



**ITCHEN COLLEGE
JOB DESCRIPTION**

Post:	Estates Assistant
Salary:	SCP 3 - 5
Reporting to:	Estates Manager/Senior Estates Supervisor

PRINCIPAL RESPONSIBILITIES/DUTIES – Estates Assistant

- Locking and unlocking College gates and entrance doors and setting alarms as required
- Arranging access to the site for contractors and other authorised persons at all reasonable times
- Reacting to emergency call out procedures
- Maintain a secure and safe environment for our students, staff and visitors.
- Reporting or directing (as appropriate) unwelcome visitors on site
- Carry out cleaning duties as required by the Estates Manager/Senior Estates Supervisor
- Detect and report building defects to the Estates Manager/Senior Estates Supervisor.
- Carry out minor redecoration, maintenance and repairs to the building, furniture and equipment subject to ability and training.
- Carry out the movement of furniture and equipment within the site e.g. setting up of examination rooms, Community equipment, preparation for Open Days including liaison with staff.
- Check off and distribute items delivered to the site as required.
- Undertake any necessary action as directed by the Estates Manager/Senior Estates Supervisor in the event of bad weather or emergency, e.g. clearing of snow or ice from paths, dealing with floods, fire, break-ins etc.

- Issue consumables as required by the Estates Manager/Senior Estates Supervisor.
- Ensure the grounds and hard areas remain tidy by removing litter etc.
- Assist with the testing and checking of wiring of used portable appliances brought onto site where appropriate.
- To work at all times with due regard to Health and Safety
- Participate in the College Review and Development scheme and to attend training sessions as appropriate.
- Such other duties as may be reasonably allocated within the purview of the post by the Principal or any member of SLT.
- Assist with any statutory H&S testing and recording as required by the Estates Manager/Senior Estates Supervisor.
- Assist with the Estates Assistance Grounds when required by the Estates Manager/Senior Estates Supervisor.