



ESTATES GENERAL ASSISTANT

Job Ref:	SITEJ24
Closing Date:	12 Noon Tuesday 13 th August 2024
Department:	Estates Department
Salary / Grade:	Point 3 - £22,312 pa (actual salary payable £7,473.09 pa)
Contract:	Established
Hours of Work:	15 hours per week, 41.8 weeks per annum Term time only - Monday to Friday – 5.30pm -8.30pm
Reporting to:	Estates Manager
Responsible to:	The Principal
Start Date:	Thank you for your interest in the above post, which is to be taken up 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 team of site staff together with a team of cleaning staff. The department is responsible for ensuring that the condition and & general appearance of the college is maintained to a high standard at all times, and complies with all relevant standards and compliance requirements.

Estates & cleaning staff are on site throughout normal college opening hours, from 6.30am to 8.30pm Monday to Friday.



ESTATES GENERAL ASSISTANT

Reporting to:	Estates Manager
Department:	Estates

JOB DESCRIPTION

THE ROLE

15 hours per week term time only, responsible for closing the college of an evening. However, at all times the successful candidate will be expected to be flexible in their approach including late finishes as required in order to meet college needs.

The person appointed would be expected to;

- 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 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
- To assist the college Management and/or Estates team as required during fire or other emergency in accordance with college procedures including First Aider 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 activities including open events and guidance interview evenings. (Subject to overtime agreements where applicable)
- Undertake any other duties as deemed necessary and relevant to the role

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:

- Conduct 'opening and locking up' procedures when required (possibly at short notice to cover for colleagues) to ensure the security of the premises in accordance with agreed procedures. Directing & supervising the evening Estates team.
- To open, close and secure the building as may be required in emergency.
- Ensure that all surrounding external areas of the College are free from litter, debris and hazardous materials such as glass, discarded community waste, chemicals, syringes (if chemicals or syringes are found it must be brought to the attention of the Estates Manager).
- Check all external bins around the premises ensuring they are emptied daily including those on MUGA and sports field
- During Winter, the clearing of snow, spreading of sand/salt on ice, uncollected skip waste.
- Will be expected to ensure that all storage areas, boiler houses etc are kept clean and in a safe condition, reporting any defects to the Estates Manager, preferably in writing / email.
- Review Job Log and manage tasks, liaising with estates colleagues and other colleagues as required to ensure completion
- Assist with general facilities management duties e.g. portering duties including moving furniture around site, collecting and disposing of waste, collecting and moving deliveries to recipients
- Will be expected to carry out minor repairs, and any other reasonable duties as requested by the Estates Manager
- Escort visitors and contractors around the campus as required
- Support the safeguarding team with concerns around students
- Liaise with hires taking place on site and potentially parents
- Liaise with estates colleague to ensure Site Mobile Phone is charged and carried around site from the start time of the first shift, to the end time of the evening shift, so you are contactable by others onsite
- Preparing areas and support colleagues as required for events such as open evenings. This may involve moving furniture and transporting items to different areas of the college at the start / end of shift, moving furniture in rooms or supporting in other areas eg car park
- Undertake any training deemed necessary to improve or enhance the General Assistant's capabilities.
- To undertake such other duties as changing circumstances may require, which may require working additional (paid) hours eg staying later to resolve issues on site
- This person must be reliable & trustworthy, have a sense of humour and have a commitment to equality of opportunity and sensitivity to community issues.
- To take responsibility for risk management, for the implementation and monitoring of appropriate actions, in response to the colleges risk management plan.
- Act as fire warden for the site
- Act as first aider depending upon current staffing rota

OTHER

- To attend meetings and complete mandatory training in accordance with the colleges meeting/training schedule
- To assist at the colleges Open Evenings / Consultation Evenings
- 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.
- To undertake any other duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.

PERSON SPECIFICATION

ESTATES GENERAL ASSISTANT

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- 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.

	Essential	Desirable	How Identified
Relevant experience	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Familiar with operation of Fire & Security systems. • Awareness of Emergency Evacuation procedures • Worked in similar education environment • Previous experience of a similar role 	<ul style="list-style-type: none"> • Application form • Interview • References
Qualifications / Education and Training	<ul style="list-style-type: none"> • Good standard of General Education 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Application form
Knowledge and Skills	<ul style="list-style-type: none"> • Computer literate • Familiarity with Microsoft applications 	<ul style="list-style-type: none"> • Awareness of Health & Safety legislation & procedures 	<ul style="list-style-type: none"> • Application form • Interview • References
Personal qualities	<ul style="list-style-type: none"> • Ability to communicate effectively with Staff of all levels • Good practical skills • Flexibility to work on a wide range of tasks • Good team player • Ability to work on own initiative • Good record of attendance and punctuality • Suitability to work with children 	<ul style="list-style-type: none"> • Good organisational skills • Ability to work to defined deadlines 	<ul style="list-style-type: none"> • Interview • References