



Role Profile

Job Title

Estates Co-Ordinator

Salary range

Point 39

Contract

Permanent

Main location

Portland College

Hours and basis

37.5 hours per week – Full time

Reports to

Area Health and Safety Manager

Date of issue

August 2023

Why Portland College needs this role

This role will support delivering and maintaining a safe working environment across Portland College, local hubs, and subsidiary organizations. The post holder will be responsible for identifying and addressing potential hazards promptly, preventing future incidents, ensuring that documentation meets legislative requirements and allows for effective monitoring and auditing. The role is also responsible for measuring the efficiency of the procurement process, maintaining reliable supplier relationships, and managing the fleet vehicles.

What you will be doing

Health and Safety Compliance and Record Management

- Oversee routine legionella temperature monitoring, TMV inspections and flushing activities, conducting regular inspections of water systems, and maintaining accurate records of testing, maintenance, and remedial actions.
- Collaborating with external contractors or service providers to carry out necessary Legionella risk assessments, water sampling and testing as required ensuring compliance with the ACOP L8.
- Investigating and reporting incidents, accidents, or near misses related to health and safety, analysing root causes, and recommending corrective actions to prevent recurrence.
- Maintaining accurate and up-to-date records of drivers, including their qualifications, licenses, and any necessary certifications or training required for their roles. This includes tracking and managing driver records, scheduling periodic checks to ensure compliance with legal requirements, and coordinating any necessary training or re-certification.
- Managing records of first aid trained staff and fire marshals on site, including their certification, training dates, and any additional qualifications or responsibilities they hold. This involves tracking and updating staff records, coordinating refresher training as required, and ensuring an adequate number of trained personnel are available at all times.
- Regularly inspecting and replenishing first aid kits located throughout the premises to ensure they are properly stocked, in good condition, and compliant with legislative requirements. This duty includes monitoring expiration dates of medical supplies, coordinating the replenishment of expired or depleted items, and keeping accurate records of first aid kit inspections and restocking.
- Promote a safe and prepared working environment for employees by maintaining accurate records of staff qualifications, certifications, and training, as well as ensuring the availability and upkeep of first aid kits.

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- Manage security aspect of contractor visits through use of Salto system in line with safeguarding policy
- Maintain single central record of contractor DBS and insurance documentation

Fire and Emergency Lighting

- Work with Estates team to deliver all requirements of Regulatory Reform (Fire Safety) Order 2005 in the UK, as well as other applicable codes of practice and guidelines, to ensure that these job duties align with the recurring requirements outlined in the relevant legislation and best practices, keeping all associated required records.

LOLER Management

- Managing the regular inspection, servicing, and maintenance of vehicle-mounted lifts or tail lifts in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER). This includes scheduling periodic LOLER examinations and arranging for any necessary repairs or servicing to ensure the lifts remain safe and in proper working condition.
- Overseeing the assignment and allocation of fleet vehicles, including maintaining accurate records of vehicle usage, mileage, and maintenance history. This duty includes coordinating vehicle inspections, MOT testing, and routine servicing to ensure compliance with legal requirements and manufacturer recommendations.

Procurement

- Support the Estates, Domestic, and Health and Safety Team through purchase order and inventory management
- Supplier selection and relationship management in line with College policies

Health and Safety Deputation

- Undertake all additional actions required by the Area Health and Safety Manager.

Other Duties & Responsibilities

The above duties are a guide to those you will be required to undertake. You will be required to undertake other duties from time to time, which are within your capabilities. These will include, but are not limited to, such other duties as the management may from time to time reasonably require

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 and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

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.



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