

JOB DESCRIPTION

Post:	Estates Supervisor
Responsible to:	Estates Manager
Department:	Estates and Capital Development
Pay Band:	4

JOB PURPOSE:

Reporting to the Estates Manager, you will lead our fantastic team Estates Operatives and Cleaners to ensure campus safety and security; the efficient maintenance and repair of College buildings, grounds and other assets so that they remain compliant with relevant legislation and regulations; and manage cleaning standards to ensure that premises are presented in an immaculate state at all times. You will also ensure an adequate spread/ distribution of the cleaning and caretaking labour resource and that adequate materials and equipment are maintained on the campus to achieve the desired standards of cleanliness, state of repair and security.

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

KEY DUTIES

GENERAL DUTIES:

- To manage repair, maintenance, security, and cleaning work on College premises;
- To manage the team responsible for the unlocking and locking of premises as required for College business, and to provide cover (including weekends and other out of hours opening) as required;
- To allocate work to and monitor the output of Cleaners and Estates Operatives and reorganise Estates rotas/ cleaning schedules as required to meet business needs;
- To oversee the maintenance of fire, CCTV and security systems, and management of legionella, asbestos and other related health and safety compliance procedures
- To take part in College key holder responsibilities including responding to out of hours call out situations/ emergencies;
- To contribute to the planning, development and monitoring of campus services and supervision, training and appraisal of Estates Operatives and Cleaners
- To arrange for regular security checks to be undertaken by the in-house team and advise on how security risks can be minimised;
- To be responsible for the conduct of contractors on College sites, ensuring that they obtain the necessary approvals (risk assessments, method statements, permits to work etc.) prior to commencing any works and that they comply with the College's rules for working on its sites, health and safety policy and relevant procedures;

- Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note;
- Monitor stock control of all cleaning and maintenance materials, tools and equipment and liaise with Estates Manager regarding timely (just-in-time) ordering of replacement;
- To ensure safe College roads and car parks including where necessary, ensuring that car parking bays, pedestrian routes including footpaths and pavements are clearly marked out and cleared of debris, including snow and ice in times of adverse weather;
- To monitor safe entrance and egress of sites; monitor the safe and legal use of College car parks and implement the Car Parking procedures as required;
- To liaise with offsite security companies to ensure security and compliance with health and safety, and insurance compliance as required;
- To act as a member of the duty team called to minor disturbances and issues involving unacceptable behaviour by students and members of the public, to make appropriate records, and to call relevant managers as appropriate;
- To deploy (and contribute to) the caretaking team according to their skill set, to undertake prompt minor maintenance, painting, decorating and repair work;
- To oversee the Estates Helpdesk and ensure that all tasks are completed to a high standard within the set service level agreements (SLAs) using inhouse resources and arrange for outside contractors to be brought in where appropriate;
- To carry out regular inspections to ensure that all rooms and open areas are clean, furnished and equipped according to College minimum standards guidelines and deploy the team to arrange / move furniture and equipment as required;
- To ensure a portorage service and any other relevant support is provided to College staff where required;
- To provide support or take responsibility as appropriate in emergency situations, including those relating to fire, flood, accident, and lift failure;
- Receive, check and sign for delivered goods and supplies and take them to the appropriate places for storage;
- To monitor stock levels of consumable items such as cleaning chemicals, toiletries, fuel, grit, toiletries, light, bulbs/ tubes and arrange to replenish supplies in accordance with current procedures;
- To ensure that all portable electrical appliances in the Estates department and common areas are PAT tested and kept in date and maintain appropriate records;
- To maintain appropriate records including intruder alarm logbook, fire alarm service logbook, repair orders, and heating system records book, carry out space utilisation surveys and meter readings for the College;
- To ensure that heating and cooling systems operate at optimum efficiency;
- To maintain a professional approach and clear and constructive communication with staff, students and visitors to the College as directed by the Estates Manager.

BUILDING AND GROUNDS MAINTENANCE

- To prepare specifications for planned and reactive maintenance jobs, gaining estimates/ quotations, recommending the award of contracts and the project management of such activities on site;

- To assess and directing work associated with Estates Helpdesk job requests, general repairs, routine and scheduled maintenance of the College sites and managing work within the established budgets;
- To establish constructive relationships and communication with, and liaise with outside contractors such as plumbers, electricians, builders and grounds maintenance regarding quotations, appointments for works etc.;
- To receive risk assessments and method statements, issue permits to work, manage and oversee the work of contractors working on site;
- To arrange visits, coordinate and sign off planned and reactive repair, service and maintenance work;
- To have a 'hands on' approach and assist with the planning and execution of hands on tasks;
- To recommend to the Estates Manager, short and long-term items for inclusion in the maintenance and capital refurbishment programs and advising on changing priorities for attention;
- To supervise maintenance contractors while they are working on College sites and undertake regular site inspections to ensure that they are observing safe working practices and performing to the specified standards;
- To identify building defects on an ongoing basis and record repairs and maintenance requirements;
- To commission the maintenance, safety and upkeep of specialist estates equipment and assist technicians in curriculum areas in arranging and providing access for inspections/ maintenance of their specialist equipment;
- To manage relevant campus estates records, information and data, and contribute to the production of analysis and reports by Estates Managers;
- To be responsible for timely and accurate preparation and safe and effective use of specialist equipment/ resources/ materials;
- To train staff in the operation of building energy management systems, fire and intruder alarm systems, including first responder fault finding and fixing,
- To ensure that mandatory compliance checks and inspections are carried out in a timely and effective manner and are recorded in the relevant logs;
- To follow safe working practices to conduct regular checks of roofs for pooling, debris, plant growth etc.

CLEANING

- Reporting to the Estates Manager, to provide support to the cleaning team and ensure that the highest cleaning standards are consistently delivered in accordance with the College's Cleaning Specification; and taking an active/hands on approach with the daily cleaning tasks;
- Support the Estates Manager with the training of staff on use of cleaning materials, chemicals and equipment and ensure they are used in accordance with College procedures;
- To support the Estates Manager in carrying out periodic cleaning audits and providing support to staff in completing all actions raised;
- Undertake any cleaning work required in various areas of the campus to a high standard, following the College cleaning specification, and work procedures;
- To organise and undertake on a pre-planned basis the stripping, resealing and polishing of floors, washing of walls and cleaning of furniture during the College holiday periods;
- To collect and manage the elimination of litter and appropriate treatment of refuse in accordance with the College's policy on waste management

- Be willing to work flexible hours and duties to accommodate business needs and staff absences;
- Use various types of cleaning machines, including floor and window cleaning equipment and be competent in training others;
- 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 equipment to the Estates Manager and urgently retest any equipment with expired PAT testing dates.

MANAGEMENT RESPONSIBILITIES

- To be responsible for the welfare and performance management of staff, including induction, mentoring, return to work meetings, regular reviews/ one to one meetings and assisting with appraisals/ PDPs, monitoring and logging sickness;
- Under the guidance from the Estates Manager, to be responsible for the creation and updating of weekly rotas, daily allocation of work in response to business demands and cover for staff absences;
- To monitor time keeping and escalate any issues to the Estates Manager;
- To ensure that staff adhere to safe working practices and observe current health and safety legislation and College policies and procedures;
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To play a key supporting role in recruiting Estates Operatives and Cleaners and in managing associated employment procedures;
- To be responsible for creation and maintenance of a purposeful, orderly and productive working environment for Estates Operatives and Cleaners.

SECURITY

- To respond and assist in emergency situations, including fire and intruder alarm activation;
- To be responsible for opening up and locking down of buildings;
- To take responsibility of the campus security.

PERSONAL DEVELOPMENT:

- To actively participate in a monthly and annual performance review;
- To attend training as required.

HEALTH AND SAFETY:

- To take personal responsibility for the health and safety of themselves, their team, and other persons who may be affected by their actions at work;
- Ensure compliance by self and others with all College health and safety policies and procedures;
- To raise any health and safety concern with Line Manager.

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

- Participating in a programme of personal development and training as required
- 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 using the College.
- Adopting high standards of customer service.
- Staff must abide by 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 and is not definitive or restrictive in any way.

PERSON SPECIFICATION

	CRITERIA	HOW ASSESSED
	Essential	
1	Be educated to Level 2 in literacy, numeracy and I.T.	Application form, test
2	Demonstrate high standards of cleaning/Maintenance	Application form, interview
3	Have knowledge of the safe use of cleaning products and cleaning machines/building tools	Application form, interview
4	Demonstrate good communication and interpersonal skills	Application form, interview
5	Able to work without supervision and also as part of a team	Application form, interview
6	Be flexible, hardworking, enthusiastic, honest and reliable	Application form, interview
7	Understand Health and Safety and COSHH legislation.	Application form, interview, certificates
8	Have experience of working with the general public	Application form, interview
	Desirable	
9	Experience in Team Leading	Application form, interview
10	Ability to travel between sites	Application form, interview
11	Competent in dealing with Estates helpdesk software and process calls within agreed SLAs or willingness to undertake training	Application form, interview

CONDITIONS OF SERVICE

Salary	£20,942 - £21,720 per annum, pro rata
Working hours	Varied hours, 52 weeks
Holidays	24 days rising to a maximum of 29 days, plus public holidays
Payment	Monthly payments through the bank credit scheme.
DBS	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Medical	A medical questionnaire must be completed, and the appointment will be subject to medical clearance.
Smoking	Abingdon and Witney College has a non-smoking policy
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 and 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.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

✓✓ **Abingdon and Witney College is committed to good practice in employing disabled people. 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 disabled employees 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.