



**WORK AT
SHIPLEY
COLLEGE**

Estates Team Leader

Shipley College - Great people, great place!

Hours: Full time post, 37 hours per week

Salary: £25,049 - £29,048 per annum

Closing Date: Monday 16th February 2026 at 9am *(We may close the advert early if sufficient applications are received. So early applications are advised)*

Interview Date: TBC

Start Date: ASAP (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

Would you like to work with a great team in a beautiful location, in a fast paced and varied role? Do you have the energy to resolve a variety of everyday tasks and challenges whilst maintaining a customer-first focus with your day-to-day interactions with colleagues, students and local residents?

We are looking for someone to support the Estates Manager and assume the role of team leader for the Estates team. The right candidate will be skilled at supporting and developing others to deliver a high quality, efficient service. Someone who is proactive in completing tasks in a timely manner, possesses excellent communication and interpersonal skills, and is able to establish strong working relationships with all stakeholders.

We ask that you have a "can do" and practical attitude, and thrive in a fast-paced environment.

If you are self-motivated, well organised and able to work both independently or as part of our team, then we would love to hear from you!

Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"> • Pension Schemes • Professional Development opportunities • Access to a free gym on site • Reduced cost train and bus travel* • Access to free onsite car parks • Shopping discounts with discount app • Enhanced Annual Leave <p>*qualifying period applies</p>	<ul style="list-style-type: none"> • Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy • Maintains the College estate ensuring they are safe and presentable • Takes responsibility for dealing with any hazards reported and making sure it is safe for the learners, staff and visitors • Ability to organise and prioritise work, meet deadlines, maintain confidentiality, work with accuracy and attention to detail. • Able to act on your own initiative and provide leadership to colleagues

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk

Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.	The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.
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Job Description

JOB TITLE	Estates Team Leader
RESPONSIBLE TO	Estates Manager

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF JOB

The Estates team are essential to day to day life in college

The primary focus of the post is to manage a team providing high quality customer service and ensuring the College site is safe, compliant and clean.

Under the direction of the Estates Manager, you'll help provide excellent customer service to everyone using the College. You will oversee a team of caretakers and grounds maintenance staff in maintaining and ensuring the cleanliness, safety and functionality of the college buildings.

DUTIES AND RESPONSIBILITIES

- To act as a Key Holder and to operate the key distribution and control system ensuring the security of buildings, its contents and users, including (paid) out of hours call outs.
- To lead the caretaking and grounds maintenance teams supporting their personal development and guiding and motivating them to meet the departmental goals.
- To oversee the caretaking and grounds maintenance teams allocating workloads and tasks to provide a comprehensive service supporting the needs of the college from Health and Safety legislation to effective support for events.
- To occasionally work outside of usual working hours to support as a cover caretaker as required.

- To liaise with College staff on a daily basis.
- To check goods against delivery notes and assist the Estates Manager in the maintenance of stock.
- To prepare rooms for teaching, exams and events etc. eg: arranging furniture, acquiring equipment and checking temperature.
- To undertake minor repairs, decorating and routine maintenance such as, drain maintenance and door maintenance, after training.
- To liaise with cleaning staff and monitor the cleaning process on a daily basis.
- To undertake cleaning duties, including external areas and areas adjacent to College buildings.
- To maintain various recording books (e,g. meter readings, visitors book, keys distributed).
- To be a designated First Aider (training & qualification will be provided).
- To liaise with the contracted security team and support when necessary.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 qualification in English and Maths (or equivalent) - You must be able to evidence this at interview by way of original certificates
Previous experience as a caretaker or other estates / facilities role
Knowledge of Health & Safety legislation, including good practice in relation to caretaking
Good organisational skills, including the ability to adapt to changing workload demands and new workplace challenges with minimal supervision
Self-motivation and personal drive to complete tasks within set timescales, and to the required quality standards
Ability to undertake all the physical aspects of the job, including the use of relevant equipment
Willingness to be flexible in relation to working hours
Commitment to attend to site in an emergency
Ability to communicate effectively by phone, radio, in person and by email
Ability to project a positive image for the College

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of motivating and leading a team to deliver a high quality service
Previous experience in a customer service role or relevant customer service qualification
Awareness and understanding of working within a College environment
Ability to work within a teamwork and to use initiative
Excellent communication skills
Creative approach to problem solving
Full Clean Driving Licence
Ability to use initiative

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge and experience of Equality, Diversity & Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

Diana Bird
Principal

Shipley College Mission Statement

To be a beacon of opportunity, transforming lives through learning.

OUR CORE VALUES - THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals

98% of students agree that the College is a safe place to learn.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

96% of students agree that College staff are friendly and helpful.