



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	<b>Estates Officer</b>
<b>PAY/GRADE</b>	Point 14 - £21,449 annum
<b>HOURS</b>	37 per week, all year round, to be worked flexibly, including late evenings and some weekends
<b>REPORTS TO</b>	Estates Team Leader
<b>LOCATION</b>	Estates Department, Stamford College
<b>JOB PURPOSE</b>	
To provide a high-quality Estates service to include security, supervision of mechanical services, maintenance of plant, fixtures, fittings, grounds and any other task to ensure uninterrupted service to College staff and customers at the main College site and any other premises used by the College.	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
Your main duties and responsibilities will include, but will not be limited to the following areas:	
<b>Security of Premises and Contents</b>	
<ul style="list-style-type: none"> <li>Responsible, along with other members of the Estates team, for the security of the College premises and its contents.</li> <li>Ensure, with the use of a rota system, the routine and non-routine opening and closing of the premises.</li> <li>Attend to any matters of trespass, theft, vandalism or unauthorised persons on premises or indication of above and report to the Estates Team Leader. Subject to rota, act as the nominated key holder and attend to alarm activations if Business Watch need support.</li> <li>Responsible for the activation and deactivation of the intruder alarm systems and fire alarm systems as and when required.</li> <li>Undertake key-holding duties and related record keeping and reporting, including out of hours call out.</li> </ul>	
<b>Emergencies</b>	
<ul style="list-style-type: none"> <li>Provide rapid and appropriate responses to breakdowns in services.</li> <li>Liaise as necessary with Emergency Services.</li> <li>Proactively assist with emergency procedures.</li> <li>React swiftly and appropriately to equipment failures and other unforeseen emergency situations.</li> </ul>	
<b>Building and Ground Maintenance Work</b>	
<ul style="list-style-type: none"> <li>Carry out proactive maintenance schedules to ensure high standards of the Estate's appearance and to ensure the structure and fabric of the campus, external and internal areas are checked and any faults recorded and repaired before deterioration.</li> <li>Carry out and record regular inspections of the premises, contents and carry out repairs to equipment, plant, and fittings as required, internal and external, reporting to the Estates Team Leader those jobs that require external contractors.</li> <li>Responsible for ensuring clear and safe pedestrian access to the College particularly in adverse weather conditions. e.g. snow clearing and gritting of the campus.</li> <li>Carry out building maintenance repairs skills and have experience in at least one of the following areas: general building, carpentry, joinery, plumbing, electrical, painting and decorating, grounds maintenance.</li> <li>Carry out general waste and litter collection.</li> </ul>	



- Carry out porter duties including the movement of furniture and equipment within agreed timescales.
- Support the operation of College recycling and waste material management.
- Comply and assist with all necessary H&S requirements including risk assessments and other legislative issues e.g. waste and ensure all emergent procedures are followed.

#### **Driving**

- Drive College vehicles, including transit vans and minibuses if and when required. To maintain the upkeep of college vehicles to required standards and schedules.

#### **OTHER**

- Engender a strong team ethos, which promotes a positive, can-do attitude across the department.
- Maintain excellent standards of customer care and provide a flexible and responsive service to all users.
- Contribute to the development of IEG Group's Strategic Aims, Objectives and Values.
- A commitment to the provision of a high quality, student-centred service.
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).
- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process.
- To carry out such duties as may be determined from time to time within the general scope of the post.

#### **TERMS AND CONDITIONS**

<b>Contract</b>	Permanent
<b>Pension</b>	Local Government Pension Scheme
<b>Holiday</b>	30 days per year, plus Bank and Public Holidays normally observed in England and Wales and 3 concessionary days as stipulated by the College
<b>Probation</b>	New appointees to the College are subject to a 6 months' probationary period
<b>Disclosure</b>	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
<b>Working Arrangements</b>	Normal working hours to a rota pattern of earlies being 7am to 3pm Monday to Friday. Lates 12.30pm to 8.30pm Monday, Wednesday, and Friday. Then 1.30pm to 9.30pm Tuesday and Thursday. There is an anticipation of flexibility for some evening work for open evenings.

#### **APPLICATION PROCESS**

<b>Closing Date</b>	
<b>Interview Date</b>	

<b>PERSON SPECIFICATION</b>						
<b>Estates Officer</b>						
Criteria	Essential or Desirable		Assessment Method			
	A	I	T	R		
<b>QUALIFICATIONS</b>						
Relevant Level 2 qualification in at least one of: construction, plumbing, joinery, painting and decorating, electrical (or willing to undertake)		D	✓	✓		
Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications (or willing to work towards)	E		✓	✓		
Full clean driving licence to be held	E		✓	✓		
First aid qualification (or willing to undertake)	E		✓	✓		
<b>EXPERIENCE</b>						
Recent experience of working in a similar environment	E		✓	✓		
Experience and ability to work at height and in confined spaces	E		✓	✓		
Experience of being a key holder		D	✓	✓		
Proven experience of co-ordinating a range of tasks and activities to agreed standards		D	✓	✓		
Experience of operating plant and equipment and facilities management software & equipment		D	✓	✓		
<b>KNOWLEDGE</b>						
Knowledge of heating systems, security and fire alarm systems	E		✓	✓		
Working knowledge of Microsoft Office packages		D		✓		
<b>KEY SKILLS</b>						
Competent and knowledgeable in one of the above construction trades	E			✓	✓	✓
Excellent oral and written communication skills and the ability to communicate effectively with internal and external contacts	E			✓		✓
Excellent customer service skills	E			✓		✓
Good understanding of the work of maintenance trades, which is key to maintain the flexibility of the department	E			✓		✓
Ability to work quickly and accurately under pressure	E			✓		✓
Analytical and methodical approach to problem solving	E			✓		✓
Proactive and professional manner with a 'can-do' approach	E			✓		✓
Good IT skills in MS Office applications (Word, Excel, Outlook)	E			✓		✓
Ability to work flexibly, prioritise tasks in accordance with importance vs urgency and to switch tasks at short notice	E			✓		✓
The ability to work well as part of a team and independently	E			✓		✓
<b>OTHER</b>						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		

Professional appearance and behavior at all times	E			✓		✓
Good previous attendance record	E			✓		✓
Ability to travel on College and Group business	E			✓		
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References