

Job Description

JOB TITLE:	Estates Maintenance Operative
SALARY:	Support Scale I
REPORTS TO:	Estates Manager
CAMPUS:	Slough & Langley College with travel to Windsor and Strode's campuses as required
JOB PURPOSE:	To provide a high-quality maintenance service across the College estates (Langley, Strode's and Windsor), ensuring buildings, grounds, plant, equipment and learning environments are safe, compliant, secure and maintained to an excellent standard. The postholder will undertake planned preventative maintenance, reactive repairs, project work and support the wider Estates team in delivering an outstanding environment for students, staff, visitors and external users.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. Maintenance and Repairs

- 1.1 Carry out planned preventative maintenance (PPM) and reactive repairs across the College estate
- 1.2 Undertake a broad range of maintenance works including carpentry, joinery, plumbing, painting and decorating, flooring, ceiling and wall repairs, door and lock repairs, and minor electrical works within competency levels.
- 1.3 Complete maintenance requests using the College's maintenance management system and within agreed timescales.
- 1.4 Assemble, repair and maintain furniture, fixtures and fittings throughout the College.
- 1.5 Assist with refurbishment projects and improvements to teaching, office and communal areas.

2. Estates and Facilities Support

- 2.1 Carry out routine inspections of College buildings, grounds and infrastructure and identify maintenance requirements.

- 2.2 Assist with maintaining roads, pathways, car parks and external areas in a safe and presentable condition.
- 2.3 Undertake seasonal maintenance tasks including gritting, snow clearance, leaf clearance and flood prevention measures.
- 2.4 Assist with room setups for examinations, events, open days and external lettings.
- 2.5 Move furniture, equipment, deliveries and materials as required.

3. Health & Safety and Compliance

- 3.1 Support statutory and compliance testing/monitoring programmes including, fire safety inspections, asbestos management, fire door checks and any other estates compliance requirements.
- 3.2 Ensure all work is undertaken in accordance with Health & Safety legislation, College policies and safe systems of work.
- 3.3 Report hazards, defects, accidents and near misses promptly.
- 3.4 Maintain accurate records of maintenance work and compliance activities.
- 3.5 Participate in risk assessments and promote a safe working environment for students, staff and visitors.

4. Security and Emergency Response

- 4.1 Carry out security checks of buildings and grounds as required.
- 4.2 Assist in responding to emergency situations, adverse weather events and business continuity incidents.
- 4.3 Assist with unlocking, locking and securing College facilities when required.

5. Contractor Supervision

- 5.1 Assist with supervising contractors working on site.
- 5.2 Ensure contractors comply with safeguarding, health and safety and site procedures.
- 5.3 Verify risk assessments, method statements and permits are in place where required.
- 5.4 Report contractor performance concerns to the Estates Manager.

6. Customer Service

- 6.1 Provide a responsive and professional estates service to staff, students, visitors and contractors.
- 6.2 Communicate effectively regarding maintenance requests and project updates.
- 6.3 Promote a positive image of the College through high standards of workmanship and customer service.

7. General Duties

- 7.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 7.2 Be responsible for safeguarding and promoting the welfare of students.
- 7.3 Participate in training and professional development activities.
- 7.4 Support colleagues across the Estates and Facilities team as required.
- 7.5 Be responsible for College credit card and financial management of purchase of small items to assist with completion of tasks.
- 7.6 Undertake such other reasonable duties as may be requested, commensurate with the grade of the post.

Note

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

July 2026

PERSON SPECIFICATION
Estates Maintenance Operative

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Level 2 English	X		AF
Level 2 Maths	X		AF / IV
Recognised trade qualification, apprenticeship or equivalent practical experience		X	AF
Full UK Driving Licence	X		AF
First Aid at Work Qualification		X	AF
Legionella/ Asbestos Awareness Training		X	AF
EXPERIENCE			
Experience carrying out planned and reactive maintenance	X		AF / IV
Experience working with contractors	X		AF / IV
Experience within a Further Education, Higher Education or school environment		X	AF / IV
Experience supporting statutory compliance programmes		X	AF / IV
SKILLS, KNOWLEDGE AND ABILITIES			
Good all-round maintenance and practical DIY skills	X		IV
Ability to diagnose faults and identify practical solutions	X		IV
Good organisational skills and ability to prioritise workload	X		IV
Competent IT skills including Microsoft Office applications	X		AF / IV
Strong customer service and communication skills	X		AF / IV
Knowledge of Health & Safety legislation and safe working practices	X		IV
Ability to work independently and as part of a team	X		AF / IV
Ability to read basic technical drawings and specifications		X	IV

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation