

## JOB DESCRIPTION

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| <b>JOB TITLE</b>                                                                                                                                                                                                                             | Estates Officer                                                                                                                                                                                                                                                                                                                    |
| <b>DEPARTMENT</b>                                                                                                                                                                                                                            | Estates                                                                                                                                                                                                                                                                                                                            |
| <b>REPORTING TO</b>                                                                                                                                                                                                                          | Deputy Site Manager                                                                                                                                                                                                                                                                                                                |
| <b>SUPERVISORY RESPONSIBILITIES</b>                                                                                                                                                                                                          | None                                                                                                                                                                                                                                                                                                                               |
| <b>SUMMARY OF JOB ROLE</b><br>To provide efficient and effective operational support to the school ensuring that the security, maintenance and general appearance of the buildings are maintained in accordance with the required standards. |                                                                                                                                                                                                                                                                                                                                    |
| <b>MAIN DUTIES</b>                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                    |
| 1.                                                                                                                                                                                                                                           | Keep the Deputy Site Manager, or in their absence the Site Manager, informed about any areas of concerns to ensure appropriate action can be taken.                                                                                                                                                                                |
| <b><u>Security</u></b>                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                    |
| 2.                                                                                                                                                                                                                                           | Lock /unlock school buildings and areas when required, ensuring site is accessible and secured correctly, following appropriate procedures.                                                                                                                                                                                        |
| 3.                                                                                                                                                                                                                                           | Be a registered key holder and, as part of a team, provide a constant cover of security alarms, respond to call-out during the night and weekends and provide an emergency access to the school site when required (24/7 over a week whilst on call-out rota). Ensure that the security alarm occurrence log system is maintained, |
| 4.                                                                                                                                                                                                                                           | Undertake regular security checks on intruder alarm systems to identify security issues, and to liaise with staff, police and contractors when necessary.                                                                                                                                                                          |
| 5.                                                                                                                                                                                                                                           | Operate and respond to alarm systems where appropriate to ensure safety and well-being of staff, pupils and visitors etc                                                                                                                                                                                                           |
| <b><u>Proactive and Reactive Maintenance Duties</u></b>                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                    |
| 6.                                                                                                                                                                                                                                           | Undertake general simple repairs and maintenance work within the competence of the role, such as changing light bulbs, working at height, unblocking drains, fixing door furniture, use of common power tools, simple plumbing and heating issues.                                                                                 |
| 7.                                                                                                                                                                                                                                           | Undertake routine painting and redecoration programmes, as required.                                                                                                                                                                                                                                                               |
| 8.                                                                                                                                                                                                                                           | Undertake routine improvement works, e.g. putting up notice boards, shelving, assembling furniture etc.                                                                                                                                                                                                                            |

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| 9.                                     | Identify hazards/ defects/ repairs around the site and facilities, report via the reporting procedure, and make safe as required.                                                                                                                                                                                                                                                                                                                               |
| 10.                                    | Work at height – including the use of ladders and scaffolding to maintain and repair premises.                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>Heating, Lighting, Water</u></b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 11.                                    | Assist with the operation and maintenance of heating, lighting and security systems to ensure systems are effective and efficient and appropriate to needs.                                                                                                                                                                                                                                                                                                     |
| 12.                                    | Be able to operate heating equipment and have a basic understanding of its operation.                                                                                                                                                                                                                                                                                                                                                                           |
| 13.                                    | Be able to identify and report problems with lighting, internal and external.                                                                                                                                                                                                                                                                                                                                                                                   |
| 14.                                    | Be aware of the location of all gas, water and electrical meters and their associated isolation points.                                                                                                                                                                                                                                                                                                                                                         |
| 15.                                    | Be able to read meters as necessary and maintain approved records including any concerned with energy conservation matters.                                                                                                                                                                                                                                                                                                                                     |
| <b><u>General Duties</u></b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 16.                                    | General portage including delivering parcels of all shapes and weights around school, ensuring that all documentation is passed on to appropriate member of staff to ensure efficient running of operation.                                                                                                                                                                                                                                                     |
| 17.                                    | Collect and assemble for recycling all waste and broken furniture for removal to ensure standards of health and hygiene are maintained.                                                                                                                                                                                                                                                                                                                         |
| 18.                                    | Prepare rooms for school/community, as per the booking system, for use of building when required, ensuring specified requirements are met including setting out and removing furniture, exam tables and chairs in readiness for events, examinations and meetings.                                                                                                                                                                                              |
| 19.                                    | Undertake the required maintenance checks of College vehicles, completing any associated vehicle logs. Clean and refuel vehicles as required. Assist in ensuring that any minibus requirements are met and maintained to provide an efficient service to departments. Undertake driving duties as per driving licence entitlement. Assist the Finance Department in any banking services requested, arranging transport and driver to meet weekly requirements. |
| 20.                                    | Assist Senior School Reception with posting of letters and parcels.                                                                                                                                                                                                                                                                                                                                                                                             |
| 21.                                    | Work with Senior School Reception and other departments to ensure any requested stationery needs are met.                                                                                                                                                                                                                                                                                                                                                       |
| 22.                                    | Assist in the daily management of Lost Property throughout the College, ensuring articles are recorded, stored and returned to owners whenever possible. Maintain an inventory of items                                                                                                                                                                                                                                                                         |

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| <b>23.</b> | Carry out authorised procedures in the event of fire, flood, breaking and entering, accident or major damage, recording as required.                                                                                                                                                |
| <b>24.</b> | Undertake any other reasonable tasks as requested by the Deputy Site Manager or Site Manager that are commensurate with the seniority of the role.                                                                                                                                  |
| <b>25.</b> | <p><b>Understand the importance of safeguarding in education</b></p> <p>In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead.</p> |
| <b>26.</b> | Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.                                                                                                                                                             |

## PERSON SPECIFICATION

Please note, these are the criteria which will be considered as part of the selection process.

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| <b>EDUCATION AND QUALIFICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• In possession of a full, clean, driving licence. (Desirable: D1 category or higher)</li><li>• Emergency First Aid at Work certification.</li><li>• GCSE English pass or equivalent, and basic numerical skills.</li><li>• Attend any training courses relevant to the post, ensuring continual personal and professional development.</li></ul>                                                                                                                                                                                          |
| <b>EXPERIENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"><li>• Previous experience in a similar post, such as handyperson experience of caretaking/maintenance work</li><li>• Experience of adherence to policies and procedures, including production of H&amp;S documentation.</li><li>• Working with a team, and developing good working relationships</li></ul>                                                                                                                                                                                                                                     |
| <b>KNOWLEDGE AND UNDERSTANDING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• Awareness of Health and Safety regulations and safe practice</li><li>• Able to keep and maintain accurate records where required, essential for H&amp;S, COSHH and College safety requirements.</li><li>• Use of computers and Microsoft packages</li></ul>                                                                                                                                                                                                                                                                              |
| <b>SKILLS AND ATTRIBUTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>• Ability to work at height with relevant training</li><li>• Ability to undertake the many varied and physically demanding duties associated with the post.</li><li>• Ability to undertake tasks as directed by the manager</li><li>• Ability to present oneself as a role model to pupils in speech, behaviour and attitude.</li><li>• To be willing to support the site team where necessary through flexibility of working patterns and changes to routine</li><li>• Reliability and willing to take on a wide range of tasks</li></ul> |

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| <b>PREPARED BY</b> | Site Manager |
| <b>DATE</b>        | July 2025    |

*It is the shared responsibility of the job holder and their Line Manager to ensure that job descriptions are kept up to date.*

Job holder's signature: \_\_\_\_\_

Date: \_\_\_\_\_