

Job Description Estates and Maintenance Officer – Kickstart Scheme

Line Manager:	Head of Estates and Facilities
Contacts:	College Staff, Students, Suppliers, Contractors, General Public, College Stakeholders, Government Agencies
Job Purpose:	The post holder will work with the Estates & Facilities Manager who takes the lead on day to day activities. You will be working as part of the Estates Team responsible for undertaking a wider range of duties connected with the security, maintenance, grounds work and operation of the College's buildings and sites
Hours:	25 hours per week. Fixed Term Occasional extra hours and weekend work may be required, for which time off in lieu is given. Staff are expected to support College events outside of core business hours.
Salary:	£8.91 per hour
Annual Leave:	The leave year runs from 1 August to 31 July 20 days and 8 bank holidays (5 days annual leave must be used for College Closure Days where applicable)
Pension:	NEST pension scheme
Staff Benefits:	https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1

Duties and Responsibilities:

- The role will involve carrying out minor internal and external repairs/renovations including desks, tables, chairs etc.and minor internal decorations.
- You will replace lamps and fuses as required.
- You will regularly inspect plumbing and report/repair defects as appropriate, reporting defects which require specialist repair.
- You will carry out planned programme of statutory compliance checks in accordance with instructions eg. Legionella control
- You will check and adjust the heating system in liaison with the Estates & Facilities Manager.
- You will use all relevant tools and equipment within safety guidelines as necessary for the completion of works. You should have a working knowledge of how to safely use relevant hand and power tools and workshop equipment.
- You must be willing to move between sites for cover when necessary.

All staff are required to:

- To undertake training and staff development as needed and as determined by the college management.
- Undertake Health and Safety training and ensure compliance
- Undertake training and operate cleaning equipment as appropriate
- To participate in the company's staff appraisal system
- To take responsibility for promoting and safeguarding the welfare of children and young people