



## Job Description

<b>Job Title</b>	Estates Site Lead
<b>Department</b>	Estates Department
<b>Reporting to:</b>	<b>Director of Estates</b>
<b>Post reference:</b>	
<b>Main Purpose of the role</b>	
<p>This role will be responsible for site coordination in relation to 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. Whilst based at Queens Road Campus, you may be required to work at any of the other college sites.</p>	
<b>Key Tasks / responsibilities:</b>	
<p>Duties will include but are not limited to</p> <ul style="list-style-type: none"> <li>• Authorised key holder to premises.</li> <li>• Detailing of staff resources covering shifts, annual leave, absence, and any additional requests.</li> <li>• To manage the Estates Helpdesk ensuring all maintenance requests are allocated accordingly and dealt with in an expected period; identify and action immediately any Health and Safety issues; to follow up any problems that arise and liaise back to the originator with queries, problems and amended timeframes.</li> <li>• Providing a swift and courteous response to customer needs.</li> <li>• Basic maintenance tasks such as painting, lamp replacement, plumbing, shelves, notice boards, locks, PPM inspections etc</li> <li>• Record keeping</li> <li>• Managing the completion of minor maintenance tasks assigned.</li> <li>• Organising the cleaning of both internal and external areas.</li> <li>• Organising distribution and collection of parcels, equipment, rubbish etc</li> <li>• Contractor supervision and management.</li> <li>• Ensure the health and safety of staff, visitors and learners is maintained.</li> <li>• Organising seasonal works i.e., Ice and snow clearance, grass cutting etc</li> <li>• First point of contact for security incidents.</li> <li>• Providing advice guidance and information to staff, learners, visitors, and external users of the facilities.</li> <li>• To play an active role in Safeguarding of learners and visitors.</li> <li>• Carrying out first line reports, absence returns and investigations.</li> </ul>	

The hours of attendance will be between 0545 – 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. 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 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.

#### **Role Dimensions**

- Up to 4 direct reports (includes the cleaning team).

#### **Key Interfaces**

- Director of Estates / Estates Administrative Co-ordinator/Building Services Manager/Site Estates Coordinator (Filton)
- SGS Queens Road staff /managers/RWA staff
- Contractors and suppliers
- Learners and visitors
- External stakeholders.
- Emergency services

#### **Supporting College Goals and Values – all roles**

In addition to the requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals 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.

<ul style="list-style-type: none"> <li>• Sharing and prioritising the effective implementation of the College’s Equality and Diversity Policy.</li> <li>• Promoting and implementing best practice in Health and Safety.</li> <li>• Responsible for generating Commercial income and assisting the commercial team CET (Customer Experience Teams) WISE and the Campus Manager achieve targets.</li> </ul>					
<b>Measurable Performance Standards for this role</b>					
<ul style="list-style-type: none"> <li>• Campus facilities are kept clean and tidy.</li> <li>• Minor maintenance requests are completed within 48 hours.</li> <li>• Records are maintained and available for inspection.</li> <li>• Customer complaints are dealt with effectively and efficiently.</li> <li>• Staff are motivated and knowledgeable.</li> </ul>					
<b>Level of Disclosure and Barring (DBS) disclosure required</b>					
Enhanced					
<b>Author and Date</b>					
Nigel Hornsby, 16.12.2022					
<b>Job Evaluation (for HR Completion)</b>					
<b>Score</b>		<b>Profile</b>		<b>Level</b>	

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

### Site Estates Co-ordinator



Criteria	Essential	Desirable	Assessed by
<b>Qualifications and attainments</b>			
Key skills level 2 in both English and maths	✓		Test
IOSH managing safely or similar		✓	Application / interview
Technical qualification in building or related discipline	✓		Application / interview
<b>Experience and knowledge</b>			
At least 2 years' experience in supporting building services soft / hard	✓		Application / interview
At least 3 years' experience in practical implementation of Health & Safety for self and staff.		✓	
Experience within or knowledge of the further education sector or similar organisation		✓	Application / interview
Previous experiences of managing staff and contractors		✓	Application / interview
<b>Skills and abilities</b>			
IT Literate	✓		Application / interview
Communicates clearly	✓		
Priority setting	✓		
<b>Essential College attributes</b>			

Criteria	Essential	Desirable	Assessed by
<b>Initiative:</b> 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
<b>Influencing skills:</b> The ability to persuade others.	✓		Application form/ interview
<b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
<b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
<b>Circumstances of role</b>			
<p>Ability to operate across all college sites as and when required.</p> <p>Ability to work outside of normal hours when required, including weekends.</p>	✓		Application form/ interview