

JOB DESCRIPTION

Job Title:	Estates Assistant
Department:	Estates
Contract:	Permanent, Full-time
Salary Range:	£20,048 - £24,144 per annum
Salary Grade:	SS1
Report To:	Facilities Supervisor
Job Purpose:	To carry out general porter and transportation duties across the University.
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. To be responsible for the delivery and collection of materials throughout University sites. 2. To deal with goods deliveries, liaising with delivery drivers and university staff, checking items against orders and distributing as necessary. 3. The collection and disposal of waste as directed. 4. Setting up equipment and furniture as directed and returning areas to previous standards after events. 5. To assist with maintaining the required standards of hygiene throughout the building, to include specialist cleaning as required. 6. Transportation of equipment between sites as required 7. Transportation of people between sites as required. 8. Professional communication with all parties involved in day-to-day activities. 9. To ensure practice is in line with the requirements of the General Data Protection Regulations. 10. To commit to upholding the principles of Safeguarding and the PREVENT agenda. 11. Any other duties commensurate with the nature and grade of the post.

For office use only:

Approved by:		Date:	
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PERSON SPECIFICATION

Post:	Estates Assistant	Weighted criteria
Experience:		
1	Previous experience in a similar role, inclusive of Manual Handling	X
2	Previous experience in customer-focussed role	X
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Skills & Abilities:		
6	Proficient in the use of the Microsoft Office Suite	X
7	High level of oral and written communication skills in both individual and group situations	
8	Ability to work on own initiative as well as an effective team member	
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Education & Qualifications:		
11	Basic level English skills	
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Training & Professional Development:		
16	Understanding of Health and Safety	
17	Willingness to complete training as required	
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Other:		
21	Flexible approach to work.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
23	Hold a clean Driving License	X
24		
25		

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