#### **<u>Lettings Coordinator</u>**

- Educated to GCSE Level at grade C or above in English and Maths (or equivalent)
- Administration experience

#### **Service Team Administrator**

- Educated to GCSE Level at grade C or above in English and Maths (or equivalent)
- Administration experience
- Proficient in IT systems and databases

#### **Health & Safety Manager**

- Relevant degree
- Ability to create and deliver Health and Safety training courses
- Experience in dealing with relevant external parties such as the HSE and fire authorities
- Continuous evidence of professional development

#### **Facilities Coordinator**

- Knowledge of statutory service and maintenance requirements
- Understanding of budgets
- CIEH Health & Safety in the Workplace Level 2 (or willingness to work towards)

#### **Head of Services**

- · Qualified to degree level (or equivalent)
- CIEH Food Safety Level 4 (or willingness to work towards)
- CIEH Health & Safety in the Workplace Level 4 (or willingness to work towards)

- Experience as a Services Manager
- Experience of staff management
- Knowledge of Health and Safety legislation
- Experience of planning and management of building projects

## **Transport**

# Driver (D1)

- D1 licence
- MIDAS training (or willingness to work towards)

#### Driver (D)

- D licence
- MIDAS training (or willingness to work towards)

#### Transport Manager

- D/D1 licence
- Management experience



## <u>Caretaker</u> <u>Porter</u> Porter experience Maintenance experience First Aid qualification (or Competent in willingness to security work towards) Pool plant operator qualification (or willingness to work towards)

## <u>Maintenance</u> Person

- Educated to minimum GCSE standard or equivalent
- Knowledge of some of the following areas: carpentry, electrical work, plumbing or building

### **Grounds & Gardens Person**

- Experience of labouring tasks
- Experience of cutting/mowing grass
- Ability to use grounds and garden equipment

#### **Estate Supervisor**

- Knowledge and experience in upkeep and maintenance of buildings
- Experience of using power tools, carrying out risk assessments/inspections
- Experience of managing staff
- CIEH Health and Safety in the Workplace Level 2 (or willingness to work towards)

#### **Progression Example**

**Head Porter** 

maintenance

• Experience of porterage/caretaking/

willingness to work towards)

CIEH Health & Safety in the Workplace (or

Mike started at Treloar's in 1998 as a Porter and in 2007 the Head Porter vacancy arose. He had 19 years' worth of experience and knowledge to draw on when he applied for the vacancy.

Mike was promoted to Head Porter and has proved invaluable in his time at Treloar's.

Recently, Mike received a long service aware to thank him for his service.

"Following my promotion I thoroughly enjoyed this versatile position which involves liaising and working with staff and students across the entire site.

My career here has helped me to become a more confident person and given me a multitude of extra skills."

