

# The Northern College

## Job Description

<b>Post Title:</b>	<b>Estates Technician</b>
<b>Grade/Salary:</b>	<b>£22,119 (Grade 2, point 11) plus open weekends</b>
<b>Responsible to:</b>	<b>Estates, Compliance and Health and Safety Manager</b>
<b>Work arrangements:</b>	36 hours per week, 52 weeks per year, working 12 hour day shifts either Monday – Wednesday or Wednesday to Friday plus one day at the weekend on college open weekends.  You will be required to work such hours as are reasonably necessary for the proper performance of your duties.

### Purpose of the Role

To be responsible for the provision of Estates support services across the college campus ensuring that the service supports the delivery of teaching and learning and contributes to a positive student experience.

### Main Duties

1. Contribute to the maintenance, cleaning and security of all college assets through the carrying out of routine maintenance, cleaning and security duties as issued through the Estates Department and Department Manager.
2. To contribute to the safety of college assets, students and staff through the provision of first responder services e.g.
  - First Aid response
  - Security patrols/inspections and response
  - Incident response
  - Locking up and the setting of alarms
  - Testing and operation of alarm systems
  - Response to distress alarms
3. Contributing to the safety and security of the campus at times when college management are off the premises. This will include taking immediate action to secure the welfare of students, staff and visitors, to safeguard them as well as college property, notifying the on-call Duty Manager and/or the emergency services in line with college policy.
4. Ensuring that all routine works schedules, tasks and reports are completed and that the appropriate hand-over of all relevant information is made to the following shift and the Department Manager.
5. To undertake as required with day-to-day operations maintenance, refurbishment and alterations including basic joinery, plumbing, decorating and other repairs and response duties as directed by the Department Manager. Measuring up, and ascertaining materials and or stock levels that are needed to carry out these duties.
6. According to the shift pattern, to control and supervise campus access and egress for staff, learners and visitors as required.
7. To provide a night-time cleaning service to communal, teaching and office areas, ensuring all areas are clean and ready for occupation at the start of the next day.
8. Checking that all teaching rooms are tidy and set up in readiness for teaching and learning for the next working day.

9. Assisting as may be necessary with accommodation cleaning duties based on demand.
10. Assisting as may be required in areas or additional operational support e.g. on an occasional basis and according to shift, with evening/weekend reception duties and other duties arising from use of the premises.
11. Providing support with the delivery of external events on site, general portering duties and as appropriate in assisting with the on-boarding/arrival and decanting of students, visitor's and external booking delegates.
12. Assisting with the operation and maintenance of college plant and equipment, heating boilers, generators, plant rooms, fire and intruder alarm systems including:
  - Resetting boilers and alarm systems after lock-outs and activations
  - Assisting with routine inspections, testing and control
  - Ensuring plant areas are clean and tidy
  - Assisting with systems response duties and the reporting of faults to the appropriate manager or emergency service engineers when out of hours.
13. Replacing lamps, starters and checking on the correct operation of general and emergency lighting systems and ensuring that general lighting is switched on in corridors and circulation areas. Turning off unwanted lights in unoccupied rooms and any other electrical equipment left on, if not in use.
14. Carrying out general daily cleaning duties, such as the emptying of litterbins, cleaning external steps, paving, ramps and general external access routes. The provision of routine and response cleaning internally and externally as required including: the checking and cleaning of communal areas, teaching rooms, offices and toilet facilities to ensure they are clean, serviced and presentable at all times.
15. Assistance when required with the winter gritting of paths, emergency escape and vehicular routes on the campus in accordance with College procedures.
16. Portering duties as required, including the movement of deliveries of stock, furniture, equipment, laundry, waste, meals trolley deliveries, and items to and from archive storage. Assisting the cleaners and other premises staff with manual handling duties and the setting up and decanting of rooms to facilitate teaching activity, office moves, the delivery of external events and general movement of materials around the campus areas.
17. Driving of college vehicles as required.
18. To act as a First Aider and Mental Health First Aider to all persons on the campus as and when necessary.
19. The recording of all incidents attended and actions taken on the appropriate accident/incident form and submitting to the Department Manager.
20. To work flexibly to cover holiday and sickness of other technicians and cleaning team members and to be flexible and responsive in the event of emergency response situations as required.
21. To be responsible for security at all times for any data, equipment, PPE, keys, passes, codes and other devices and controls issued and to report any potential breaches of security, Health and Safety procedure, data breach, safeguarding matters or lost keys as soon as discovered.
22. To comply with the guidance and tasking issued through College and Estates Department policy and procedures (i.e. The H&S Policy, Risk Assessments & SSoW and the Operations Manual) and to undertake any training and development deemed relevant to the post.
23. To comply with the requirements of the General Data Protection Regulation (GDPR) and take individual responsibility to protect data by taking all reasonable steps to ensure data is held securely.

24. Attend meetings and working groups, both within the College and externally, as appropriate.
25. Observe all college policies, procedures, working practices and regulations, and in particular to comply with the College's Equality and Diversity policy, Health and Safety policy, Financial Regulations, Safeguarding policy and Code of Conduct.
26. Promote effective communication and open dialogue with others.
27. Demonstrate a strong commitment to self-development and undertake professional development as required and contribute to the achievement of College objectives.
28. Undertake any training and development deemed relevant to the post.
29. Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal or a senior leader acting on his/her behalf.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date: