



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

About the Role – Employment Details

Post Number	A157B
Job Title	Estates Officer (Cheltenham Hardwick Campus)
Salary	£25,229.17 - £27,028.63 per annum (full time) £12,614.69 - £13,514.32 per annum (part time)
Contract Type	Permanent, 37 hours per week, 52 weeks per year 1 x FT post or 2 x 0.5 posts available
Campus	Cheltenham Hardwick Campus, Gloucester, Cheltenham or Cinderford
Department	Estates
Reporting To	Facilities Supervisor
Holiday	27 days per annum, increasing to 32 days after 5 years, bank holidays and Christmas closure
Pension	People's Pension – 4%-5% matched contribution

About the Role – Meet the Team

Join our Estates team and help maintain a safe, secure, and welcoming environment for all College users.

You will support the day-to-day running of the College, providing a responsive service to students, staff, and visitors while upholding high standards of safety, security, and site maintenance.

Primarily based at our new Cheltenham Hardwick site during term time, you will work closely with the Facilities Supervisor to:

- Support site security and general estates operations
- Maintain health & safety standards and follow emergency procedures
- Open and secure the campus, responding to alarms and incidents professionally
- Carry out routine safety checks, minor repairs, and general estates duties
- Keep accurate records and support Reception when required
- Help maintain a clean, tidy, and well-managed environment across the site

Your work will play a key role in ensuring the College remains a safe and welcoming place for everyone.

During site closure, you will support the wider Estates team with day-to-day activities at either our Cheltenham or Gloucester Campuses.





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.
- Carry out internal and external cleaning duties, including litter picking, bin emptying, sweeping, and spill response
- Ensure cleaning equipment is safe and report any faults promptly
- Monitor and maintain stock levels of cleaning supplies, ensuring COSHH and MSDS documentation is up to date
- 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 You

Our Shortlisting Criteria

Essential	- Previous experience of working with the public. - Basic working knowledge of Microsoft Office. - Willingness to undertake Equality & Diversity and Safeguarding training.
Desirable	- Experience of working with young people. - Experience of remaining calm in a pressured environment - Working knowledge of Health and Safety - English & Maths to a level 2 - Willingness to undertake First Aid Qualification and participate in the First Aid Rota.

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Abilities	- Ability to work without supervision, self-motivated with a proactive approach to work with a calm, polite and helpful manner. - 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. - 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. - Must be physically fit and able to handle loads. - Committed to safeguarding young people and vulnerable adults. - Enjoys working with a wide range of people treating others with respect and civility, building trust to bring out the best in people. - Flexible attitude. - Receptive to new ideas, able to learn from failures as well as successes. - Committed to delivering the highest possible standards of customer service and undertaking the role to the highest possible standard, taking responsibility for own actions.
Job Circumstances	- Able to travel between college sites (if required) - Undertake any training required for the role - Hold an Enhanced DBS check with child barred list check or be willing to undertake a check





If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or any information that would make you unsuitable to work with children. Generally, we are permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This Order sets out the circumstances in which an individual can be asked about spent convictions (but not protected convictions or protected cautions) and when an employer can consider these. This includes "any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment which is of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his normal duties."

As this role involves engaging in "regulated activity" relevant to children, and in line with our legal obligations, before filling out this application you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In line with KCSIE and having regard to all relevant guidance, there is a requirement for providing satisfactory references and online searches will be conducted for candidates. The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks. The level of check undertaken will be consistently applied across all applicants and may include both social media and a general internet search.

