



## Person Specification

Job Title

**Estates Maintenance and Security 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

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

### Key skills

#### Essential

- |  |     |
|--|-----|
| • 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

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

### Experience

#### Essential

- |   |   |
|---|---|
| • 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

- |   |     |
|---|-----|
| • 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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