

IET Estates Technician

Job Title	Estates Technician / Caretaker
Salary	FTE £19,320
Type of contract	Temporary or permanent
Weekly hours	Up to 37 hours a week Typical hours would be 10-6pm or 8-4pm but flexible
Location	Epworth schools

Purpose of Role:

To proactively support the Estates Supervisor in the operational management of all sites. Providing a comprehensive premises support service to all IET sites to ensure that the estate meets current Health & Safety and compliance regulations as well as meeting teaching and learning needs.

To support the Estates Supervisor in ensuring that the estate is well maintained and, where relevant, competent contractors engaged to provide services.

To ensure that all estates related matters are dealt with in an effective and consistent manner, providing services, advice and guidance regarding policy and industry best practice.

Key Responsibilities/Job Description:

- Keyholder – responsible for opening and closing of the site when required
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- Carrying out repairs, to include plumbing, redecorating and joinery/fixings
- Be a registered key holder and a point of contact in an emergency
- Be available for out of hours' lettings for such as school events and allow contractors access to site
- Maintaining records of repair, maintenance and compliance as directed
- Operate and respond appropriately to alarm equipment, fire, intruder and operating systems.
- To carry out compliance testing and other weekly/monthly checks and maintain records
- Responsible for heating – day to day management of boilers etc. eg maintenance of appropriate temperature, checking of plant/equipment
- Portage of equipment e.g. delivering parcels, moving furniture and equipment
- To carry out minor grounds maintenance tasks as necessary
- To carry out ad hoc cleaning duties as needed, such as due to a spillage
- Ensuring that external rubbish is stored appropriately and safely
- Setting up of equipment and resources as requested

- Actively support the Trust in its sustainability aims and recycling initiatives
- Report any defects of the buildings, furniture, fittings and equipment to the Estates Supervisor or the Estates Director in their absence.
- Monitor contractors to ensure health and safety compliance
- Keep paths, entrances free of rubbish, debris, ice and snow to ensure the safety of children, parents, staff and visitors.
- Read Gas, Electric and Water metres as required

All Trust Staff Should:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy/Trust protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy/Trust.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- Have professional regard for the practice, ethos and policies of the Academy/Trust and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy/Trust.
- Contribute positively and effectively to the whole Academy/Trust ethos

- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students
- Attend and participate in appropriate calendared meetings
- Take responsibility for own professional development and duties in relation to Academy policies and practices
- Liaise effectively with staff, students, parents and governors
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.
- Carry out any other duties as directed by the Principal as may from time to time be agreed in accordance with the nature of the job described above

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Please note that IET is committed to the safeguarding and welfare of their students. The successful candidate must be able to satisfy an enhanced DBS check prior to employment with the Trust together with receipt, of two satisfactory references plus medical clearance.

Person Specification

Application (A), Interview (I) Task (T), Reference (I)

Professional knowledge, skills and understanding	Essential	Desirable
Ability to work both as a member of a team and on own and to deal with any unexpected problems that may arise	A I	
GCSE Maths and English, grade C or above	A	
Experience in an estates and facilities management role		A I T
Ability to relate well to children and adults	A I	
Good computer literacy	A I T	
Ability to work in an organised and methodical manner	A I	
Ability to complete tasks to desired standards and to work to time constraints	A I T	
Knowledge of Health & Safety regulations relating to Estates function		A I T
IOSHH qualification		A
Display a conscientious and logical approach to the variety of tasks necessary for the smooth and efficient running of the academy	A I T	
Knowledge of Estates Management and Health & Safety		A I
Experience	Essential	Desirable
General understanding of academy policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection	A I T	
First Aid Trained		A
Experience of working with young people		A I
Experience and understanding of completing Risk Assessments	A I T	
Practical Skills	Essential	Desirable
Flexible approach to work as well as good organisational and communication skills	A I R	
Ability to work collaboratively and effectively within a team	A I R	
Ability to work independently and to show initiative	A I R	
Ability to work under pressure, prioritise and meet deadlines	A I R T	

Friendly, approachable and non-confrontational manner combined with the ability to be firm	A I R	
Personal Qualities and Essential Attributes	Essential	Desirable
A professional approach in both manner and physical appearance	I	
Ability to demonstrate discretion, confidentiality and commitment	I R	
Enthusiasm, determination and insistence on high standards	I	
Flexibility	I	
A proven track record of excellent attendance and punctuality	R	
Ability to work with or without supervision	A I R T	
Commitment to safeguarding and promoting the welfare of children and young people	A I	
High expectations of self and others	Essential	Desirable
A flexible and adaptable approach	A I	
High standards of professionalism, punctuality, appearance and behaviour	A I	
Safeguarding Students	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people	I	
Equal Opportunity	Essential	Desirable
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	I	