

Job Description

Job Title	Estates Assistant
Salary Scale	LIPA Support Staff Scale 2
Responsible To	Head of Estates and Facilities
Responsible For	N/A
Number in Post	2
Date Drafted	September 2024

Job Purpose

To carry out general portorage, maintenance and (when necessary) remedial cleaning duties as directed by senior members of the Estates and Facilities Team, with a view to maintaining a safe and secure environment for staff and students.

Major Tasks

1. To carry out general portorage duties.
2. To undertake maintenance, including proactively seeking faults and carrying out repairs, responding to fault requests and resolving them appropriately and carrying out inspections / tests and completing test schedules.
3. To act as a fire marshal in the event of building evacuation.
4. To undertake cleaning and recycling duties as directed.
5. To undertake outside duties and site security.
6. To undertake duties common to all staff.

Job Activities

Major Task 1: Portorage

1. Receive and convey parcels to buildings / departments as instructed.

2. Move furniture and equipment as required, setting out and arranging as directed.
3. Work to agreed service level standards.

Major Task 2: Maintenance

1. Carry out preventative maintenance and statutory work, including (for example):
 - Testing emergency lighting;
 - Cleaning and replacing filters within air handling and air conditioning units;
 - Checks on plant rooms; and
 - Assisting with water treatment regime.
 - Check fire doors.
 - Check disabled alarms
 - Check evacuation chairs
 - Check fire extinguishers
 - Check and replace missing safety signage
2. Carry out routine, day-to-day maintenance tasks, including (for example):
 - Erection of shelving;
 - Minor brickwork repairs;
 - Basic tiling and silicon work;
 - Internal and external painting; and
 - Cleaning gutters on building roofs.
 - Replacing of batteries to identified devices.
 - Easing and adjusting doors.
 - Repairing door handles, locks and hinges.
 - Repairing damage to flooring, timberwork, plasterwork.
 - Making good decoration.
 - Removing graffiti.
3. Act as first response to reported defects, including (for example):
 - Leaking water pipes;
 - Blocked and leaking drains;
 - Lock-outs;
 - Lock replacement;
 - Replacing lamps.
 - Resetting tripped circuits and checking on cause.
4. Report any defects to buildings, plant or equipment.
5. Liaise with contractors working on site and escorting them to their place of work.
6. Accompany contractors working in safeguarded environments.

7. Assist colleagues in the undertaking of multi-person or specialised tasks.
8. Carry out work of an urgent nature which might require working beyond normal core hours (for which overtime or TOIL will be available)
9. Adjust building heating/ventilation levels on request

Major Task 3: Fire marshal duties

1. Produce work as part of a team to ensure the safe evacuation of LIPA buildings in the event of a fire alarm.
2. To liaise with other members of the team to secure the building before allowing staff, students and public back in following an alarm.

Major Task 4: Cleaning and recycling

1. Carry out remedial cleaning as and when necessary.
2. Liaise with cleaning staff over areas of concern.
3. Remove litter and rubbish from within and outside the building.
4. Carry any items for recycling or disposal as directed.

Major Task 5: Outside duties and site security

1. Carry specific cleaning duties including clearing leaves, litter and herbage from hard surface areas.
2. Unblock drains, gullies, grids and gutters as necessary.
3. Ensure our premises are kept safe and secure at all times (e.g. ensuring locks are working, health and safety is adhered to).
4. Identify potential trips and hazards around the site and act to eradicate any risks.
5. Remain vigilant at all times in identifying potential intruders.

Major Task 6: Undertake duties common to all LIPA staff

1. To work flexibly including contributing to projects of a general nature and providing cover for other staff.
2. To participate in staff appraisals and training programmes as required.
3. To carry out duties at all times with due regard to Equal Opportunities, Health and Safety and other LIPA policies as agreed and revised from time to time.

Notes:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of LIPA's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in their present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

37.5 hours per week, Monday – Saturday on a rota basis – at least one working Saturday in three will be required during term-time, with compensating day(s) off in the week on a time for time basis.

Person Specification – Estates Assistant

		To be identified by:
Education and Qualifications:		
No formal qualifications are required.		
Experience/ Knowledge:		
A background in one or more trades and / or very good, wide ranging DIY skills.	Essential	Application Form / Interview
Experience of working as a janitor / caretaker.	Desirable	Application Form / Interview
Experience of working to a high standard in a similar line of work.	Essential	Application Form / Interview
A basic knowledge / good understanding of health and safety principles and procedures.	Essential	Application Form / Interview
Skills and Abilities:		
Organised and methodical approach to work.	Essential	Application Form / Interview
Mature approach to see a job to completion.	Essential	Application Form / Interview
Happy to take instruction and work unsupervised when necessary.	Essential	Application Form / Interview
Ability to perform portorage / moving furniture tasks.	Essential	Application Form / Interview
Ability to work as part of a team.	Essential	Application Form / Interview

Ability to work weekends on a rota basis.	Essential	Application Form / Interview
Commitment:		
To diversity, inclusivity and ethical practice.	Essential	Interview
To the provision of a high level of service.	Essential	Interview
Positive and enthusiastic with a can-do approach.	Essential	Application Form / Interview
A self-starter who will proactively seek tasks to complete without direction.	Essential	Application Form / Interview
Ability to obtain a DBS disclosure which is satisfactory to LIPA.	Essential	DBS application clearance