

**Job Description**

**Estates Co-Ordinator - Uxbridge**

Title of Post: Estates Co-Ordinator - Uxbridge

Section: Estates and Security

Reporting to: Head of Estates and Security

Hours: 36 hours per week, 52 weeks per year

Grade: Support – Scale 6

**Purpose of Job:**

1. Responsible and accountable for the day-to-day running and general maintenance of the estate to ensure the safe and efficient running of the college facilities and provide a proactive and responsive customer service.
2. Provide support for the Head and Deputy Head of Estates and Security and other members of the Estates and Security Team to provide an effective Estates and Security function for the College. Support the College initiatives on sustainability and energy conservation matters.

The principal duties are as described below but are not limited to this list.

# Key Accountabilities

1. Estates:

# To answer calls to the Facilities Helpdesk, log jobs and distribute to the relevant staff/contractors and ensure jobs are closed off on the Helpdesk system

1. Respond promptly to Helpdesk requests and enquires from staff for support
2. Act as main point of contact for the Helpdesk system for technical queries and dealings with the software supplier and the format and changes to the system.

# Produce reports off the Helpdesk system to indicate performance levels and completion rates.

1. Raise purchase orders, planned and call off, on the Finance system for main contracts
2. Raise purchase orders on the Finance system minor works/general orders
3. Maintain/co-ordinate records of orders raised per supplier per budget code on excel spreadsheet
4. Administration of day to day maintenance for all services provided by the department including Buildings/M&E/Grounds/Furniture/Cleaning and Waste Management
5. Obtain estimates for small works/purchases.
6. Supervise contractors carrying out works on the estate to ensure compliance with specification, good working practice, health and safety and that the quality of workmanship is good.
7. Make minor adjustments to the BMS such as temperature changes. Support Head/Deputy Head of Estates and Security in his role and liaise and coordinate with Security, Refectory, Health and Safety, Maintenance, Cleaners, ITS, etc.
8. Support Head of Estates and Security with correspondence, preparation of tenders, telephone queries etc.
9. Provide support for external consultants employed directly by the College
10. Provide back up and holiday cover for members of Estates team

 b. Sustainability and energy conservation:

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1. Compile monthly statistics for gas and electricity usage for .comparison purposes and advise of any anomalies that cause concern.
2. Support the preparation by others of the Sustainability Annual Report for the Governors
3. Health and Safety:
	1. Assist in ensuring that contractors on site are working safely, this may involve some inspections of work that is taking place to ensure that RAMS are being met..

# d. Quality

1. To ensure College Quality Policy and Procedures including Equal Opportunities Policy are effectively implemented within the College.
2. To assist in promoting and maintaining links with the HSE, SFA/EFA, relevant professional bodies, and other institutions

# General Duties

1. To contribute to the management of students throughout the College
2. To participate as required in Open Evenings, Parent/Student Consultation Evenings and other College events
3. To use Information technology where appropriate and demonstrate a commitment to developing own IT skills
4. To promote a positive image of the College in the local community
5. To support the College’s commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults including PREVENT
6. Carry out other duties as may reasonably be required by the College
7. Promote the efficiency and effectiveness of the Estates and Facilities Department
8. Assist with promotion, supervision, management and administration of such College activities as may be required from time to time. In particular to support enrolment activities at busy periods
9. Encourage and promote energy saving throughout the College
10. Ensure all duties carried out in compliance with the College’s Equal Opportunities policy and other relevant policies

**Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

**Estates Co-Ordinator - Uxbridge**

**Person Specification**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How assessed?\*** |
| **Qualifications** |  |  |  |
| * IOSH Managing Safely Qualification or willing to work towards
 | **ü** |  | AF/Cert |
| * BIFM (British Institute of Facilities Management) Level 3
 | **ü** |  | AF/Cert\* |
| * ILM qualification
 |  | **ü** | AF/Cert |
| **Knowledge, Skills and Experience** |  |  |  |
| * Experience as a helpdesk operator within an Estates Department
 | **ü** |  | AF/IV |
| * Good knowledge of Estates services and of how buildings work
 | **ü** |  | AF/IV |
| * Good IT skills including Microsoft software
 | **ü** |  | AF/IV |
| * Ability to use TREND BMS and Aptos software
 |  | **ü** | AF/IV |
| * The ability to maintain quality assurance processes and systems
 | **ü** |  | IV |
| * Highly developed interpersonal and influencing skills
 | **ü** |  | AF |
| * Excellent planning and organisational skills
 | **ü** |  | AF/IV |
| * Experience of working as part of a team
 | **ü** |  | AF, IV |
| * Ability to problem solve and work in a methodical manner
 | **ü** |  | AF, IV |
| * A flexible and adaptable approach to the constantly changing working environment
 | **ü** |  |  |
| * Ability to prioritise workload
 | **ü** |  | AF, IV |
| * Ability to undertake work with minimum supervision
 | **ü** |  | AF/IV |
| **Personal Attributes** |  |  |  |
| * An enthusiastic and positive manner
 | **ü** |  | IV |
| * Ability to work to deadlines
 | **ü** |  | IV |
| * Attention to detail and accuracy
 | **ü** |  | AF/IV |
| * A Commitment to Equality and Diversity, Safeguarding and Prevent
 | **ü** |  | IV |

Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Cert = Certificates checked on induction