

## **STANMORE COLLEGE**

### **Estates Officer - Maintenance and Security (various shifts including evenings and weekends)**

(Permanent, 36 hours per week, all year)

Stanmore College is a further education college in the London Borough of Harrow with an Ofsted rating of 'Good'. It delivers education and training programmes to young people and adults.

We are looking for a committed and enthusiastic person to complete site maintenance tasks to a high standard, pre-planned maintenance, site and health & safety checks and to assist with general site maintenance duties.

In addition the Estates Team provide front line security to ensure student conduct is in line with the College rules.

If you would like more information, or an application pack, please see our website: [www.stanmore.ac.uk](http://www.stanmore.ac.uk) or e-mail [hr@stanmore.ac.uk](mailto:hr@stanmore.ac.uk)

Salary : Band F, points 17 – 20 £23,910 - £25,944 per annum

Closing date for applications is Wednesday, 8<sup>th</sup> December 2021

Interviews will be held on Wednesday, 15<sup>th</sup> December 2021

## **STANMORE COLLEGE**

**POST:** **Estates Officer – Maintenance & Security**  
(Permanent, 36 hours per week, all year)  
Monday – Thursday 0830 - 1630  
Friday 1200 - 1830  
Saturday (typically 1 in 4) 0830 - 1630

**REPORTING TO:** **Estates Supervisor and Head of Estates**

### **Purpose of the Job**

To complete site maintenance tasks to a high standard, preventative, planned and mandatory maintenance, site and health & safety checks and to assist with general site maintenance duties.

To maintain on-site security. Ensure all College users behave in an appropriate manner in line with College rules.

### **Main Activities**

1. Responding to reactive, planned and preventative maintenance requests.
2. Complete a wide-range of general maintenance tasks such as blocked drains, decorating, plumbing, carpentry, gardening, cleaning etc. as required.
3. Respond to tickets created on the College HelpDeck in line with Estate Team KPI's
4. Assisting and working with Contractors on planned and preventive maintenance jobs.
5. Update planned and preventative electronic maintenance records.
6. Move furniture, deliveries and supplies around the College including the set-up and dismantling of classrooms and exam rooms.
7. Monitoring student activity and conduct on the College site, intervening where necessary, to ensure that behaviour complies with the Code of Behaviour.
8. Form part of the College security rota to ensure the safety and security of students, staff and the premises are maintained at all times.
9. Assist with health & safety or student related incidents which may include checking the College such as CCTV system or the Intranet.
10. Patrolling the site, focussing on main areas of student activity and taking action if required.
11. Clearing and securing all College buildings, Estates key holder.

12. Ensure mandatory Health & Safety guidelines, inspections and reports are completed in line with College policy and procedures.
13. Ensure the College site is clean and tidy at all times, including bin emptying and litter collection.
14. Assist the Head of Estates, Estates Team Leader and College staff as required.
15. Travel to College Satellite Sites and assist with maintenance or health & safety related tasks.

Taking responsibility for health and safety, safeguarding, equality & diversity, sustainability and data protection within the scope of the post.

The postholder can be required to carry out any other duties consistent with the grade of post, at any site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

Salary : Band F, points 17 – 20 £23,910 - £25,944 per annum

Closing date for applications is Wednesday, 8<sup>th</sup> December 2021  
Interviews will be held on Wednesday, 15<sup>th</sup> December 2021

**STANMORE COLLEGE****PERSON SPECIFICATION****JOB TITLE:** Estates Officer – Maintenance and Security**DEPARTMENT:** Estates

<b>Criteria</b>	<b>Possible source of evidence</b>
<b>QUALIFICATIONS:</b>	
Level 2 qualification	Application form/certification
SIA Door Supervisor's or willingness to obtain	Application form/ certification
First Aid Certificate or willingness to obtain	Application form/ certification
<b>EXPERIENCE OF:</b>	
Recent experience of security work, preferably involving young people	Application form/ supporting statement/reference
Carrying out various maintenance tasks	Application form/ supporting statement/reference
<b>KNOWLEDGE OF:</b>	
Sound equal opportunities practice and how to apply it in the relevant area of work	Supporting statement/ interview
Security routines	Supporting statement/ interview
Basic health and safety principles	Supporting statement/ interview
Site maintenance	Supporting statement/ interview
<b>SKILLS:</b>	
Communication skills, both verbal and written	Application form/ supporting statement/ interview
Good observational skills	Supporting statement/medical assessment
General maintenance skills	Supporting statement/ interview
<b>ABILITY TO:</b>	
Work on own initiative and without direct supervision	Supporting statement/ interview
Understand and carry out instructions	Supporting statement/ selection task/ interview
Work independently and as a member of a team	Supporting statement/ interview
Respond to the needs of others in an efficient and friendly manner	Supporting statement/ selection task/ interview
Act calmly and rationally if provoked	Supporting statement/ interview
<b>PERSONAL QUALITIES</b>	
Flexibility and adaptability	Interview
Reliability	Interview
Good Physical Health/resilience	Interview/medical assessment
Commitment to continuous personal development	Application form/ supporting statement/ interview
Willingness to travel to other sites	Supporting statement/interview