



Job Description: Estates Operative



Estates Operative REF: EST003-813

The role:

The successful candidate will work at both the King George V (KGV) Sixth Form College site, on Scarisbrick New Road Southport and the Southport College Mornington Road site, as well as outreach centres that deliver learning. They will be required to undertake some lone working as well as being part of a team. They will also liaise and work with the security and cleaning team as and when required.

The successful candidate will be responsible for opening and/or locking the College buildings when needed. They will carry out proactive and reactive building repairs and maintenance work in order to ensure that internal and external areas of the Colleges are maintained to a high standard and remain fully operational at all times. They will assist in general portorage duties, moves and changes, and other specialist estates activities commensurate with your skills and/or trade qualifications.

Responsible to:

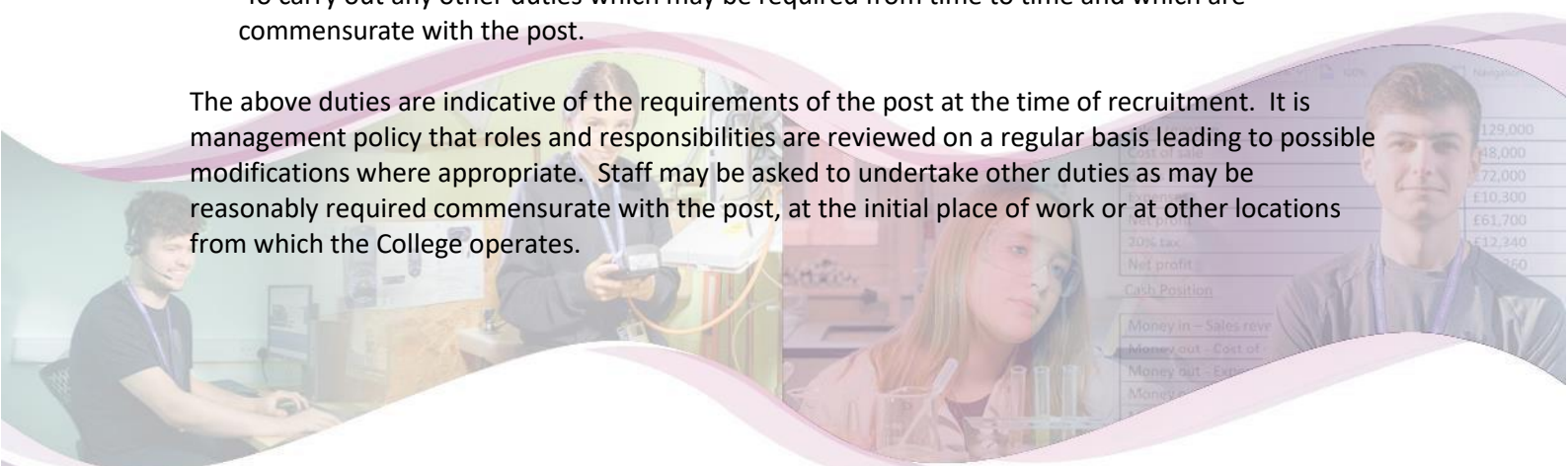
The postholder is responsible to the Estates Manager.

Key Accountabilities and Responsibilities:

- To liaise on a daily basis with the Estates Manager reporting on progress with urgent and routine maintenance, proactively monitoring the College's physical condition reporting defects and carrying out repairs and maintenance as required.
- To carry out and record weekly maintenance inspections.
- To be responsible for reporting any defects, breakdowns or system failures to the Estates Manager in a timely manner.
- To use and keep up-to-date the computerised maintenance request system.
- To escort money between College buildings and to the bank as required.
- To respond to emergencies where Health and Safety has been compromised.
- To re-arrange room layouts including the moving of furniture and equipment to suit specific needs.
- The supervision of external Contractors, ensuring appropriate records are kept where appropriate
- To collect and distribute parcels and other general portorage duties and maintaining the College's Goods In and archiving services.
- To liaise with Reception to assist in car parking organisation, reserving places and receiving visitors as requested.

- To operate and inspect building HVAC systems.
- To act as a Fire Warden to operate and maintain fire alarm systems and assist with checking of fire fighting equipment and other safety checks and schedules relating to Health, Safety and Security.
- To clear drains and external grease traps, gullies and other traps to include unblocking sinks, urinals and WC's.
- To assist with the College grounds maintenance.
- To ensure that the College vehicles are to be kept clean and to carry out, document and log weekly vehicle inspections.
- To be a registered key-holder for the College and be available on a rota system to respond to call-outs where necessary and in accordance with College procedures.
- To open up, lock up and set alarm systems within the buildings when needed.
(Note: extensions to the working shift may be required with little or no notice in situations where there are building related problems. E.g. the setting of the alarms, reactive maintenance works, emergency situations)
- To monitor and maintain the College CCTV system if and when required.
- To fulfil the role of College first aider.
- To liaise with the security team on matters of intelligence.
- To ensure compliance with Health and Safety regulations and the College's Equal Opportunity Policy.
- To read and understand any necessary risk assessments before undertaking any tasks that may be hazardous.
- To complete all College training relevant to the role.
- To act in accordance with all College policies including Safeguarding and Prevent.
- To carry out any other duties which may be required from time to time and which are commensurate with the post.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.



The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Having or willing to work towards Level 2 qualification in Literacy and Numeracy.	E	A
Having or willing to work towards an appropriate Estates qualification.	D	A
Having or willing to work towards appropriate Health and Safety, First Aid and manual Handling qualifications.	E	A

Experience		
Experience of working in an Estates or a construction environment to an appropriate level.	D	A
Appropriate Health and Safety and First Aid experience.	D	A/I
Appropriate experience in manual handling.	D	A/I

Knowledge, Skills and Attributes		
Working knowledge of estates maintenance functions.	D	I
Able to communicate effectively at all levels.	E	I
Ability to work individually or as a team.	E	I
Able to use initiative and work flexibly.	E	I
Able to work under pressure and strict deadlines.	E	I
To be able to carry out various manual tasks.	E	I
I.T literate.	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Be prepared to undertake staff development	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£26,727.00 to £27,150.00 per annum

Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,498 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Monday 1st December 2025 (10:00am)

Interviews will be held: Within one month of closing date

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

