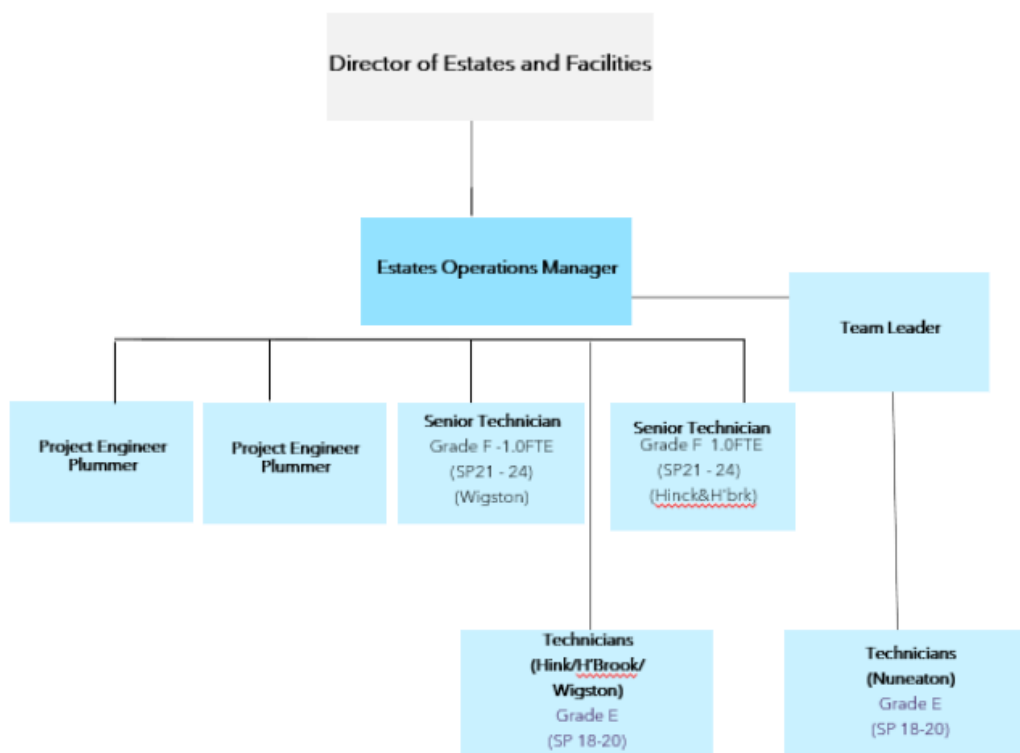


Post Title:	Senior Technician
Team:	Estates
Line Manager:	Director of Estates
Grade:	Grade F (SP21 – SP24) £26,732 -£29,199
Hours per week:	Full time
Location:	1 x Hinckley / Harrowbrook 1 x Wigston These posts maybe required to work across the estate as and when required.
Job reference:	REQ0000835

Job Purpose

The post holder will play a vital role in assisting the Estates team by supporting the smooth running of the facility through a range of duties including maintenance, supervision of cleaning contractors, repairs, and portering duties. The role is key to ensuring that day-to-day operations are conducted efficiently and to the highest standards.

Organisation Structure



Main Duties and Responsibilities

- Help establish and implement appropriate systems and working practices within the team.
- Ensure that all operations comply with relevant statutory regulations and industry best practices.
- Oversee the daily operational work of the Technicians team, ensuring tasks are completed efficiently and in line with set expectations.
- Provide guidance and support to the team as needed.
- Take responsibility for organising and setting up operational tasks based on information or bookings received from the Operations Manager or Estates Team.
- Ensure all required equipment, resources, and personnel are allocated appropriately.
- Monitor and manage the stock of caretaking equipment and tools.
- Liaise with the Operations Manager to ensure that stocks are replenished and properly maintained.

Generic for level

To undertake any other duties within the spirit of the job description and commensurate with the grading of the post.

Key Outcomes

1. Gain a thorough understanding of the day-to-day security, maintenance, and upkeep of the College buildings, grounds, plant, and machinery.
2. Complete checklists and audit documents as required, ensuring that all work is approved and properly recorded in the appropriate files.
3. Provide regular updates to the Operations Manager regarding completed work or any delays in planned or organised work.
4. Be responsible for specific estates-related tasks, including grounds maintenance, painting/decorating, and recording utilities consumption data.
5. Provide cover for other Technicians during periods of holiday or absence, carrying out duties as required.
6. Ensure the security of the campus by rigorously locking and unlocking the building according to the established procedures and shift patterns. Provide cover for other Technicians when required.
7. Regularly check and report on the Legionella controls and emergency lighting to the Operations Manager or Estates Team.
8. Ensure that all relevant Health and Safety legislation, procedures, and best practices are followed. Promote and demonstrate safe working behaviour within the campus.
9. Work with the Operations Manager to ensure safety checks are carried out in line with College Health and Safety Policy and legislation.
10. Ensure all contractors on-site are aware of and follow NWSLC Health and Safety regulations.
11. Carry out maintenance and repairs as needed, including tasks such as painting/decorating,

12. Ensure that the internal and external estate environment is maintained to a high standard, including all types of furniture.

Key Contacts

Internally: Estates
Campus Director
Support Services Leads

Externally: Contractors
Local Authority
Consultants to the College

NWSLC Way

This role requires you to be an ambassador for the College, following the “NWSLC Way” framework by promoting and adhering to the College values and behaviours. The ‘NWSLC Way’ is to help each other to take pride in what we do and work together to realise our full potential, to nurture an environment of trust, to inspire colleagues to improve and develop, aspire to always deliver a high-quality service and to create an environment of continuous improvement.

The College Values underpin our work and are NWSLC – Nurturing, Work ready, Sustainable, Leading and Collaborative.

Safeguarding and Promoting the Welfare of Children

All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. 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. The post holder must be aware of the College’s policies which safeguard and promote the welfare of children and adhere to their guidelines. An Enhanced DBS check will be required for all roles at the college.

Person Specification

Requirements	Essential (E) or Desirable (D) Requirements	Measured By: a) Application form b) Selection Process
Qualifications		
Holds a valid First Aid certificate and is confident in responding to emergency situations appropriately and calmly.	D	A
Level 3 Technical Qualification within a construction-based craft	D	A
Skills, Knowledge, Experience		
Proven experience in a hands-on maintenance role with skills in carpentry, painting, plumbing, and general repairs	E	A / B
Possesses or is developing practical skills necessary for the safe operation and upkeep of a public facility. This includes knowledge of routine maintenance, security checks, fire safety systems, and emergency procedures	E	A / B
Demonstrate experience or a strong understanding of preparing and managing the day-to-day operations of a public building, ensuring all activities are carried out safely and efficiently.	E	A / B
Experience co-ordinating a team and external contractors and ensuring compliance with health and safety regulations	E	A / B
Technical department experience especially in maintenance	E	A / B
Experience using computerised maintenance management systems to plan proactive maintenance and record reactive tasks	E	A / B
Behaviours		
Communicates clearly and respectfully with staff, contractors, and visitors. Displays a positive and helpful attitude, contributing to a supportive working environment.	E	A / B
Strong problem-solving abilities and a proactive approach to maintenance issues.		A / B

Reliable, punctual, and well-organized. Manages time effectively to meet responsibilities.	E	A / B
Ability to work independently and as part of a team, managing multiple tasks effectively.		A / B

Where the post holder cannot demonstrate desirable criteria at the point of appointment, it is expected that there will be a willingness to agree a timeframe and work towards achievement of each desirable criteria.

Agreement

At the time of producing the above is an accurate representation of the job role. Following consultation with you, it may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Postholder

Signed:

Name:

Date:

Manager

Signed:

Name:

Date:

Proposed Structure									
Director of Estates									
			Health, Safety and Environment Manager						
Contractors and Facilities Manager (1)		Operations Manager (1)		Sustainability (1)		Assistant Health and Safety Officer (1)		Nursery Manager (1)	
As existing role for operational contracts with the exclusion of energy billing and consumption data. Responsibility to deliver Estates related income targets for the use of resources by third parties.		As the current role but gains the management of the three senior technicians roles at the main campuses.		A new role to manage and deliver net zero energy consumption data. Manage BMS control for properties. Manage utilisation collection data and support the FMM in providing a suitable environmental conditions within the estate to support teaching and learning.		A new developmental role to support the HSM in the effective delivery, guidance and advice to College partners		Nursery Supervisor Wigston (1)	
Contracts Officer (1)		Project Engineer Electrical (1)						Nursery Assistants (8)	
Apprentice (.5)		Mobile Plumber (1)						Apprentice (1)	
		Post and Vehicle Technician (.6)							
		Mob Technician (1) MTI/HB/BIT							
Wigston		Nuneaton		Hinckley					
Senior Technician (1)		Senior Technician (1)		Senior Technician (1)		Senior technicians role to be paid as an Technicians roles and hours remain in budget.			
A new and active role to manage the technician function at the campus ensuring statutory compliance, testing and recording, delegation of duties, managing rotas and including the current JD of a		A new and active role to manage the technician function at the campus ensuring statutory compliance, testing and recording, delegation of duties, managing rotas and including the current JD of a		A new and active role to manage the technician function at the campus ensuring statutory compliance, testing and recording, delegation of duties, managing rotas and including the current					
Technicians (1.5)		Technicians (3.4)		Technicians (1.5)					