

**Job Description Estates & Maintenance Officer – Full Time**

**Line Manager** Estates & Facilities Manager

**Hours:** Normally 37 hours per week. You may be required to work on a two-shift system (06:00-14:00 & 14:00-22:00) and may include Saturday work (08:30 – 17:00) on a rota (approx. 1 in 4). Additional working hours will be taken as time off in lieu unless specified otherwise.

**Salary Unskilled - Grade C – £17,359 - £18,168**

**Skilled [[1]](#endnote-1) - Grade D - £18,893 - £19,776**

|  |  |
| --- | --- |
| **Annual Leave:** | The leave year runs from 1 September to 31 August  21 days and after 5 years 26 days  8 days Bank Holiday and 5 days for College Closure |
| **Pension:** | West Midlands Pension Fund and our employer contribution is 16.8%  Employee contributions depend on your annual salary see:  <https://www.wmpfonline.com/members> |
| **Staff Benefits:** | <https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1> |

**Job Purpose**

The post holder will work with the Estates & Facilities Manager who takes the lead on day to day activities. You will be working as part of the Estates Team responsible for undertaking a wider range of duties connected with the security, maintenance, grounds work and operation of the College’s buildings and sites

**Main Duties and Responsibilities**

* To carry out internal and external repairs
* Undertake minor repairs to fixtures and fittings including desks, tables, chairs etc.
* Touch up internal decoration of any area agreed as reasonable
* Report on all defects which require specialist repair
* Replace lamps and fuses as required
* Regularly inspect plumbing and report/repair defects as appropriate
* Carry out planned programme of statutory compliance checks in accordance with instructions i.e. Legionella control
* Check and adjust the heating system in liaison with the Estates & Facilities Manager
* Use all relevant tools and equipment within safety guidelines as necessary for the completion of works. Be conversant and qualified to use and maintain all relevant hand and power hand tools, and workshop equipment in a safe effective manner
* Replace light bulbs, tubes, damaged floor and ceiling tiles etc.
* Provide operational support to all Estates functions in emergency situations
* Co-ordinate tasks with department staff and cross college stakeholders

**Additional Duties and Requirements**

* Carry out security procedures for College sites, buildings and grounds. The opening and closing of College premises to include appropriate gates, doors, windows, fire exits etc., which would include use of College premises outside normal College hours
* Setting and disarming appropriate alarm functions in all buildings
* Attendance out of College normal working hours to deal with alarms, liaising with the Police and alarm companies on a rota basis
* Occasionally provide cover for weekend working by College staff or contractors as and when required
* To assist College Caretakers with the movement of furniture and equipment between buildings and sites
* Assist with the setting up of rooms for special events, exams, parent’s evening, Open Day etc.
* Driving College van and minibus as required
* Ensure vehicles are cleaned and refuelled
* Undertake snow clearing and gritting as and when required
* Commitment to outstanding customer service attitudes and approach
* Commit to, promote and operate in accordance with the College’s values
* Willing to be a first aid at work

You shall have a duty not to discriminate against students or potential students by reason of their disability, race, belief or gender

**Under DBS legislation and guidelines this is a regulated activity.**

Any other duties, which may from time to time, be required and which are commensurate with the skills experience and grade of the post holder.

**Data Protection**

You are required to meet the specifications of the College’s Data Protection Policy as part of your conditions of employment. This will include information relating to past and prospective employees and students, suppliers and customers.

**Harassment and Discrimination**

You have a duty not to discriminate against or harass colleagues, contractors, students, parents, guardians or potential students or other College visitors, by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

**Safeguarding and Staff Code of Conduct**

You have a duty to abide by the Staff Code of Conduct and Safeguarding Policy.

**Health and Safety**

The College and its employees have legal obligations in respect of the health, safety and welfare of persons at work and the protection of others against risks to health and safety in connection with their activities. Specific health and safety responsibilities are detailed in the College Health and Safety Policy.

Other information for job holders/applicants:

**Disclosure and Barring Service Check**

This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an “Enhanced” level check.  Information about this disclosure can be found at [www.gov.uk](http://www.gov.uk).

To prevent abuse and implement good practice Halesowen College ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists.

**Safeguarding**   
Halesowen College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.  
Successful applicants will be subject to an enhanced Disclosure and Barring check.

**Equality and Diversity**

Halesowen College is proud of its work in embedding equality and diversity principles in its activities and welcomes applications from all suitably qualified people, irrespective of age, sex, gender reassignment, marital or civil partnership status, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, unrelated criminal convictions or family responsibilities.

We welcome all sections of the community and value the contributions to the achievement of the College’s mission that are made by members of the College from a wide range of backgrounds and experiences. All staff must demonstrate an awareness of equality and diversity principles, as set out in College policies.  On appointment staff are expected to be committed to and include equality and diversity principles in their work.

**Childcare Facilities**

There is a day Nursery on the Whittingham Road campus for babies from 12 weeks and children aged 2 to 5 years. It is open 8.00 am to 5.30 pm Monday to Thursday and 8.30 am to 5.00 pm Friday. Further details are available from the Nursery staff on 0121 602 7677.

It is registered at present for 29 children in the early year’s age range. The baby room caters for 9 babies.

**Information Technology**

The College has approximately 2,600 computers across its sites including PCs, laptops, netbooks and Macs running a range of industry standard software. Equipment is available for long- and short-term loans, and guest access to our wireless network is provided for personal devices. We also run a PC booking system to ensure you can get access to a computer when you need it. A wide range of classroom technologies are in place such as the Moodle Virtual Learning Environment, cameras, voting devices and interactive whiteboards/data projectors.

All staff and students are given a personal computer account with access to email and storage which is available on and off site.

**Smoking**

Halesowen College is a designated smoke-free environment within the perimeter of all College property by order of the College Governors, smoking shelters are provided. This rule applies equally to staff and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

**Campus**

The College has three sites, Whittingham Road, Shenstone House and Coombs Wood. Staff can be asked to be based at and/or work across all campuses.

**Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.**

1. [↑](#endnote-ref-1)