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| **Estates Co-ordinator** |

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| **Reporting to:** | Estates Manager |
| **Working Hours:** | Full time (37.5 hours per week) |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

To assist in the co-ordination and management of site maintenance, building projects and facilities compliance work as directed by the Estates Manager.

1. **Co-ordination and Management**

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| 1. Undertake the role of Project Manager for agreed projects across the college with support from the Estates Manager. |
| 1. Oversee the management of the college’s residential properties, to include property inspections, AST tenancy and landlord responsibilities including inspections. |
| 1. Play a leading role in ensuring the college developments and refurbishments incorporate the colleges green policy. |
| 1. Coordinate the activities of the maintenance team to ensure that all maintenance requests are reported correctly and prioritised according to business impact. |
| 1. Coordinate the colleges Fire safety provision to include fire safety, risk assessments and act as the link with emergency services (fire & rescue) on behalf of the college. |
| 1. Coordinate the delivery of all maintenance requests through communication with internal staff and external contractors. |
| 1. Line manage the cleaning supervisor and cleaning team to ensure that agreed work rotas are in place and reflect the capacity required, to achieve the cleaning schedule. |
| 1. Support the Maintenance team with hands-on support with non-skilled maintenance requests. |
| 1. Assist the Estates Manager in the development and monitoring of safe systems of work undertaken by internal staff and external contractors. |
| 1. Ensure compliance work is being carried out at all out-centers. As part of this, maintain records on an inspection ready basis. |
| 1. Ensure up to date building, site and utility plans are available and amended as required. |
| 1. To liaise with department and division managers on Estates activities that affect their areas of responsibility. |
| 1. To assist the Estates Manager to manage the annual budget delegated for Estates activities, achieving best value at all times, in line with the college’s financial regulations. |
| 1. Deputise for the Estates Manager as & when required. |

1. **Development work**

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| 1. Identify, explore and pursue external funding opportunities for onsite development work, related to the College’s strategic plan. |
| 1. In cooperation with Curriculum Managers and the Student Experience Manager, ensure that effective student feedback mechanisms allow estates-related issues to be quickly identified and actioned. |
| 1. Support the Estates Manager in driving forward efficiency and awareness campaigns, aimed at reducing the College’s carbon footprint and associated expenditure. |

1. **Routine work**

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| 1. Carry out building inspections identifying areas for improvement |
| 1. Assist the Estates Manager in carrying out a rolling program of internal audits relating to each division / department area, as well as common and central areas. |
| 1. Undertake site utilisation surveys on a planned basis as directed by the Estates Manager. Use the data arising from the same, to maintain the College’s E-Mandate and provide timely utilisation data to assist in planning activities. |
| 1. Requisition materials and equipment necessary in the undertaking of maintenance and project activities. |
| 1. Maintain and control the College’s archive storage arrangements. |
| 1. Practically assist the maintenance team where specific tasks or workload demands require additional staff support. |
| 1. Maintain the department safety file with support from the Estates Manager and the Safety Team. |
| 1. Meet with contractors and specify work details for quotation purposes. |

1. **Continuous Professional Development**

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression. |

**5. Further duties**

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| 1. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Estates Manager or a member of SMT. |

**Qualifications/Skills/Knowledge/Qualities**

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. Professional
2. Supportive
3. Passionate about everything we do
4. Enterprising
5. Ambitious & progressive

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| **Essential criteria for the post** |
| Experience of managing building maintenance activities. |
| Line management experience. |
| Experience of managing projects. |
| Experience of managing facility compliance to meet statutory regulations. |
| Experience of risk assessment compilation and review. |
| A good understanding of the construction sector and ability to deal with contractors at all levels. |
| Ability to work as part of an integrated team within appropriate boundaries to assume leadership as & when required. |
| Experience of proactively managing complex and varied workloads. |
| A clear and effective approach to time management. |
| Positivity and a strong desire to work collaboratively as part of a high performing team. |
| Demonstrate evidence of raising standards. |
| Be an excellent communicator with highly developed interpersonal skills. |
| Effective skills in problem solving. |
| A sound understanding and ability in budgetary management and financial forecasting. |
| Excellent manual handing skills. |
| Experience of working with Windows based data systems. |
| Excellent ICT skills to include the production of MI and reports at all levels. |
| GCSE English & Maths at grade C minimum. |
| Full UK driving licence and experience of confidently driving larger vehicles & towing (minibus, van etc). |
| **Desirable Criteria** |
| Possess an IOSH, NEBOSH or similar safety related qualification. |
| Experience of completing COSHH assessments |
| BIFM membership or similar professional qualification in a buildings services discipline. |
| Electrically or mechanically qualified to a recognised level. |
| Experience of online facilities management programmes. |
| A good understanding of lease and building / tenant management arrangements. |
| Experience of working in a multi site environment |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.