**Estates Officers (Early Shift)**

**Full Time, Permanent**

**£23,189 to £24,421 p.a**

At Nescot we are seeking for an Estates Officer to join our Estates team in Epsom, Surrey.

Work Patterns:

**Late Shift***:*

*Monday to Thursday 14.00-22.30. Friday 14.00 – 21.00*

*Saturdays 6.30 -17.30 (on a rota basis)*

**What we’re looking for:**

* Enthusiastic individual with DIY skills
* Good communication skills with an adaptable approach

**Duties:**

* Ensure our vibrant and developing campus is safe and welcome
* Locking and unlocking the college
* Setting up rooms for classes and events, moving furniture and delivering goods
* Undertaking minor repairs and general maintenance

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks
* Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Interviews will be held as and when candidates apply**

***Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).***

**Job Description**

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| **Position Details:** | |
| **Title:** | Estates Officer |
| **Department:** | ESTATES |
| **Fraction:** | 1FTE |
| **Status:** | Permanent |
| **Grade:** | NEL Grade 3 |
| **Child/Vulnerable Adult Contact:** | YES |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Estates Team leader (Early) |

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| **Job Purpose:** |
| To work as part of the Estates Team in providing a safe, pleasant and compliant environment for students, staff and visitors.   * Ensure the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards. * To provide an effective caretaking, minor works, maintenance and repair service. * Ensure compliance with College Health and Safety policy and all relevant health and safety legislation |

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| **Main Duties and Tasks:** |
| * Ensure lawful access to the College is provided by locking and unlocking the gates, entrances and specified internal doors, setting or de-activating alarm systems at night and mornings, as appropriate, and securing all windows. * To perform general caretaking/porterage duties as required, including movement of furniture, deliveries, stores, equipment, etc. * To undertake repairs and maintenance/small project work in College buildings and grounds, to include fault finding, problem solving, etc. under the direction of the Senior Estates Team Leader, reporting any unresolved issues/problems that may delay completion of works, and completing job sheets in an effective and timely manner and forwarding to Estates Administrator for further action. * Full, accurate and timely completion of all maintenance logs and schedules and College paperwork to comply with health and safety legislation, departmental requirements, etc. * Replace light bulbs and fluorescent tubes, as required, both within and outside the buildings. * Ensure the College heating system is running correctly, investigate and take appropriate action and/or report any outstanding faults to the Senior Estates Team Leader/Estates Team Leader (Early or Late Shift) or Head of Facilities . * To act as a fire warden/part of the fire investigation team in the event of fire alarm, staff the fire alarm panel and assisting the fire brigade officer as required. * To ensure that all fire, health and safety regulations and general emergency procedures are observed. * Ensure that rubbish is cleared and properly disposed of by transfer to the refuse bins and maintain the bin areas in a tidy and hygienic condition. * When necessary assist in litter picking, salting and de-icing of hard areas or snow clearance around the campus. * To work with/assist other team members, or maintenance staff on building maintenance work project as required. * Driving College vehicles as required and appropriate for tasks being undertaken. * Assist in the Post Room as required and take delivery of goods and materials, booking them in following the relevant procedures. * Carry out daily, weekly and, monthly health and safety checks and inspections and take corrective action * Report actual and potential health and safety hazards to the Senior Estates Team Leader/ Estates Team Leader, Head of Facilities/ Head of Health and Safety, if unable to rectify. Completing required paperwork in a complete, effective and timely manner. * To cover Saturday duties on a duty rota basis (occasional Sunday work may also be required by arrangement for which overtime will be paid).   .   * In the event of alarm activation outside of normal college hours, when contacted ensure access for the Police services to the College, ascertain the reason for activation and contact the relevant Alarm Company for alarm reset or further investigation. * To carry out other duties as may be required by the Senior Estates Team Leader/Estates Team Leader (Early or Late Shift) |

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| **Personal Development:** | |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. | |
| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nestots Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |
| **Safeguarding and PREVENT Responsibilities:** | |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the within NEL. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | |
| **Additional Duties:** | |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. | |

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| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot Enterprises Health & Safety Policy are available on sharepoint   |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |
| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | * You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HOD Date: Jan 24  UPDATED BY: HR Date: July 2024 |
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PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Estates Officer** | | | | | | | |
|  | **Essential** | | | **How Identified\*** | **Desirable** | | **How Identified\*** |
| **Experience** |  | | |  | Previous caretaking duties and operating alarm systems | | A/I |
| **Skills and Abilities** | Proven DIY / practical skills | | | A/I/T |  | |  |
| **Qualifications** |  | | |  | Trade/Craft certificate would be an advantage  Fork lift truck certificate or willingness to obtain one  PASMA Certificate or willingness to obtain one  First Aid Certificate  Manual handling or willingness to undertake training | | A/I  A.I  A/I  A/I  A/I |
| **Personal Qualities** | To be able to work as part of a team.  Willingness to use own initiative.  Good communication skills (written and verbal)  Flexible approach to duties and working hours  Willingness to work in the open air  Willingness to work at height (eg use of ladders) or in confined spaces.  Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | I  I  I  I  I  I  I  A/I  A/I  M  A/I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |