**STANMORE COLLEGE**

**ESTATES OFFICER**

**(Various shifts including evenings and weekends)**

(Permanent, 36 hours per week, all year)

Stanmore College is a further education college in the London Borough of Harrow with an Ofsted rating of ‘Good’. It delivers education and training programmes to young people and adults.

We are looking for a committed and enthusiastic Estates Officer to complete site maintenance tasks to a high standard, pre-planned maintenance, site and health & safety checks and to assist with general site maintenance duties.

Shifts required:

Monday / Thursday / Friday 1100 - 1830

Tuesday and Wednesday 1400 - 2130

Saturday (typically 1 in 4) 0830 - 1630

In addition, the Estates Team provide front line security to ensure student conduct in line with the College rules.

Application form and further details of the post available from the Stanmore College website: [www.stanmore.ac.uk](http://www.stanmore.ac.uk) or by telephone on 020 8420 7739.

Salary : Band F, points 17 – 20, £23,910 - £25,944 per annum

Closing date for application is Thursday, 1st July 2021

Interviews will be held on Wednesday, 14th July 2021

**STANMORE COLLEGE**

**POST: ESTATES OFFICER**

 (Permanent, 36 hours per week, all year)

Shifts:

Monday / Thursday / Friday 1100 - 1830

Tuesday and Wednesday 1400 - 2130

Saturday (typically 1 in 4) 0830 - 1630

**REPORTING TO: Estates Supervisor and Head of Estates**

**Purpose of the Job**

To complete site maintenance tasks to a high standard, preventative, planned and mandatory maintenance, site and health & safety checks and to assist with general site maintenance duties.

To encourage and ensure on-site security and appropriate student conduct in line with the College rules.

**Main Activities**

1. Responding to reactive, planned and preventative maintenance requests.
2. Complete a wide-range of general maintenance tasks such as blocked drains, decorating, plumbing, carpentry, gardening, cleaning etc. as required.
3. Respond to tickets created on the College HelpDeck in line with Estate Team KPI’s
4. Assisting and working with Contractors on planned and preventive maintenance jobs.
5. Update planned and preventative electronic maintenance records.
6. Move furniture, deliveries and supplies around the College including the set-up and dismantling of classrooms and exam rooms.
7. Monitoring student activity and conduct on the College site, intervening where necessary, to ensure that behaviour complies with the Code of Behaviour.
8. Form part of the College security rota to ensure the safety and security of students, staff and the premises are maintained at all times.

1. Assist with health & safety or student related incidents which may include checking the College such as CCTV system or the Intranet.
2. Patrolling the site, focussing on main areas of student activity and taking action if required.
3. Clearing and securing all College buildings, Estates key holder.
4. Ensure mandatory Health & Safety guidelines, inspections and reports are completed in line with College policy and procedures.
5. Ensure the College site is clean and tidy at all times, including bin emptying and litter collection.
6. Assist the Head of Estates, Estates Team Leader and College staff as required.

Taking responsibility for health and safety, safeguarding, equality & diversity,

sustainability and data protection within the scope of the post.

The postholder can be required to carry out any other duties consistent with the grade of post, at any site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

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**STANMORE COLLEGE PERSON SPECIFICATION**

**JOB TITLE: ESTATES OFFICER**

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| --- | --- |
| **Criteria** | **Possible source of evidence** |
| **QUALIFICATIONS:** |  |
| Level 2 qualification | Application form/certification |
| SIA Door Supervisor’s or willingness to obtain  | Application form/ certification |
| First Aid Certificate or willingness to obtain | Application form/ certification |
|  |  |
| **EXPERIENCE OF:** |  |
| Recent experience of security work, preferably involving young people | Application form/ supporting statement |
| Carrying out various maintenance tasks  | Application form/ supporting statement |
| **KNOWLEDGE OF:** |  |
| Sound equal opportunities practice and how to apply it in the relevant area of work | Supporting statement/ interview |
| Security routines | Supporting statement/ interview |
| Basic health and safety principles | Supporting statement/ interview |
| Site maintenance  | Supporting statement/ interview |
| **SKILLS:** |  |
| Communication skills, both verbal and written | Application form/ supporting statement/ interview |
| Good observational skills | Supporting statement |
| General maintenance skills | Supporting statement/ interview |
| Knowledge of general office based IT packages including Excel and Word | Supporting statement/ interview |
| **ABILITY TO:** |  |
| Work on own initiative and without direct supervision | Supporting statement/ interview |
| Understand and carry out instructions | Supporting statement/ selection task/ interview |
| Work independently and as a member of a team | Supporting statement/ interview |
| Respond to the needs of others in an efficient and friendly manner | Supporting statement/ selection task/ interview |
| Act calmly and rationally in situations | Supporting statement/ interview |
| **PERSONAL QUALITIES** |  |
| Flexibility and adaptability | Interview |
| Reliability | Interview |
| Good Physical Health/resilience | Interview/medical assessment |
| Commitment to continuous personal development | Application form/ supporting statement/ interview |
| Willingness to travel to other sites | Supporting statement/interview |