

Job Description: Estates Technician

Reporting to: Estates and Environment Manager



The key purposes of this role are to:

- Carry out minor buildings and grounds maintenance
- Portering; moving furniture and other items between various locations
- Driving College vehicles
- Secure the College Site
- Leading on, and carrying out, two specific areas of responsibility.

	This role will include the following tasks:
Play a full role as part of the Estate team in providing the best possible service to our students and other stakeholders	Undertaking such duties related to the work of the College as may be assigned, consistent with your level of responsibility. Safeguarding and promoting the welfare of young people and vulnerable adults as part of your every-day duties.
Carry out minor buildings and grounds maintenance	Respond to tickets in a timely and professional way. Effect minor fixes, i.e. those that don't require specialist equipment, to include operating equipment within safety controls. Complete daily, weekly, monthly and annual tasks as allocated, for example, meter reading, collection of materials, litter picking, grass cutting, etc. Undertake training as required and appropriate.
Compliance with Health and Safety	Ensure that all risk assessments relating to work in the Estates Team are followed. Be an active member of the Emergency evacuation team. Identify and report health and safety risks on the College site.
Leading on, and carrying out, two specific areas of responsibility.	Proactively identify work needed on site relating to the specific responsibilities allocated. Where a specific responsibility is in place, carry out this role: leading on planning, resources and sourcing contractors. These will be allocated dependent on skills and interests but may include vehicle maintenance, college driving procedures (MIDAS), carpentry, plumbing, groundworks and electrics.
Portering; moving furniture and other items between various locations	Move deliveries from the Post Room to the specified destination. Respond to requests from staff and superiors to relocate furniture and other items. Undertake manual handling training.
Driving College vehicles	Undertake Midas training. Drive College mini-buses to support the needs of teachers supporting trips and the daily movement of students. Use the College van to deliver and pick up items, i.e. from local suppliers. Use the College tractor as appropriate to move furniture, bins etc.
Secure the College Site	Act as a key holder for the site and lock and unlock the College when on the appropriate shift. Respond to alarms if in receipt of shift and weekend allowances. Follow controls in place for lone working when on call.

This role will require some flexible working including some evenings and weekends as part of a three week shift pattern for which an allowance is paid.

All staff are expected to work within College policies and procedures, with particular regard for Health & Safety, Equality & Diversity and customer service ethos.

The job holder will join the First Aid Rota.

Any incremental progression is subject to satisfactory performance.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Overall factors that will be crucial in determining success are:

Indicators/ sources for reaching performance judgements (not exhaustive):	
	<ul style="list-style-type: none"> • Faults and requests completed to customer satisfaction monitored via formally and informally • Staff and student complaints minimal and managed • Annual staff and student surveys remain positive

Personal Specification

We are seeking someone who closely matches the following criteria:

Experience & Qualifications	Hold or will work towards MIDAS certificate.
	Hold or will work towards first aid qualification
	Experience of working in an educational environment; able to liaise effectively with staff and students at all levels.
	Confident in using IT.
	Trade qualification.
	Full driving licence.
Personal Skills / Qualities	Confident, self-motivated and able to work individually and as part of a team seeking assistance from colleagues or management as required.
	Good level of oral and written communication skills.
	Reliable and trustworthy, capable of working within a small team and what that means in terms of supporting and collaborating with colleagues.
	Self-starter, setting challenging individual goals, working without the need of detailed direction while under general oversight.
	Suitable to work in a College environment in the presence of children, young people and vulnerable adults and to act accordingly.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.