

JOB DESCRIPTION

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| Post: | Estates Operative |
| Responsible to: | Estates Manager |
| Department: | Estates and Capital Development |
| Pay Band: | Pay Band 2 |

PURPOSE OF THE JOB

To maintain the safety, cleanliness and security of the site and to deal with enquiries from staff, students and the general public as necessary. To assist with maintaining buildings, fixtures and fittings around the site and College grounds.

KEY DUTIES

BUILDINGS AND GROUNDS MAINTENANCE

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and reports defects and malfunctions to the Estates Supervisor/ Manager;
- To clean light fittings and to test lighting systems weekly replacing where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices;
- To clean air conditioning filters in accordance with safe working practices;
- To arrange to clear drainage blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required;
- To ensure that gullies, drains etc. are kept free from debris;
- To be responsible for ensuring clear and safe pedestrian access to the College particularly in adverse weather conditions (e.g. clearing ice, snow, gritting etc.);
- To undertake light maintenance duties which are not beyond the scope of an unskilled handyman as directed by the Estates Supervisor/ Manager:
 - Painting and decorating of classrooms and common areas as required
 - Joinery - first line maintenance of fixtures and fittings, examples: tightening screws on window hinges, maintenance on door handles, minor repairs to windows for example boarding up broken glazing as a temporary measure after break-ins, vandalism etc.
 - Plumbing- un-blocking sinks, traps and waste pipes
 - Adjustment and re-washing of taps;
- To undertake portorage tasks as required including setting up and clearing away furniture for classes, internal (e.g. open evenings and enrolment) and external events;
- To report emergencies in the case of faults with gas, electric and water supply to the Estates Supervisor/ Manager;
- To attend to, where necessary, personnel visiting the site such as contractors including directing them to sites of work etc.;
- To carry out weed and moss removal and other light grounds maintenance duties in accordance with safe working practices;

- Sweep yards and paths, pick up litter and be responsible for the removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances;
- Ensure that clear passage is maintained on fire escape routes;
- Test fire alarms weekly and log results in test register;
- Report any defects of buildings, furniture, fittings and equipment to the Estates Supervisor/ Manager;
- Regular checks of roofs for pooling, debris, plant growth etc. under strict supervision by the Estates Supervisor/ Manager and following safe working practices;
- To deal with enquiries from members of the public, staff and students;
- To carry out College emergency procedures in the event of a fire, flood, accident or major damage as directed by the Estates Supervisor/ Manager;
- To assist the Estates Supervisor/ Manager on a range of issues that might occur and make safe any hazards and ensure that the area is cordoned off;
- To assist with carrying out compliance checks, utility meter readings, space utilisation surveys;
- To actively contribute to responding to calls on the Estates Helpdesk and feeding back to end user as directed by the Estates Supervisor/ Manager;
- To oversee car parking arrangements including reserving spaces for visitors as required;
- To undertake PAT testing of college equipment as directed by the Estates Supervisor/ Manager;
- Work on a rota system for late evening and weekend opening of the College.

COLLEGE SECURITY

- To be responsible for checking for damage/ security breaches every morning on arrival at the premises, unset the alarm, unlock buildings, open the College and make the buildings ready as required
- To be responsible for locking up buildings, turning off lights, setting intruder alarms and generally ensuring that the site is secured at the end of each day and report any anomalies to the Estates Supervisor/ Manager
- Responding to, and resetting of the College alarm, liaising with the police and alarm company as necessary.
- Checking and securing the College premises and contents subsequent to out of hours intruder alarm activation
- To be responsible for the overall security of the College premises including the locking of all windows, doors and gates.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in College holidays or weekends.

COLLEGE CLEANLINESS

- Undertake any cleaning work requested, to a high standard, following the College cleaning specification and work procedure;
- Cleaning various areas of the college site as required. These may include, classrooms, offices, stairs, corridors, communal areas, kitchens, toilets and other areas as may be required;

- Be willing to work flexible hours and duties to accommodate business needs and cover staff absences as set out on the weekly rota;
- Use step ladders and stairs in carrying out duties (training will be provided);
- Use all types of cleaning machines, including floor cleaning equipment (training will be provided);
- To be responsible for emptying and cleaning bins and dealing with waste in accordance with the college's policy on waste management;
- To ensure cleaning materials and equipment are used and secured as directed in accordance with COSHH regulations;
- To ensure all equipment used is fit for purpose and to report damaged or out of date PAT tested equipment to the Estates Supervisor/ Manager;
- Maintain a professional approach, clear and constructive communication with staff, students and visitors to the college;
- To undertake other duties as required e.g. spot cleaning spillages, leaks etc. and ensuring that the college and its grounds are litter free through regular litter collection;
- To empty internal communal rubbish bins daily and work with students and staff on recycling initiatives;
- To monitor and maintain cleanliness of common areas;
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required;
- Cleaning of toilets and toilet areas, and replenishment of paper towels, toilet rolls and other disposables;
- Cleaning of internal glass, internal and external door glass and internal side of external windows;
- Cleaning of external windows at ground level as necessary;
- Straightening furniture and general tidying up of designated areas;
- Unlocking and re-locking bins in preparation for pick-up;
- Ensuring that external rubbish is stored appropriately;
- Ensure that all refuse is disposed of promptly and stored away from the main buildings;
- Carry out periodic cleaning of all internal surfaces to a height of eleven feet (3.35m) from floor level

OTHER DUTIES APPLICABLE TO ALL STAFF WORKING AT ABINGDON AND WITNEY COLLEGE

- Participating in a programme of personal development
- Keeping abreast of developments in your area
- Adhering to the health and safety policies and procedures in force within the College, with particular regard to your own safety and that of other people
- Adopting high standards of customer service
- Complying with any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy
- As a term of your employment you may be required to undertake such other duties as may reasonably be required of you, commensurate with your grade, at any of the College sites

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

| Criteria | |
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| It is essential that the post holder has: | |
| 1 | Experience of dealing with the general public on a range of issues |
| 2 | Basic knowledge of health and safety, building maintenance and repair methods |
| 3 | Practical experience of proactively handling security and emergency matters |
| 4 | Demonstrate high standards of cleaning |
| 5 | Have knowledge of the safe use of cleaning products and cleaning machines |
| 6 | Demonstrate good communication and interpersonal skills |
| 7 | Able to work without supervision and also as part of a team |
| 8 | Be flexible, hardworking, enthusiastic, honest and reliable |
| 9 | Understand Health and Safety and COSHH legislation. |
| 10 | Excellent communication and interpersonal skills |
| 11 | Basic IT skills |
| 12 | Energy, enthusiasm and a commitment to high standards |
| 13 | Be educated to Level 1 in literacy, numeracy and I.T. |
| It is desirable that the post holder has: | |
| 1 | Have a good general education |
| 2 | Building trades or related experience |
| 3 | First aid skills |
| 4 | Ability to travel between campuses |

CONDITIONS OF SERVICE

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| Salary | Pay band 2 |
| Hours | As advertised |
| Holiday | 24 days rising to 29 days after 5 years' service, plus public holidays |
| Payment | Monthly payments through the bank credit scheme. |
| Medical | A medical questionnaire must be completed, and the appointment will be subject to medical clearance. |
| Smoking | Abingdon & Witney College only permits smoking in the designated smoking areas |
| Pension | Employees are automatically admitted to the Local Government Pension Scheme. Details can be obtained from the College on appointment. |

The details shown under this section are for broad information only and must not be taken as a full contract of employment.

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

✓✓ **Abingdon & Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- * Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- * Ask employees with disabilities at least once a year what can be done to be sure that they can develop and use their abilities at work.
- * Make every effort when employees become disabled to make sure they stay in employment.
- * Make sure key employees develop the awareness of disability needed to make this commitment work.
- * Review these commitments annually.