

The Northern College
Person Specification
Estates Technician

| Category | Essential | Desirable | Evidence |
|--|-----------|-----------|---|
| Knowledge and Experience | | | |
| Relevant experience in a caretaking and/or maintenance role | X | | Application Form/ Interview |
| Operational experience of working with intruder and fire detection and alarm systems | X | | Application Form/ Interview |
| Knowledge of Health & Safety legislation pertaining to fire safety, security and general safe systems of work, risk assessments and permits to work | | X | Application Form/ Interview |
| Experience of working in an educational environment in a similar multifunctional role | | X | Application Form/ Interview |
| Experience of working with building control systems such as heating systems and gas boiler plant, BEMS heating controls, generating plant and other building systems | | X | Application Form/ Interview |
| Skills and Abilities | | | |
| Ability to undertake basic property maintenance and emergency repairs | X | | Application Form/ Interview |
| Good interpersonal skills with the ability to relate and communicate in a professional way with staff and the diverse groups of students and visitors who attend the college | X | | Interview |
| A flexible approach to work with a good understanding of and commitment to customer service and estates service delivery to support our students and staff | X | | Interview |
| Ability to understand and follow written instructions including instruction manuals, drawings, building layout plans, schedules of work and inspections | X | | Application Form/ Assessment |
| Ability to prioritise workloads and undertake routine schedules of work | X | | Application Form/ Interview |
| Ability to work and liaise with external contractors, members of the public and campus residents in a professional manner | X | | Interview |
| Ability to operate fire and security alarm systems | X | | Interview/ Practical Assessment |
| Ability to work effectively as part of a team covering other shifts as and when may be required | X | | Interview |
| Ability to work on own initiative demonstrating personal responsibility | X | | Interview |
| Ability to maintain professional boundaries | X | | Interview |
| Ability to maintain accurate records, complete incident reports, log and complete work and inspection schedules | X | | Application Form/ Interview/ Practical Assessment |

| | | | |
|---|---|---|--------------------------------|
| Basic ICT skills and the ability to use Microsoft Office suite (including Microsoft Teams) or willingness to undertake training | X | | Application Form/ Interview |
| Training and Education | | | |
| Possession of or willingness to undertake appropriate training including H&S Training, First Aid and Mental Health First Aid, Fire Awareness Training, Safeguarding and Prevent etc | X | | Application Form/ Interview |
| Relevant maintenance/trade qualifications or relevant equivalent training | | X | Application Form/ Interview |
| Accredited training in the use of ladders and mobile scaffolds | | X | Application Form |
| Manual handling training | | X | Application Form |
| Other Requirements | | | |
| Willingness to work unsocial shift patterns and to cover shifts at short notice in emergencies | X | | Interview |
| Flexible approach with an awareness of, and commitment to, customer care | X | | Interview |
| Willingness to undertake training deemed relevant to the post | X | | Application Form/ Interview |
| Understanding of the and commitment to equality, diversity and inclusion. | X | | Interview |
| Willingness to work responsively and flexibly to support in emergencies and shortages to provide cover and occasional additional hours if required | X | | Interview |
| An understanding of the importance of safeguarding (including the Prevent duty) and to creating a safe learning environment within the college | X | | Interview |