



Applicant Information Pack

Estates Assistant

Salary: £20,025 - £20,843 per annum

(+ 1,050 per annum call out allowance)

Closing Date: Monday 24th February 2023





Direct Line: (01782) 854210
E-mail: HR@stokesfc.ac.uk

13 January 2023

Dear Applicant

Estates Assistant

Thank you for your interest in the above post. I hope this application pack and other documentation contains all of the information you need.

If, after reading the information, you are still interested in the post please complete an application form and return to HR@stokesfc.ac.uk All candidates will be assessed against the information provided in the enclosed job description and the essential and desirable criteria outlined in the person specification, therefore, please consider the details in the job description and person specification carefully so that you know what the job involves and how you can match this in terms of your skills, abilities and knowledge. The information you provide in your application form and supporting statement is the only information that we will have in deciding whether or not you will be shortlisted for an interview. **Please do not attach a curriculum vitae or additional sheets as these will not be considered.**

As part of the College's efficiency measures we do not send letters to unsuccessful candidates, therefore if you do not hear from us within one month of the closing date you may assume that your application has been unsuccessful.

If you require any further information or wish to discuss the post in more detail, please do not hesitate to contact me in the HR Department on (01782) 854210. A College Prospectus is available upon request.

Thank you again for your interest in the post and I look forward to receiving your completed application by 24th February 2023.

Yours faithfully,

Mark Kent, College Principal

About The City of Stoke on Trent Sixth Form College

The City of Stoke-on-Trent Sixth Form College is an Ofsted graded GOOD college. As the first purpose built Sixth Form College in the country, for over 50 years we have been delivering post-16 education to students. We have helped over 30,000 young people reach their potential by progressing onto universities, great jobs, and varied apprenticeships. With a wealth of experience, we are experts in the field of providing high quality education for all. The College's mission is 'A caring community, delivering excellence and inspiring futures.'



With over 60 courses available, this education goes well beyond success in qualifications, encompassing a wide range of clubs, societies, trips, work experience and extra-curricular experiences to inspire and develop the wider skills of every student. In a team of over 185 staff we are devoted to preparing over 1800 students to achieve more, making a meaningful impact on the world.

We are committed to constantly improving the quality of teaching, learning and assessment and inspiring our students to achieve more. In October 2017, Ofsted Inspectors graded the College 'Good' with several excellent features and praised staff and students for creating a supportive learning community.

Stoke-on-Trent is a unique city affectionately known as The Potteries with lots to see visit and explore. The College is located at the heart of Stoke on Trent, adjacent to Stoke Railway Station providing excellent travel links, we are in easy commuter distance, within up to an hours travel time from Birmingham, Nottingham, Manchester to name a few.

In September 2017, the college became the founding member of [The Potteries Educational Trust](#). Since then we have continued to grow working with many educational institutions from Stoke-on-Trent, Staffordshire and beyond, improving outcomes for all children and young people in the region.

As a member of staff, you will be encouraged to develop your skills and experience by working in collaboration with members of our growing Trust and our extensive professional development programme.

Whatever the ambition and passion of our students, the City of Stoke-on-Trent Sixth Form College has outstanding facilities to support their learning and progression. These include:

- *A NEW Digital Centre (opened in 2021) which includes the higher education hub and state-of-the-art computing labs.*
- *A technical and vocational hub to accommodate T Level provision in Science, Health, Education and Business/Finance opening in 2022/2023.*
- *Shared usage of a specialist science Centre with university standard laboratories.*
- *High quality dance studio and performing spaces.*
- *Digital creative suites and art workshops.*
- *Sport and Leisure Facilities at Fenton Manor Sports Complex and Staffordshire University*
- *Refectory and coffee shop*



Our Employee Benefits

- The College offers a Pension Scheme for all our employees to access in order to help plan for their retirements.
- We are committed to offering flexible employment opportunities enabling staff to strike a sensible balance between home and work life. Wherever possible, we are open to discussing a range of flexible working options including reduced/compressed hours; remote working; flexible start and finish times.
- We offer a robust and supportive induction, peer support and a comprehensive programme of professional development, we pride ourselves on the achievements of our colleagues as professional members of our community. We offer dedicated training days for all staff and support employees in attending external courses and gaining professional qualifications where permissible.
- Employees are entitled to register for our cycle to work and computing schemes, where you are able to purchase bikes and the latest IT equipment and mobile phones with convenient monthly payments automatically deducted from your salary. Make NI savings and spread the cost over a period of 12 months.
- We have an employee assistance programme which is available to all staff and immediate family members. As part of this, employees have access to our health and wellbeing portal, provided by Health Assured, which includes free face to face counselling and telephone support for a whole variety of issues, worries and concerns.
- The College offers Occupational Maternity, Paternity and Adoption Schemes where you may be entitled to enhanced occupational leave and pay.
- The College offers generous annual leave entitlement to all whole year Support Staff with a minimum of 22 days to a maximum of 33 days plus 3-5 local days at Christmas and 8 bank holidays. All entitlements are pro-rata for part time positions.
- Free eye tests and discount vouchers available to use at Specsavers.
- The college has an on-site Canteen area as well as a Costa Coffee Shop. There are various seating areas where you can sit and enjoy your breaks and visitor/team meetings etc. This includes the refectory, Costa café area and a decking area outside. In the summer this is a great facility to enjoy the sunny weather and also have a BBQ.



A CARING COMMUNITY, DELIVERING
EXCELLENCE AND INSPIRING FUTURES

The City of Stoke on Trent Sixth Form College is a thriving, lively and successful Sixth Form College, at the heart of the University Quarter in Stoke on Trent. The College is part of the Potteries Educational Trust working collaboratively with educational institutions from across Stoke on Trent and Staffordshire. The College is currently graded Good by Ofsted.

We have fantastic opportunities for innovative, ambitious and committed individuals to join our college at a time of exciting curriculum initiatives and developments. The successful applicants will join the college at a time of growth and opportunity. To deliver our expanding provision, the college has invested in:

- A state of the art digital facility that opened in November 2020
- A specialist facility to accommodate T Level provision in Science, Health, Education and Business/Finance opening in 2022/2023
- Specialist equipment that enables teachers to provide high quality learning and skill development experiences for our young people.

We are actively seeking people with passion, expertise and who are excited about supporting students on their career journey.

Estates Assistant (Full Time, Permanent)

We are looking to appoint an estates assistant to work closely with the Estates Manager in developing and maintaining efficient and effective buildings and facilities. The Estates Assistant will help to provide a responsive, safe, secure and welcoming environment for all students, staff and visitors.

For further details and an application form please visit the College's website: www.stokesfc.ac.uk, or email HR@stokesfc.ac.uk. Alternatively, telephone Human Resources on (01782) 854210.

The College is committed to Equal Opportunities. Applications are particularly welcome from members of the ethnic minorities who are currently under represented at the College.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You should note that an enhanced DBS Disclosure will be required prior to taking up an appointment with the College.

Job Description

Estates Assistant

SALARY: Scale 3 (£20,025 – £20,843 per annum) + £1,050 per annum call out allowance

LOCATION: Main Site: City of Stoke on Trent Sixth Form College, Leek Road, Stoke on Trent
Occasional: Premises of Potteries Educational Trust Partners and Associate Members

REPORTS TO: Estates Manager

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.

POST OBJECTIVE

To work closely with the Estates Manager in developing and maintaining efficient and effective buildings and facilities.

The Estates Assistant will help to provide a responsive, safe, secure and welcoming environment for all students, staff and visitors.

GENERAL DUTIES AND RESPONSIBILITIES

- To participate in College processes as required.
- To comply with the Colleges policies and codes of practice in relation to Health and Safety, Equality and Diversity and Quality Assurance.
- To work flexibly in the interests of the College as required.
- To participate in the College Performance Management Scheme and undertake staff development activities as appropriate.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with, and outside of this, to exercise vigilance at all times.
- To be aware of the policy, procedures and safe working practices expected of all staff relating to the processing of personal information and Data Protection.
- To be a nominated first aider and undertake relevant training as necessary.

POST SPECIFIC DUTIES AND RESPONSIBILITIES

Security and Safety

- To maintain the security of the premises and its contents, including the locking and unlocking of doors, and the arming and disarming of the intruder alarm, working across a flexible rota and adjusting working hours as and when necessary;
- To report emergencies in the case of faults with gas, electric and water supply, and building if structure(s) are compromised e.g. roof unstable due to adverse weather damage;
- To report and issues or concerns in relation to work carried out by contractors;
- To check and report on, as necessary, pedestrian and vehicular access to the College and direct visitors to correct parking areas and the main reception desk;
- To escort personnel visiting the site such as contractors and representatives of utility companies and monitor any work being carried out;
- To ensure clear and safe pedestrian access to the College particularly in adverse weather conditions (e.g. snow clearing and gritting);
- To maintain a vigilance for health and safety concerns in and around the building and respond to security related incidents;
- To be aware of fire evacuation procedures and assist in the case of an alarm;
- To request sight of, log and check student ID cards on the College site, as required, and report any problems to relevant members of staff;
- To challenge any unacceptable behaviour, such as vandalism, graffiti and litter, by students or unauthorised visitors;
- To participate in an emergency response system including participating in an out of hours rota and responding to emergency call outs as necessary.
- To monitor the safety of staff, students and visitors working in the evening and out of hours;
- To work within general health and safety guidelines.

Maintenance and Cleaning

- To have a working knowledge of building management systems and ensure that the building is efficiently and effectively operated;
- To attend to emergency repairs, spillages and resultant stains on floors and other surfaces;

- To ensure that the site is kept clean and litter free. External litter bins are to be emptied and the contents disposed of on a daily basis;
- To carry out emergency remedial action after break-ins or vandalism;
- To carry out general repairs and maintenance and assist with other projects as directed, particularly during College holiday periods;
- To provide general grounds maintenance including hard and soft landscaping;
- To participate in PAT testing as required;

Caretaking and Janitorial

- To undertake portage tasks as required including setting up and clearing away furniture including internal and external events in the evenings and at weekends, ensuring that classrooms are set up correctly for use after such events;
- To replace towels, toilet rolls and soap in toilets and relevant teaching areas;
- To empty waste and recycling bins and dispose of waste material in accordance with the waste disposal, health and safety and environmental policies;
- To distribute parcels within the building;
- To carry out portage duties at all other locations used by the College;
- To undertake vehicle driving duties as required;
- To carry out regular cleaning and inspections of vehicles for internal and external damage;
- To ensure college vehicles are maintained to a high standard and meet health and safety requirements.

General

- To work with other Estates Team members to provide adequate cover for holiday periods, cover for outside normal hours and cover for emergency call outs;
- To undertake such other reasonable duties commensurate with seniority and grade;
- To provide first aid cover as part of a trained staff first aiders list (after training is completed).
- To act as a Fire Marshall (after training is completed).
- To take part in Christmas break building check rota.

The nature of the post requires working to a flexible rota. Flexibility will be required over working hours to cover evenings and weekends. You will be part of a call out rota and will be required to respond to any emergencies at the premises as necessary.

All Facilities staff will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

As a member of the Trust your role will predominantly be based at the City of Stoke on Trent Sixth Form College. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY <i>(Application, Task, Interview)</i>
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Qualifications

Good general education	✓		Application
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Professional development, skills, experience and knowledge

Emergency First Aid or willingness to undertake relevant training	✓		Application / Certificate
Excellent communication skills	✓		Interview
Ability/Willingness to carry out routine maintenance tasks and basic refurbishment work	✓		Interview
Experience of working in a customer focussed environment offering high levels of support and service	✓		Application / Interview
An understanding of safe working practices and health and safety	✓		Application / Interview
Good ICT skills, with a working knowledge of Microsoft packages including Word, Excel and Outlook		✓	Task

Personal skills and attitudes

Excellent time management and organisational skills	✓		Application / Interview
Ability to work on own initiative with minimum supervision	✓		Application / Interview
A flexible and adaptable approach to meet the changing needs and demands of the Trust	✓		Application / Interview
Full driving licence	✓		Application
Ability to work under pressure	✓		Application / Interview

Ability to deal with sensitive situations and address challenging behaviour	✓		Interview / Task
Work as an effective member of a team	✓		Interview
An understanding of confidentiality	✓		Application / Interview
Demonstrate commitment to equality and diversity	✓		Application / Interview
Commitment to on-going professional learning and development	✓		Application / Interview

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS (CRB) Disclosure prior to taking up an appointment with the College.