

**Estates Technician (College Caretaker)**

**Job Description**

**Main Purpose of Job**

To be proactive in providing a welcoming, safe and secure environment for all staff, students and visitors.

**Main Duties and Responsibilities**

* To ensure all safety systems and procedures are adhered to.
* To ensure sites are secure including unlocking and locking areas as required.
  + To manually control the site entry gates, checking passes and implementing visitor/contractor signing in procedures as required.
* To assist with parking procedures.
* To move general items, including furniture, as required.
* To accept and move mail, packages and equipment within and between buildings.
  + To ensure compliance with fire, lift and other emergency procedures including the release of lift breakdown occupants.
* To undertake first aid duties as required.
  + To participate in call outs to alarms/emergencies and provide assistance with boarding up.
* To undertake planned preventative maintenance duties and reactive repairs.
  + To carry out inspections of buildings and equipment and report defects/ faults to line manager.
* To assist external contractors as required.
* To assist in the arrangement of functions/events as required.
  + To complete all relevant reporting and defects documentation, job sheets and service forms.
* To drive the college vehicles as required.
  + To remove litter and discarded items from within and outside the buildings and clean areas as directed by line manager.
* To promote and safeguard the welfare of all students.
* To promote equality and diversity through the role.
* To undertake staff development and attend staff meetings as required and requested.
  + To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



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**Person Specification**

**Qualifications**

* Good general level of education
* Evidence of continuing professional development
* Trade qualification would be an advantage

**Knowledge/Experience**

* Experience of effective team working and promoting effective relationships between

staff, students and the community

* General understanding of Health and Safety
* Commitment to Equality and Diversity
* Commitment to Safeguarding of learners
* Experience of working within an Estates or Security background would be an

advantage

**Skills/Attributes**

* Strong inter-personal skills
* Practical skills in relation to routine maintenance tasks
* Customer focused
* Reliable
* Effective communicator
* Flexible approach
* Logical approach to problem solving
* Trustworthiness

**Additional Requirements**

* Willingness to work flexible hours – participation may be required outside normal

working hour such as evenings, weekends and holidays.

**Post Information**

* Reports to Head of Finance & Estates through the Estates Operations Team Leader
* The post holder will undertake all duties and responsibilities in compliance with

regulatory, legislative and college procedural requirements.

* Salary Range: £25,347 - £26,814
* Full Time, Permanent (37 hours per week – Shift Work)
* 30 days paid annual leave per year, rising by one day per years’ service up to a

maximum of 35 days, plus 8 bank holidays