



Person Specification

Job Title

Estates Maintenance & Security Officer

Qualifications



Desirable

- | | |
|---|-----|
| • Recognised Qualification in one or more of the following areas; Joinery, Electrical installation & maintenance or Plumbing. | A/I |
| • Safety Compliance | A/I |
| • COSHH | A/I |
| • Moving & Handling | A/I |

Experience

Essential

- | | |
|--------------------------------------|-----|
| • Experience of Joinery & Plumbing | A/I |
| • Practical DIY experience | A/I |
| • Stock Control and Rotation | A/I |
| • Correct disposal of clinical waste | A/I |
| • Grounds Maintenance | A/I |
| • Routine cleaning duties | A/I |

Experience

Desirable

- | | |
|---|-----|
| • Experience of using a multimeter/multitester | A/I |
| • Experience of Electrical installation & maintenance | A/I |
| • Replacing breakers and PAT testing | A/I |
| • Changing switches and sockets | |

Knowledge / Skills

Essential

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|--|-----|
| • Basic Health & Safety knowledge | A/I |
| • Good level of written communication | A/I |
| • Basic IT Skills | A/I |
| • Time management | A/I |
| • Able to provide constructive feedback | A/I |
| • Safe moving & handling procedures | A/I |
| • Able to work as part of a large team | A/I |
| • Understand of Fire Regulations and evacuation procedures | A/I |

Knowledge / Skills

Desirable

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|---|-----|
| • An appreciation of the communication needs of people with disabilities/learning difficulties. | A/I |
| • Moving of furniture and equipment as required for events and functions | A/I |

Other personal requirements

Essential

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|---|-----|
| • Driving college vehicle on site | I |
| • Ensure staff follow correct procedure of signing out College mini buses and risk assessments are completed | I |
| • Clean Driving License | A/I |
| • Able to work a set shift pattern | A/I |
| • Be part of an on call rota and respond to emergencies | A/I |
| • Approachable and helpful | I |
| • Able to effectively manage a varied and sizeable workload | I |
| • Be prepared to work flexibly to fulfil the duties and responsibilities of the post for both core business functions in accordance with the needs of the College | I |

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✓ **How we intend to assess your match with our person specification**

A Application Form

C Assessment Centre

I Interview