

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

**MAIN COLLEGE LOCATION:**        **John Ruskin College**

**POST OUTLINE:**

The purpose of this role is to contribute, in a variable shift pattern as part of a team, to the provision of first class facilities for students and a safe, secure environment for students, staff and visitors. Due to the nature of this role there will be a requirement at times to work out of doors in all weathers. Some Saturday working is required, there may also be a requirement to work occasional Sundays and Bank Holidays.

**Post Reports To:**                    **Premises Manager**

**Key Accountabilities:**

- Key holding duties, opening and closing of the college at specified times. Site supervision to prevent trespass, unauthorised parking and unsafe practices as far as possible.
- To respond and attend to emergency calls out of normal working hours.
- Undertaking of building maintenance and repair work to a competent level under the direction of the Premises Manager; reporting on the need for specialist repairs.
- To use Share Point helpdesk to monitor and complete Facilities requests at least twice a day.
- The reporting of illegal entries/vandalism to College Keeper and where required to police.
- Act as Fire Warden
- Operation of heating plant, Fire Panel, Security Alarm Panel. The provision of accurate fuel and energy readings, giving due care to energy conservation.
- Daily cleanliness of all exterior hard surface areas including litter bins. Keeping gulleys and drains clear of obstructions. Undertaking of specified internal cleaning to the required standard, including the removal of graffiti.
- Dealing with bursts, leaks, fires, breakages and spillages as necessary.
- Regular inspections of service appliances for repair or report, including light fittings, pipes, clocks etc.
- The monitoring of tradesmen on site, ensuring correct identification and deployment.
- During College events support the Premises team in the moving of furniture and other miscellaneous or ad hoc requirements as required
- Assisting the College Keeper to monitor cleaning and other contracted services.
- Porter duties including college deliveries where appropriate.
- Re stocking replenishing and stock taking of general toiletry supplies.
- Maintenance of weekly stock reports.
- Movement of furniture and equipment as required
- Maintenance of college estates equipment where appropriate.
- To assist with grounds maintenance.
- To maintain compliance with Health & Safety Legislation and Statutory duties

## **Personal Competencies (Accountable at Level 1 – please refer to Corporation Competency Framework):**

### Core Competencies

- Valuing Equality and Diversity
- Working with People; Team Working, Communication
- Results Focus; Drive to Achieve Excellence, Technical Skills & Professionalism
- Focus on Delivery; Organisational Awareness, Customer/Student Focus
- Self Motivation; Adaptability & Flexibility, Accountability

### **Key Relationships:**

The post holder will need to form effective and co-operative working relationships, in particular with:

- Assistant Principal – Finance & Resources
- Premises Manager (College Group)
- Premises Supervisor (College Group)
- Facilities Team
- Receptionists
- Client Services & Safeguarding Team
- Curriculum Management teams and Course Leaders
- Duty Managers

### **Expectations of the Post Holder:**

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College Group's annual planning and employees performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All employees are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College Group's Safeguarding policy and procedures, and undertake mandatory Safeguarding and Prevent Training.
3. Adhere to and actively promote the College Group's Prevent Agenda
4. Adhere to and actively promote the College Group's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
5. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College Group's existing and developing quality assurance systems.
6. Be committed to professional self-development, through participation in the College Group's continuing professional development programme, which includes industry, based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
7. Comply with and promote College Group's Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
8. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at either College, East Surrey College or John Ruskin College, or at other subsidiaries.
9. Support College Group events such as Open/Parents/Award Evenings and Enrolment sessions when required.
10. Adhere to all College Group procedures (as detailed in the Employee Handbook).
11. At all times, seek to serve the best interests of the College Group.
12. To provide cover for colleagues during periods of holiday or sickness absence.

**NB:** This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## **JOB DESCRIPTION**

### **Premises Officer**

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

#### **QUALIFICATIONS**

Highlights the qualifications expected of jobholder

Orbital South Colleges Group is committed to supporting all employees in obtaining Level 2 Maths and English, if this has not already been achieved.

<b>Criterion</b>	<b>Essential</b>	<b>Desirable</b>
Qualified driver with clean driving license certified to drive Group D1 Vehicles		✓
First Aid at Work Certificate (or willing to obtain)	✓	
Maths & English GCSE / Level 2 equivalent (achieved or willing to obtain)	✓	
Equality & Diversity Level 2 (or willing to obtain)	✓	
Safeguarding Children & Vulnerable Adults (or willing to obtain)	✓	

#### **KNOWLEDGE & EXPERIENCE**

Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

<b>Criterion</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working within a busy and demanding environment	✓	
Previous experience in a caretaker or similar facilities role	✓	
Knowledge of Health and Safety legislation / regulations	✓	
Knowledge of security systems and devices		✓
Knowledge and understanding of Safeguarding considerations and the impact of these on facilities, security and site management		✓
Good IT skills including Microsoft Word and Excel, and experience of using online systems and databases	✓	
Working understanding of COSHH regulations / principles		✓

#### **COMPETENCIES – refer to the Corporation Competency Framework and Job Description**

Specific personal skills and behaviours required of the jobholder

<b>Criterion</b>	<b>Level Expected</b>
Valuing Equality and Diversity	1
Working with People (Team Working, Communication)	1
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	1
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	1
Self-Motivation (Adaptability & Flexibility, Accountability)	1