



Person Specification

Job Title

Estates Maintenance Officer

Qualifications



Essential

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

Desirable

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|-------------------------------------|---|
| • Minimum level 3 in English, Maths | A |
|-------------------------------------|---|

Key skills

Essential

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|--|-----|
| • Basic Health & Safety knowledge | A/I |
| • Good level of written communication and basic IT Skills | A/I |
| • Time management and initiative | 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 |

Desirable

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|---|---|
| • An appreciation of the communication needs of people with disabilities/learning difficulties. | I |
|---|---|

Experience

Essential

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| • Experience of general reactive and preventative maintenance | I |
| • Practical decoration, joinery & plumbing experience | I |
| • Practical problem-solving experience | I |
| • Stock Control and Rotation, and disposal of clinical waste | I |
| • Grounds Maintenance | I |

Desirable

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|---|-----|
| • Experience of using a multimeter/multitester | A/I |
| • Experience of Electrical installation & maintenance | A/I |
| • Replacing electrical breakers, terminals, and PAT testing | A/I |

Other personal requirements

Essential

- | | |
|---|---|
| ○ Driving college vehicle across all sites | I |
| ○ Prepare and book out minibuses | I |
| ○ Able to work a set shift pattern | I |
| ○ Be part of an on call rota and respond to emergencies | 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 |

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

A Application Form

C Assessment Centre

I Interview



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