



## Role Profile

Job Title

**Estates Maintenance Officer**

Salary range	Point 24
Contract	Permanent
Main location	Portland College
Hours and basis	37.5 hours (7 Day week Contract)
Reports to	Estates & Facilities Manager
Date of issue	

### Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role supports the rest of the estates team with the buildings and grounds maintenance of the Nottingham campuses but will periodically require attendance to the main Mansfield campus.

### What you will be doing

#### **Planned maintenance programs and ad hoc maintenance requirements**

- Undertake planned and general maintenance, effectively and to deadline.
- Respond to ad hoc requirements as they arise, including unblocking drains, minor repairs, changing light bulbs etc.
- Undertake periodic alarm and emergency light testing, along with record reports and follow up on any identified failures
- Meeting and greeting contractors, supporting their work when required to do so

#### **Security Duties**

- Review incidents captured on CCTV as required by Senior Management.
- Test alarm and EML equipment and fixtures as required.
- Understand fire regulations, emergency and evacuation procedures and the need to co-ordinate matters with the appropriate manager(s) and emergency services.
- Respond to alarms and reset security systems as required.
- Secure buildings at the end of the day including windows and doors.

#### **Grounds maintenance**

- General tidying of green and planted areas, including grass cutting, hedge cutting, tree trimming, weeding, and gutter clearance to ensure all sites are well presented at all times.
- To set up and break down rooms as required, including movement of furniture, equipment, stage, dance floor and other event requirements.
- Provide and maintain vehicles on a planned and on an ad-hoc basis as required.
- Ensure paths are clear and safe.

#### **Other Duties & Responsibilities**

- Ability to cover additional shifts for annual leave/absence
- Such other duties as the management may from time to time reasonably require

The above role profile is subject to periodic update due to legislative, regulatory or technology changes.

### Key results we want to see from this role (Direction and Pressure of Work)

- Ensure all areas of the campus are pleasant, safe, welcoming and a clean environment is provided for students, residents, staff and visitors.
- Minimise reactive works as a result of effective preventative maintenance efforts.
- Efficient operation of overall campus infrastructure.
- Improve and maintain condition of buildings.

### Dimensions of the role (Managerial & supervisory and accountability)

- Ensuring all college resources allocated are safe and secure and used for purpose



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- Comply with all COSHH requirements.
- Attend training events to maintain current levels of competency of the safe use of equipment and resources.
- Ensure that defects in equipment or violations of safe working practices are reported immediately.
- Estates Maintenance & Security Officers have no direct management responsibilities, however periodically will be asked to support and train colleagues as they learn new skills.

### Key work relationships

- Liaise with all stakeholders, internal and external across the College as part of day-to-day duties as Estates tasks are performed.
- May interact with Learners and citizens as part of everyday tasks.

### Working Environment and working patterns

- A mix of indoor and outdoor environments as required by task.
- Environment can be uncomfortable dependent on task, but all necessary PPE provided.
- Shift patterns as necessary, with the potential of a seven-day working week.
- Primary deployment will be to the Nottingham city region, but this can be changed as required by the employer's needs and may transition to permanent deployment in Mansfield or another region as dictated by operational requirements.

### Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff. Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

\_\_\_\_\_  
**Signature of post holder**

\_\_\_\_\_  
**Date**

I have read and accept the duties and responsibilities outlined in this role profile.