**Job Description**

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| **Post:** | **Estates Assistant** |
| **Salary/Grade:** | **Grade 4 SCP 4-5 £22,736 - £23,162** |
| **Working Hours:** | **36 hours per week, full time, full year** |
| **Responsible to:** | **Estates Manager** |

**Main purpose of the post:**

* Based at Ashton Sixth Form College. To assist with the opening and closing of the College, and to contribute to maintenance, security, porterage and cleaning, as well as the regular emptying of external bins around the site. The post is 9:00am to 5:00pm, Monday to Friday, but flexibility is required to cover Estates staff sickness and holidays throughout the year, which may involve working an early shift or a late shift.

**Main Duties:**

1. **Operational/Strategic Planning**
   1. Contribute to setting and meeting standards in the subject area’s annual self-assessment report and action plan in line with the College’s planning and quality assurance procedures.
2. **Maintenance**
   1. To assist the Estates Manager with routine and everyday maintenance tasks, adopting a proactive approach to identifying and addressing issues around the site. Duties include, but are not limited to: replacing broken windows; general painting and decorating; unblocking sinks, toilets, grids and drains; fitting notice boards, whiteboards, shelves and coat hooks; changing light bulbs; carrying out door and window maintenance; repairing fixtures such as window catches; and mounting or hanging displays. Responsibilities required for the day to day appearance of the site as directed by the Estates Manager
3. **Cleaning**
   1. To be available to support/assist staff and students that have a disability, should this be required.
   2. To assist the Estates Manager:

* in removing snow from main entrances and to treat paths and steps with salt during periods of ice and snow
* in collecting litter from collection points and removing to bin areas
* to report blocked drains and gullies
* in ensuring that general surrounds of the buildings are tidy and litter free;
  1. To assist cleaning staff in the provision of cleaning cover during periods of staff shortage.
  2. To undertake the cleaning of special areas (if required).

1. **Locking Up and Unlocking of Buildings & General Security of Premises**
   1. Work To assist in the opening of the buildings and switching off alarms, when required.
   2. To ensure that the premises are vacated before securing.
   3. To ensure that the buildings are secured, including windows, outbuildings and gates, and alarms (burglar and fire) are set and working before leaving the site.
   4. To attend the site outside of normal working hours in the event of an emergency call-out and to take appropriate action in the event of a call-out.
   5. To organize the boarding up of windows for security purposes.
2. **Staffing**
   1. To cover for absent site staff, and to work weekends when required.
   2. Work collaboratively as part of a team to share good practice.
   3. Work flexibly providing cover for absent colleagues when required.
   4. Participate in continual professional development and coaching and mentoring to enhance and share good practice.
3. **Students**

**Safeguarding**

* 1. Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy/procedures and Prevent Strategy.

**Discipline**

* 1. Take responsibility for promoting good standards of behaviour and conduct in students by implementing and monitoring/reporting breaches of the Student Conduct and Discipline policy.

**Learner Involvement**

* 1. Contribute to the development and implementation of the Student Involvement Strategy in order to improve the quality of provision and to respond appropriately to student needs.

1. **Quality Assurance** 
   1. Contribute to the Self-Assessment Report and Quality Improvement Plan within the department.
   2. Participate in the Trust’s Performance Management Review system and have an annual review meeting with your line manager.
   3. Keep a professional development file to record personal training and development.
2. **Equality and Diversity**
   1. Create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity.
3. **Communications**
   1. Attend Trust events, briefings and meetings as part of the Trust’s schedule.
   2. Use the Trust’s systems, policies and procedures to communicate issues as necessary.
4. **Marketing and Liaison**
   1. Contribute to the marketing and promotion activities of the Trust sites and the department.
5. **Other**

**Health, Safety and Security**

* 1. To undertake the duties of a first aider.
  2. To assist in maintaining a clean, tidy and safe working environment.
  3. To undertake gate duty on a daily basis as directed by the Head of Estates and Compliance / Estates Manager.
  4. To help check, as far as is reasonably practicable, the identity of persons entering the building.
  5. To be responsible for the contents of the building, as far as is reasonably practicable.

**Heating and Lighting**

* 1. To ensure the provision of heating and lighting as necessary and setting of controls as appropriate.
  2. To ensure as far as possible that heating and lighting are not provided unnecessarily.
  3. To assist in the checking of lights, together with replacing bulbs, tubes and starter switches to a safe height where necessary.

**Day-to-Day Operations and Organisation**

* 1. To set out furniture for Trust events and re-arrange after events.
  2. To help prepare for examinations, setting up exam desks, and setting out chairs.
  3. To assist at Trust events if they occur outside normal working hours, e.g. open evenings and consultation evenings and Weekends for Open Days
  4. To help in the receipt of deliveries of goods to the Trust sites and their transfer to the relevant area.
  5. To help to deliver items to, and collect items from, various suppliers and organizations.
  6. Light porterage duties.
  7. To help ensure the minibus is cleaned and maintained in the absence of the Estates Assistant in charge of the minibus, as directed by the Head of Estates and Compliance / Estates Manager.
  8. Contribute to the Trust mission and ethos and support the aims and objectives of the Trust.
  9. Follow and comply with Trust policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health and Safety.
  10. Undertake any other duties of an equal nature as assigned by the Centre Principal, Head of School, Chief Operating Officer or their designated alternates.