



## Hill Road Sixth Form College Estates Team – Summer Placement

- Start date:** 23<sup>rd</sup> July 2025, or as soon as possible afterwards, until approx. 31<sup>st</sup> August 2025.
- Contract:** Zero hours casual Contract
- Hours:** Maximum 30 per week with flexibility around other commitments
- Salary:** NJC point 3, £12.34 per hour plus 12.07% holiday pay (actual pay £13.83 per hour)

We are looking for energetic and responsible individuals to join our Estates Team over the summer period to help deliver our busy repair and maintenance programme which takes place over the College summer break. You will be enthusiastic and able to cope with the physical demands of the job with a positive attitude.

The successful candidate will be capable of working as part of a team or alone. We are looking for someone who is reliable, patient and has an excellent attitude to work.

Working days and hours will be discussed and agreed in advance, and flexibility will be offered for any pre-planned holiday arrangements.

If you are interested in the role, please complete an application form and a cover letter outlining your experience and suitability for the post. The closing date is noon on Monday 7<sup>th</sup> July 2025. Interviews are scheduled to take place on Thursday 10<sup>th</sup> July.

*The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment. The College actively promotes equality and diversity and welcomes applications from all sections of the community.*

## Job description: Estates Services – Summer Placement

### Main responsibilities:

- Painting
- Moving/relocating/assembling furniture
- Assisting in getting newly refurbished spaces ready for the new academic year
- Assisting in getting the college ready for the new academic year.

### Other duties:

The post holder may be required to undertake other duties from time to time within the general scope of the post.

### Accountabilities that relate to all staff at the College:

- To promote equality of opportunity in accordance with the College's Single Equality Scheme
- To maintain high standards of attendance and punctuality
- To have proper and professional regard for the ethos, policies and practices of the College

## Person Specification: Estates Services - Summer Placement

	Essential
<b>Qualifications and training</b>	English and Maths GCSEs at grade C (4) or above, or equivalent functional skills level 2
<b>Skills and Personal Attributes</b>	Ability to work in a physically demanding role

In addition, the successful candidate will demonstrate, or have the potential to develop, strengths in the following areas.

<b>Organisation and communication</b>	<ul style="list-style-type: none"><li>• Methodical approach to work requiring care and attention to detail</li><li>• Clear and thorough organisation</li><li>• Effective communication and listening skills</li></ul>
<b>Focus on quality</b>	<ul style="list-style-type: none"><li>• Commitment to high standards of work and accuracy, with strong attention to detail</li><li>• Commitment to the values of the College.</li></ul>
<b>Working with others</b>	<ul style="list-style-type: none"><li>• A collaborative team-worker</li><li>• A positive, flexible, 'can do' approach.</li></ul>

## How to Apply

Applicants are asked to do the following:

- complete the Hills Road Sixth Form College application form parts 1 and 2
- write a supporting email or letter of application

The completed application form should be submitted via email to [recruitment@hillsroad.ac.uk](mailto:recruitment@hillsroad.ac.uk).

**Closing date:** All documents should be submitted by **noon on Monday 7<sup>th</sup> July 2025**