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| **Job Description – Estates & Workshop Technician** |  |

Reporting to the **Estates Manager**

**Hours**: 37 hours a week, whole year

**Grade**: SFCA Support Staff Pay Scale – In line with existing Estates Technicians

You will support the trust across all Estates related projects working in collaboration with both the Estates Co-ordinator and Estates Manager delivering the full project life cycle. You will also be expected to provide a high level of Estates Support at each of the Trust sites depending on live requirements.

Your work will be co-ordinated via the appropriate Line Manager, but there is a need to work independently and use initiative. You will be required to assist with applying Trust Health and Safety, safeguarding and security procedures.

The nature of the post requires you to work with a wide cross section of staff and students as well as contractors and members of the public, it is a role which requires you to be visible and combine patrolling the campus, actively interacting with the students and staff whilst on-route from one task to the next.

All duties will apply to the premises owned by the Trust and for other partner Colleges or schools who have arranged to have their services provided by Atomix Educational Trust within the capabilities of the post-holder.

The nature of the role means that annual leave entitlement can be taken during or outside of term time depending on the timing of ongoing projects across the college sites. Most major projects take place during summer holidays so there is an expectation that working will be required during this period. All holidays will be discussed and negotiated with the Estates Manager.

**Responsibilities and duties***:*

To support the Estates Co-ordinator and Estates Manager in the effective repair, maintenance and improvement of the College Premises and those of partner organisations who have arranged to have their Estates services provided by Atomix, including;

* General repair, maintenance and fabrication work of premises owned by the Trust.
* Maintaining tools and equipment used by the Trust
* Ordering, organising and appropriate storage and record keeping for equipment and resources.
* To ensure that health and safety regulations are met about Estates activities, for example, in the maintenance of plant and machinery and Estates Team working practices.
* Applying Health and Safety policies and advising the Health and Safety Coordinator of breaches in procedure which require enforcement. To be a member of the College’s Health & Safety Committee
* Working with the other Estates team members in the management of Trust estates related systems (e.g. heating, lighting, air conditioning, ventilation etc.) Working with other team members in co-operating with and assisting contractors on site.
Regular inspection of and minor repair, maintenance, driving to/from vehicle repairers and record keeping of Trust vehicles.
* Helping move items within the Trust depending on what site you based at on any given day including deliveries, materials and furniture.
* Ensuring that all areas are free from debris and hazards, that all drains and gullies are free flowing and clean, and that all outside areas e.g. hard-standing, car parks, paths etc. are cleared or salted/gritted and safe in times of bad weather
* To uphold the security and health and safety of the colleges' community and assist in protecting the college’s property and materials. To be an active member of the Trusts Health & Safety Committee.
* In conjunction with the Estates Manager administer all the keys and locking systems; Be a key holder responsible for security systems and to deputise, where necessary for the site supervisor on emergency call outs etc;
* To be fully conversant with the colleges and Pupil referral unit security policy and parking policies ensure all security and parking procedures are adhered to.
* To provide a high standard of customer care, guidance and flexibility to the colleges' community, by being approachable and knowledgeable about the campus and the standards of behaviour expected of students and staff.
* To be fully conversant with the colleges' fire evacuation procedures and to fully assist with the safe evacuation of everyone during practices and actual emergencies.
* General electrical work, including new installation, across the college within the capabilities of the post-holder.
* Keeping up to date with electrical regulations and advising the Estates Manager on changes in legislation.
* Support the Estates Manager in the review and decision-making process in respect of the programming of all new projects, analysing the risk factors as part of due diligence.
* Stakeholder engagement with all relevant stakeholders providing trade expertise and advice regarding project practicality/project timelines.
* Take an active role in the full procurement process of projects under your management ensuring best value for the trust of materials and any expert trade skills that need to bought in.
* Be an active participant in the weekly project committee updating all members with live progress of any active/upcoming projects.
* Act as an expert tradesman on all internal projects in a practical capacity in regard to decoration, floor laying, electrical installation and joinery.
* Ability to scope projects and act swiftly to programme works before the Estates team are asked – proactive outcomes are imperative.

**Health & Safety Expectations and General Duties**

* To be familiar with the safety handbook, COSHH and risk assessments
* To maintain the first-aid box
* To be aware of the location of all fire-fighting equipment
* Attending training and development activities/courses as and when required
* Driving Estates vehicles as and when required
* Organise appropriate storage and record keeping for equipment and resources and to monitor the stock of consumables, materials, equipment etc, maintaining appropriate electronic records and advising the Faculty Manager accordingly;
* Prepare orders for items of equipment, materials and other resources, checking the receipt of goods, dealing with queries relating to these orders, in accordance with the Trusts financial regulations and procedures;
* Help out when staff are absent
* Undertake any additional reasonable duties as set by the Deputy Estates Manager

This job description sets out the main responsibilities for the postholder but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

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| **Person Specification – Estates & Workshop Technician** |  |

# Essentials

* Diplomacy skills and the ability to have confidential conversations with stakeholders without sharing the information with the wider audience (until acceptable to do so).
* Good IT skills – ability to use Office365, including Word and Excel
* Experience of working as a Estates Technician or Site Supervisor or experience of working on a College/School or University campus
* Experience of working with students and being able to relate to and challenge their behaviour
* Self motivation, strong prioritisation skills and the ability to manage their own workload independently and flexibly
* The ability to work as part of a team and build effective working relationships
* The ability to relate to people of all ages
* The ability to carry out routine maintenance tasks
* To have knowledge of and apply Health and Safety at work legislation
* The ability to problem solve and fault find
* Attention to detail, be organised and ensure that all essential tasks are carried out methodically.
* To be keen to learn new skills and keep up to date with continuously changing methodologies & technologies
* To be able to work at height and in confined and open spaces
* Advanced DIY, maintenance and repair skills in areas such as; bricklaying, decoration, joinery, floor laying and plumbing (or a desire to learn).
* Ability to use tools and equipment relevant to the role
* To have a smart appearance
* To be prepared to work outdoors as well as indoors
* The ability to work on a flexible basis as required
* To be reliable and loyal to the work of the Trust.

**Desirable:**

* Good communication skills
* Experience of working in the maintenance and repair sector with good general engineering knowledge.
* To have knowledge of the big 5 health and safety legislations
* Ability to plaster small-medium size walls