

**Job Title:** Estates Apprentice - Site Supervisor Team  
**Responsible to:** Deputy Head of Estates

### **Purpose of the role**

To support with the effective portorage and minor maintenance services as directed by the Deputy Head of Estates across all College sites.

To work as part of the Estates Team and wider College community to support our students.

### **Key Responsibilities**

1. To support the Site Supervisor Team in undertaking building portorage duties and maintenance services.
2. To ensure that when providing services to College departments, that excellent customer care and service delivery is paramount at all times.
3. To have a flexible approach to duties and be prepared to work flexibly.
4. Assist with setting up, removing and relocating furniture and equipment.
5. Assist with receiving and distributing incoming goods.
6. Support with site safety and housekeeping inspection checks.
7. Support with the College postal service.
8. Travel and work at any of the College sites as and when required.
9. Support the Site Supervisors to lock and unlock sites/ buildings.
10. Support Site Supervisors to undertake minor maintenance duties associated with the College estate.
11. Administer the booking-in procedure for contractors and College visitors as required.
12. Support Site Supervisors to access and monitor the Colleges security systems i.e. CCTV, intruder, fire alarms etc.
13. Access and support the operation of the College computer based 'Help Desk' system to effectively administer routine and responsive Estates tasks.
14. Work as part of a team, provide security duties undertaking regular patrols around the College estate and be actively involved in security of the premises.
15. To undertake any other duties as may reasonably be required commensurate with the post.

## **Requirements of the Role**

### **Qualifications & Knowledge**

- Be willing to gain a First Aid qualification
- IT literacy
- Excellent customer service skills

### **Competencies**

- An understanding of effective customer care services
- Literacy and numeracy skills to be able to undertake administrative tasks such as record keeping, inspection and maintenance records, postal services and distribution
- Have a working knowledge of windows based software e.g. Outlook, Word and Excel

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonable be required and from any building, location or premises of Wigan & Leigh College conducts its business.

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated and that it relates to the job to be performed.