

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