

JOB DESCRIPTION



POST TITLE: Estate Assistant

NAME: Vacant Post

LOCATION: 27 Underwood Close B15 2SX

RESPONSIBLE TO: TMO Manager

JOB CONTEXT

- A) Roman Way Estate (RWE) TMO requires an enthusiastic Estate Assistant to join our team.
- B) The Estate Assistant will work with the on-site team in providing and assisting with a comprehensive estate cleaning, minor repairs and maintenance service within Roman Way Estate.
- C) The candidate will be enthusiastic and willing to work as part of a small team in the delivery of housing and estate environmental services.

MAIN DUTIES AND RESPONSIBILITIES

- To assist the with minor repairs, cleaning, rubbish removal and other similar estate caretaking duties as requested
- Carry out routine inspections and assessments of the estate and in particular high rise blocks in compliance with RWE standard procedures
- To work closely with the team to ensure effective delivery of services and that all routine works are delivered and completed in compliance with RWE Policy and Procedures
- To support the team in identifying and implementing service improvements
- Notify management of occurring deficiencies or needs for repairs

- Ensure awareness of all matters in relation to Health and Safety at work, activity risk assessments, COSHH assessments, Fire Risk and Manual Handling regulations are adhered to and that PPE is used at all times
- Ensure that a high level of cleanliness is maintained throughout the estate on a daily basis
- In addition to the above, the post holder is required to carry out any reasonable duty as and when required

KEY COMMUNICATION LINKS WITH:

Internal: All members of Staff and Board

External: Residents, Statutory Agencies & Focus groups

WORKING CONDITIONS

The post is situated in Edgbaston Birmingham.

ADDITIONAL REQUIREMENTS

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the service. Other duties required will be consistent with those listed above and appropriate to the title and scale of the post.

Staff will be expected to demonstrate key values in the way they carrying out their job, such as:

- Resident Involvement
- Equality and Diversity
- High Performance Culture
- Customer Care

To undertake your day to day activities in such a way as to support Roman Way Estate's Policies, Procedures and good practice guidelines, in particular:

- Employee Code of Conduct
- Customer Care
- Health and Safety

REPORTING RELATIONSHIP

Board

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TMO Manager

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Estate Supervisor

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Estate Assistant

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Post Holder

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Manager

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Date