

## SITE SUPERVISOR (ESTATES OFFICER)

Job Ref:	ESTJ24
Closing Date:	12 Noon on Wednesday 24 <sup>th</sup> January 2024
Department:	Estates Department
Salary / Grade:	£22,735 to £23,618 pa depending on experience
Contract:	Established
Hours of Work:	52 Weeks, 36 hours per week, Monday to Friday – 6.30 am – 2.15pm
Reporting to:	Estates Manager
Responsible to:	The Principal
Start Date:	As soon as possible
DBS:	Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

### ESTATES DEPARTMENT

The Estates Department comprises an in-house multi-disciplined team of 7 Estate operatives (a day and an evening team), 17 cleaning staff, health and safety administrator and Estates Manager. The team work closely to ensure routine tasks and maintenance are completed whilst responding pro-actively to issues as they arise. Estates are responsible for ensuring that the condition and general appearance of the college is always maintained to a high standard and complies with all relevant standards and compliance requirements. Estates and cleaning staff are on site throughout normal college opening hours, from 6.30am to 8.30pm Monday to Friday.

In addition to this we also manage front of house services led by the Administration Manager, providing a range of general administrative support to the college and ensuring visitors receive a warm welcome.

## SITE SUPERVISOR (ESTATES OFFICER)

Responsible to: Estates Manager

Responsible for: N/A

## JOB DESCRIPTION

### The Role

**The person appointed would be expected to:**

- To contribute to the daily operation of the Estates Team and to ensure all service provided by the department is of a high quality
- To support colleagues from all teams in Estates related activity
- Make a positive contribution to Estates Department
- Be pro-active in identifying issues and resolving them

### All staff must make a positive contribution to:

- the Catholic ethos of the College
- the College Equality and Diversity Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

## Responsibility, in conjunction with the Estates Manager for duties commensurate with the following:

### Security

- Opening of buildings at the start of the day, unsetting alarms and general walkaround checking for issues and resolving them where possible
- Ensure the security of the premises & the contents of the College in accordance with agreed procedures and practices.
- To open, close and secure the building as may be required in an emergency outside of normal working times. This may necessitate being called out to attend College out of hours at short notice (for which the appropriate payment will be made)
- Key holding duties (including acting as on-call for out of hours call outs)
- Manage staff fob system responding to requests in a timely manner updating colleagues as appropriate
- Escort visitors and contractors around the campus as required

### Estate

- A wide range of portage duties throughout the College daily including receipt, distribution and movement of equipment, materials, paper, deliveries and furniture as necessary
- General maintenance and minor repairs e.g. painting, basic plumbing, joinery, DIY
- Regular review of the job log and action to address the recorded tasks, liaising with estates and other colleagues as required to ensure completion
- To ensure the college grounds including sports fields and MUGA's are free from litter, debris and any other materials.
- To clear snow and spread sand/salt on ice on all external areas as required
- Statutory checks e.g. fire alarm tests, emergency lights, water hygiene, defibrillators, evacuation chairs
- To ensure that all storage areas, boiler houses, and other associated outbuildings are kept clean and in a safe condition. Any defects will be reported to the Estates Manager
- Liaison with contractors as required

### General

- Act as first aider and fire warden
- To assist the college Management and/or Estates team as required during fire or other emergencies in accordance with college procedures including First Aider and Fire Warden response
- To ensure the College at all times complies with safety standards.
- Ensure that teaching and other staff receive adequate support to meet educational and operational objectives as directed by the Estates Manager.
- Support all college events e.g. open events and guidance interview evenings. (Subject to overtime agreements where applicable)
- Preparation of areas and support to colleagues as required for events such as open evenings, enrolment day, exams. This may involve moving furniture and transporting items to different areas of the college.
- To assist the college Management and/or Estates team as required during fire or other emergency in accordance with college procedures
- Undertake any other duties as deemed necessary and relevant to the role

**Training**

- Undertake any training deemed necessary

**Other**

- Each member of the college will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work.
- Be aware of college Safeguarding procedures & communicate any concerns immediately to the Designated Safeguarding Lead or member of the management team.

PERSON SPECIFICATION		SITE SUPERVISOR (ESTATES OFFICER)	
<b>All staff must make a positive contribution to:</b> <ul style="list-style-type: none"><li>the Catholic ethos of the College;</li><li>the College Equality and Diversity Policy;</li><li>the pursuit of excellence and the highest standards of quality in all aspects of College life;</li><li>their own professional development, in accordance with the needs of the College.</li></ul>			
	Essential	Desirable	How Identified
Relevant experience	<ul style="list-style-type: none"><li>Previous experience of working alone and within a team</li><li>Working within a customer facing environment</li><li>Working on own initiative</li><li>Relevant experience in a similar role</li></ul>	<ul style="list-style-type: none"><li>Familiar with Fire, Security, &amp; Emergency systems &amp; procedures</li><li>Worked in similar high-level customer environment</li><li>Relevant experience within a facilities management role</li><li>Previous experience working in an education environment</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>Interview</li><li>References</li></ul>
Qualifications / Education and Training	<ul style="list-style-type: none"><li>Good standard of General Education</li><li>First Aid at Work qualification or willingness to work towards a qualification</li><li>Fire warden qualification or willingness to work towards a qualification</li></ul>	<ul style="list-style-type: none"><li>Manual handling qualification</li><li>Health and safety qualification</li></ul>	<ul style="list-style-type: none"><li>Application form</li></ul>
Knowledge and Skills	<ul style="list-style-type: none"><li>Computer literate (proficient in the use of Microsoft applications (Outlook, Word, Excel etc)</li><li>Incident reporting</li><li>Excellent customer service skills</li><li>Good organisational skills</li><li>Attention to detail.</li><li>Ability to prioritise and multitask.</li><li>Ability to work to defined deadlines</li></ul>	<ul style="list-style-type: none"><li>General knowledge of Health &amp; Safety procedures / HSE guidance etc</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>Interview</li><li>References</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>Ability to communicate effectively with staff, students and members of the public of all levels</li></ul>		<ul style="list-style-type: none"><li>Interview</li><li>References</li></ul>

	<ul style="list-style-type: none"><li>• Flexibility to work on a wide range of tasks</li><li>• Good team player</li><li>• Take a positive and measured approach to overcoming challenges</li><li>• Ability to work on own initiative with a pro-active approach to their work</li><li>• Good record of attendance and punctuality</li><li>• Suitability to work with children</li><li>• Good sense of humour</li><li>• Pro-active, self-starter who can effectively manage a busy workload and prioritise planned and reactive tasks</li></ul>		
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