leader

**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:** Maintenance Manager

**Salary / Scale:** Business Support Band 8 £27,370.00 - £28,234.00 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 effective operational leadership for the Estates Support team.
   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 Team Leader role that encompasses and oversees both a caretaker function and a handyman role to the College.*

1. **Specific Responsibilities**  
   1. Take a leadership role in carrying out all 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 throughout the day, sweep up any debris within carparks 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 and grounds maintenance to be carried out when required.
   3. Carry out furniture, equipment and office moves as required.
   4. To ensure compliance with Statutory Acts and Regulations.
   5. Carry out minor building and ground works when required, i.e. pothole repairs.
   6. To carry out maintenance works at height and confined spaces as required.
   7. Access and work in plant room areas (ground level and loft space) to effect repairs.
   8. Carry out general maintenance Team Leader tasks as required.
   9. Assist Maintenance Manager with maintenance projects.
   10. Work with the Helpdesk Administrator to control and organise the team’s daily work schedule to achieve targets set.
   11. Delegate tasks to the team to ensure maximum effectiveness.
   12. Consistently promote high standards through personal example and roll out through the team so that each member of the team understands the standards and behaviours expected of them.
   13. Monitor the completion of tasks and ensure good performance and record on appropriate systems.
   14. Control and source maintenance and caretaker tools, equipment, and spares.
   15. Monitor stock and associated PO’s to ensure equipment can be ordered and purchased in a timely manner.
   16. Responsible for the safety of the team and of those impacted by any of the Estate Support Officer activities such as maintenance.
   17. Ensure the department KPIs and SLAs are met.
   18. Sign off and manage staff leave in accordance with operational requirements of the College.
   19. Identify training needs to the team and advise the Line Manager accordingly.
   20. Ensure servicing requirement for transport and machinery takes place.
   21. Be involved in the short-term planning for the completion of PPM and reactive works by the team.
   22. Ensure risk assessments for area of operations are carried out and/or updated.
   23. Actively participate in the leadership of the support teams in the day-to-day maintenance of buildings and services to a high standard as directed by the Maintenance Manager and Director of Estates & Facilities.
   24. Monitoring the behaviour of students at the site and report student issues to teaching staff.
   25. Ensure the safety of staff, visitors, and the college property.
   26. Act within the authorities set out by management and Moulton College working procedures.
   27. Promote the college and the Estates team in a positive manner and lead by example.
   28. Attend courses considered to be of benefit to the College and the individual.
   29. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   30. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   31. To manage student conduct in accordance with College policies.
   32. 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.
   33. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   34. 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.
   35. 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 Team Leader**

|  |  |  |
| --- | --- | --- |
|  | **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 |  |
| Caretaker and / or handyman experience. | X |  |
| Extensive DIY experience or experience in trade industry. | X |  |
| Confident user of IT systems. | X |  |
| Previous experience of managing/supervising others. |  | 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 |  |
| Actively committed to team development. | X |  |
| Practical hands-on approach to problem solving. | X |  |
| Good understanding of stakeholder expectations and realistic deliverables | 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 |  |
| Strong customer service skills and experience. |  | X |
| Excellent communication, organisation, and interpersonal skills. | X |  |
| Ability to work in a team that performs to high standards. |  | X |
| In good health and able to carry out manual handling tasking and safe use of tools. | 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.