

**Job Title:** Estates Maintenance Worker

**Reports to:** Estates Manager

**Job Purpose:**

To assist the Estates Manager and Deputy Manager in the care, security and upkeep of the College buildings and site

**Duties will include:**

Aspects of maintenance/security of the College buildings and facilities at the Owens Road site. On occasions this will include work at the Weeke site.

1. General internal and external minor maintenance and repairs to building (including AHED Centre, when required) and surrounds which will depend on the skills of the individual but may include:
  - Building and carpentry maintenance
  - Heating
  - Electrical
  - Plumbing and drains
  - Decorating
  - Rainware
  - Glazing
  - Pathways and roads
  - Furniture
  - Doors and windows
  - Tools and machinery
2. Complying with the requirements of the Health and Safety at Work Regulations. To take reasonable care for Health/Safety of him/herself, and for others affected by his/her work and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
3. Prioritising the safeguarding of all students and participating in training on health & safety and safeguarding matters.
4. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
5. Any other duties as reasonably required by the Principal.

John Taylor  
Estates Manager

January 2019

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**Essential:**

1. Maintenance skills to include some of the following: building construction, heating, plumbing and electrical systems.
2. Decorating skills for small scale work.
3. Ability to use a range of manual and power tools.
4. Knowledge of and commitment to health & safety.
5. Willingness to work with minimum supervision.
6. Committed to the safeguarding of children and vulnerable adults.
7. Committed to the principles of equality and diversity.

**Desirable:**

1. Building maintenance related qualifications.

**Terms and Conditions:**

The successful candidate will only be required to carry out duties for which they have the appropriate level of skill and qualification. Therefore, the duties, hours of work and rate of pay will be determined by the individual's particular strengths.

This is casual work which will mainly be undertaken out of College hours i.e. evenings, weekends and College holidays. You will be free to accept or decline work offered to you although, once you have accepted it, you will be expected to honour that commitment.

You will have the opportunity to join Local Government Pension Scheme which includes contributions from the employer in addition to your salary.