**Job Description**

**Estates Assistant**

**Responsible to:** Estates Officer

**Job purpose:** To assist in providing a well-maintained, safe, clean and secure environment for all at Scarborough Sixth Form College.

**Key Duties:**

**Professional Responsibilities:**

* Ensure site security (including opening and locking up) and act as one of main key holders for emergency/out of hours contact.
* Assist with planned maintenance programme and liaise with contractors
* Assist with H&S work, including:-
* portable appliance testing
* acting as a first aider
* testing of alarms and emergency systems
* regular checks of plant and equipment and updating and maintenance of associated records
* Set out rooms (e.g. for examinations, interviews, meetings, performances)
* When required, act as site supervisor, taking lead in dealing with emergency situations (e.g. for week-end lettings or in absence of other managers), including liaison with emergency services
* Carry out minor repairs & maintenance tasks
* Carry out general portering duties
* Assist with other general estates-related work, including cover for other estates staff during periods of annual leave and sickness.
* Ensure efficient use of stock and materials and always prevent wastage
* Keep staff kitchen clean, tidy and properly stocked
* Carry out snow, ice, and leaf clearing of footpaths and entrances
* Keep social and communal areas clean, tidy and safe (e.g. Hub, Café, corridors, toilets, grounds)
* Carry out cleaning duties, as and when required and as part of cleaning rota
* Evenings and weekend work, as part of rota-based system within the team

**Quality:**

* Participate in professional development reviews and staff development activities.
* Contribute to college and departmental self-assessment / planning.

**Responsibilities of all staff:**

* Promote high expectations of students in and outside the classroom; and promote and safeguard their welfare
* Carry out administrative duties relevant to the post, including maintaining records and providing information/data
* Work within college guidelines and promote college values
* Give due consideration to Health & Safety and Equality & Diversity issues within all activities
* Maintain confidentiality regarding sensitive or personal information
* Carry out other duties as reasonably required by the Principal.

*This job description is provided to assist the post-holder in knowing what their main duties are. These duties may be changed as the requirements of the job change.* **Updated Sept 2021**