



Job Description

Job Title	Estates Assistant 2
Department	Estates
Reporting to:	Site Estates Co-ordinator / Estates Assistant 1 / Head of Estates
Main Purpose of the role	
This role will be responsible for the preparation, presentation and maintenance of the campus facilities to help in delivering a safe, purposeful and outstanding learning and working environment for staff, learners and visitors. You may be required to work at any of the other college sites by agreement during emergencies.	
Key Tasks / responsibilities:	
All tasks to be carried out in a Total Quality manner, consistent with the Corporations culture. Duties will include but are not limited to: • Authorised key holder to premises; • Room preparation including equipment / furniture movement; • Basic maintenance tasks such as painting, , shelves, notice boards, locks, PPM inspections etc.; • Opening / Securing the building and carrying out internal and external security checks; • Cleaning of both internal and external areas; • Distribution and collection of parcels, equipment, rubbish etc.; • Driving company vehicles; • Providing a swift and courteous response to customer needs; • Seasonal works i.e. Ice and snow clearance, grass cutting, leaf blowing etc.; • Monitoring essential stock items; • Providing advice guidance and information to staff, learners, visitors and external users of the facilities; All college staff play an active role in the awareness of Safeguarding of learners and visitors, and training is provided with approaches to report to trained colleagues;	
Role Dimensions	
• The hours of attendance will generally between 0530 – 2300 hrs. This will include early mornings, late evenings with a varying shift pattern to suit the needs of the business. The working week runs from Sunday to Saturday with a requirement to work weekends and Bank	

• Holidays. Rest days will be provided to ensure at least two days per week are unscheduled working days. The hours of attendance will be aggregated to 37 per week. • As a key holder you should live within a reasonable distance of the primary site as unsociable hours of attendance will be required at times. • At times you will be the key representative of the College and will be required to deal with unexpected issues to a satisfactory conclusion. In the event of serious concerns, you will have access to senior staff who may be off-site. • You may be required to work at any of the college sites. • You should have the ability to reliably commute to your place of work.
Key Interfaces
• SGS staff / managers / Site Estates Co-ordinator • Contractors • Learners and visitors • Emergency services • Police
Supporting College Goals and Values – all roles
• In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values. This means: • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety.
Measurable Performance Standards for this role
• Campus facilities are kept clean and tidy. • Minor maintenance requests are completed swiftly. • Customer complaints are dealt with effectively and efficiently. • Staff are motivated and knowledgeable.
Level of Disclosure and Barring (DBS) disclosure required
Enhanced with Children's Barred List Check

Author and Date					
Nigel Hornsby – 5 th September 2023					
Job Evaluation (<i>for HR Completion</i>)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.



Person Specification

Estates Assistant 2

Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
Strong communication skills	✓		Application / interview
Experience in building or related discipline		✓	Application / interview
Full UK Driving Licence		✓	Application / interview
Experience and knowledge			
Experience in supporting internal and external repairs e.g. carpentry, painting/decorating and plastering		✓	Application / interview
Experience in the practical implementation of Health & Safety		✓	Application / interview
Experience of transport, asset or room booking		✓	Application / interview
Skills and abilities			
Basic IT skills	✓		Application / interview

Communicates clearly	✓		Application / interview
Priority setting	✓		Application / interview
Criteria	Essential	Desirable	Assessed by
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form / interview
Influencing skills: The ability to persuade others.	✓		Application form / interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form / interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form / interview
Circumstances of role			
Ability to operate across all college sites as and when required.	✓		Application form / interview
Ability to work outside of normal hours when required, including weekends.	✓		Application form / interview