



Gloucestershire College is advertising this role on behalf of Gloucestershire Facilities Management (GFM).

## About the Role – Employment Details

|               |   |
|---------------|---|
| Post Number   | A113  |
| Job Title     | Estates Officer   |
| Salary        | £25,229.17 - £27,028.63 per annum   |
| Contract Type | 37 hours per week, 52 weeks per year Full Time/Permanent  |
| Campus        | Cheltenham (but willing and able to travel between sites)   |
| Department    | Estates   |
| Reporting To  | Estates Manager   |
| Holiday       | 27 days' annual leave, increasing to 32 days after 5 years', plus an additional 3 days during Christmas closure |
| Pension       | People Pension 4% - 5% Matched Contribution   |

## About the Role – Meet the Team

### Estates Department

Join our Estates team and play a key role in creating a safe, secure, and welcoming environment for everyone who uses the College.

As part of the Estates Department, you will help ensure the smooth day-to-day operation of the College by providing an efficient and responsive service to students, staff, and visitors. Your work will directly contribute to maintaining high standards of security, site safety, and general estate support. In this varied and hands-on role, you will:

- Support the security and general domestic needs of the College
- Contribute to maintaining Health & Safety standards across the site
- Follow established procedures during emergencies such as fire, flood, break-ins, accidents, or major incidents
- Help ensure the College remains a safe and welcoming place for all

### Working Hours

We operate a range of opening and closing shift patterns to meet operational needs. These vary between term time and holiday periods. All shifts fall between 06:00 and 22:00, offering structure and clarity around working hours.

This is an excellent opportunity for someone who is proactive, reliable, and committed to supporting a positive and safe College environment.

Working at the College offers more than just a job. You'll be part of an organisation committed to developing its people, with access to training, learning opportunities, and support to help you succeed.

In return, we offer a collaborative and inclusive working environment, the chance to make a real difference to the student and staff experience, and the stability and benefits that come with working in further education.





## About the Role – Duties and Responsibilities

- Open and close the premises and maintain general site security
- Ensure hazards are removed or made safe and fire exits are kept clear
- Investigate and respond to any fire or intruder alarm activations
- Respond to calls for assistance including emergency action plans and fire evacuations
- Undertake and keep records of the testing of, e.g., fire alarms, emergency lighting and portable appliances.
- Support the essential parts of the reception function in times of staff shortage and holidays, e.g., greeting and signing in visitors, sorting post, answering the telephone and logging lost or found items.
- Carry out routine Estates duties as required, e.g., room set ups, litter picks and receiving deliveries.
- Action and close jobs raised on the College helpdesk.
- Support the duty managers as required in the event of an incident.
- Assist in the College security team in collecting information on thefts, vandalism along with support at car park entrances during peak times
- Carry out minor maintenance (within capability) tasks.
- Help maintain a safe clean environment by ensuring smokers are directed to designated smoking areas and vehicles park in designated zones

## About the College – Our Expectations

- Take an active part in the Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post





## About the You

### Our Shortlisting Criteria

|                  |  |
|------------------|--|
| <b>Essential</b> | <ul style="list-style-type: none"><li>– Previous experience of working with the public.</li><li>– Basic working knowledge of Microsoft Office.</li><li>– Willingness to undertake Equality &amp; Diversity and Safeguarding training.</li></ul>  |
| <b>Desirable</b> | <ul style="list-style-type: none"><li>– Experience of working with young people.</li><li>– Experience of remaining calm in a pressured environment</li><li>– Working knowledge of Health and Safety</li><li>– English &amp; Maths to a level 2</li><li>– Willingness to undertake First Aid Qualification and participate in the First Aid Rota.</li></ul> |

### The Perfect Person for us will demonstrate

|                  |   |
|------------------|---|
| <b>Abilities</b> | <ul style="list-style-type: none"><li>– Ability to work without supervision, self-motivated with a proactive approach to work with a calm, polite and helpful manner.</li><li>– Able to work well within a team environment, and to communicate effectively, openly communicating and resolving issues through helping not blaming. Welcoming feedback as an opportunity to improve.</li><li>– Able to work to high standards and stay calm under pressure approaching difficulties with a positive attitude with the ability to respond effectively and calmly to emergency / difficult situations as they arise.</li><li>– Must be physically fit and able to handle loads.</li><li>– Committed to safeguarding young people and vulnerable adults.</li><li>– Enjoys working with a wide range of people treating others with respect and civility, building trust to bring out the best in people.</li><li>– Flexible attitude.</li><li>– Receptive to new ideas, able to learn from failures as well as successes.</li><li>– Committed to delivering the highest possible standards of customer service and undertaking the role to the highest possible standard, taking responsibility for own actions.</li></ul> |
|------------------|---|





**Job  
Circumstances**

- A flexible approach to working hours is essential due to the nature of the work.
- Please note that all hours are to be worked on a Rota basis from 06.00am to 10.00pm to cover the opening times of the college, this will vary around term time closure but will be discussed in full at interview.
- Duties include lock up and alarm setting.
- Ability to travel between campuses as required.
- Cheltenham will be the main base for the role, however you will also be required to work in the Gloucester or Cinderford campuses when needed
- Able to travel between college sites
- Undertake any training required for the role
- Hold an Enhanced DBS check or be willing to undertake a check.
- This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

