



## JOB DESCRIPTION

<b>Post:</b>	<b>Estates Operative</b>
<b>Responsible to:</b>	Head of Estates
<b>Salary:</b>	£21,451 per annum, Scale 2, Point 16. Full Time - Rota basis. The Estate department operates between 7.00 am and 10.00 pm Monday – Friday and including weekends.
<b>Conditions of Service:</b>	Truro and Penwith College conditions of service.
<b>Main Purpose of Job:</b>	Under the overall direction of the Head of Estates to be responsible as required for the security, maintenance and upkeep of the Truro and Penwith College sites and for the general maintenance of equipment and plant.
<b>Specific Duties:</b>	<p>To act as key holder for College sites and be responsible for security at all times. To undertake the daily opening/unlocking and closing/locking of College buildings on appropriate sites.</p> <p>To undertake the basic general maintenance of the buildings, fixtures and fittings including minor repairs.</p> <p>To assist the Head of Estates on identified reactive and planned maintenance projects relating to the management of estates, buildings and facilities of the College.</p> <p>To monitor and respond to requests received through the internal help desk system and ensure that all information is recorded correctly, reviewed and all outstanding works are completed within the appropriate period.</p> <p>To work with others to develop and maintain positive relationships with both internal and external service users, ensuring the delivery of high-quality responsive services.</p> <p>Set and ensure security systems are in place.</p>



**Specific Duties cont:** To support cleaning duties within College sites as required.

Collection and disposal of refuse.

To report immediately to the Head of Estates any building defects.

To keep clean and safe all external hard surfaces (e.g., paths, steps, car parks, sport areas) and remove all graffiti.

To receive and direct visitors to the College and manage the use of car parks.

To assist with the moving of furniture and equipment and the re-arranging of rooms and other related tasks as required.

To ensure that College events and lettings/hiring's are supported by the Estates team where appropriate in the planning and running of events etc. Liaising with other College staff will be vital to ensure events are set up and run effectively.

To support with the completion of all relevant risk assessments. To include those conducted by third parties such as Asbestos, Legionella and Fire Risk Assessments.

To assist with the maintenance of the mechanical and electrical systems throughout the College, arrange routine and statutory inspections, and ensure any remedial works required are actioned in a timely manner.

To assist with the receipt and distribution of internal mail, parcels and other deliveries between College sites as directed.

To ensure grounds operations and maintenance is carried out to enable delivery of the curriculum and sports activities internally and externally and to report health and safety concerns to the Head of Estates.



To act as part of a team of reversing assistants during College bus arrivals and departures.

To drive College transport to assist with transporting students and supporting events/movement of materials/equipment.

To assist in ensuring that the College's vehicles are maintained in good order, and that all checks and statutory inspections are in date.

To complete and maintain records of periodic checks on estates/equipment/systems (e.g. weekly and monthly fire checks and in specialist areas where appropriate).

To undertake training to develop your skills and abilities and ensure compliance by self and others:

Safeguarding  
Equality and Diversity  
First Aid (1 Day)  
Manual Handling  
MIDAS  
Fire Panel and Fire Marshall  
E-Vac  
Lift Release  
Reversing Assistant  
Distribution board resetting  
Fire extinguisher training  
Working from heights

Further training opportunities.

Ensure compliance to all relevant statutory duties under the College's Health and Safety Policy ensuring the College operates in a safe manner.

### **General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed



To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### ESTATES OPERATIVE

Ideally, the person appointed will have the following skills and experience:

- Experience of looking after estates, preferably in an educational context.
- Excellent interpersonal skills.
- Willingness to work flexible hours including evenings and weekends.
- Specific skills and experience in relation to:
  - i. grounds maintenance
  - ii. minor repairs to estates, fixtures and fittings including painting & decorating
  - iii. maintenance and operation of equipment
  - iv. current driving licence
- A commitment to the basic purpose of the College.
- A first aid qualification or the commitment to acquire it through appropriate training.
- Willingness to attend training, as required, to assist them in carrying out any of the duties.
- Working knowledge of risk assessments and Health and Safety.
- A particular interest and ability in practical work.
- Professional and business-like approach, able to represent the College and the Estates team positively.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.