



JOB DESCRIPTION

Estates Manager – Full Time

Reports to: Business Manager

The Purpose of the Role

To undertake responsibility for the strategic management and development of the Facilities and Estate along with associated day to day operational management.

Ensure H&S legislation is complied with at all times in line with the Schools H&S Policy and recommended codes of practice.

Deliver high standards of site supervision and effective use of resources to enhance the learning environment for students and staff.

Line manage and develop the estates team (Premises, Cleaners and Contractors).

Key Responsibilities and Tasks

Planning

- Preparation and maintenance of a detailed 3 year, fully costed rolling plan (with an indicative look ahead to potential projects on, a 5-10 year timescale) after close consultation with the Business Manager and Head to include the external and internal fabric and finishes, mechanical and electrical services and infrastructure, where ever appropriate obtaining advice from consultants, and which links in to the school strategic development plan.

Building Projects

- Co-ordinate and oversee the planning and implementation of maintenance and refurbishment projects, ensuring that consultants, suppliers and contractors are procured efficiently and cost effectively and that the projects are appropriately specified and completed on time and on budget.
- Liaise with relevant parties regarding building projects.
- To act as the schools representative for capital projects, taking instructions from the Business Manager, assisting in the appraisal, appointment and of external consultants and contractors. This includes preparing and/or checking specifications and drawings to ensure the correct technical solutions are in adopted and monitoring the works on site to their conclusion.

Utilities and Insurance

- Ensure utility supplies and waste management services are procured on a cost effective basis and that utility and waste levels are closely monitored.
- Work with staff and students to improve the School's environmental sustainability
- Oversee insurance with respect to buildings and operations in liaison with the Business Manager

Budget/Financial

- To operate within the budgetary parameters including the authorisation of all invoices to agreed budgets

Procurement/Contracts

- Develop a standardised contract procurement strategy and policy including Service Level Agreements that support tendering
- Negotiation of scope and cost variations to any of the contract submissions to the Business Manager for approval.
- Create a log of preferred suppliers, standard colours/materials used and maintain records of project costs v's budget to enable effective project review as well as a starting point for estimates for the future.
- Implement SLA's into appropriate facilities functions
- Ensure all contractors used on site are fully compliant, appropriately registered and qualified for the work for which they have been engaged to carry out.
- Ensure the buildings and equipment service agreements are managed and that suppliers meet the standards expected, logs are maintained and value for money is obtained.

Risk Management

- Risk management in the estates department including disaster and business continuity planning including managing the development and maintenance of the risk register.

Health and Safety

- As Health and Safety Manager ensure compliance with H&S legislation within all premises and estate functions and to fully lead, brief and attend H&S committee meetings.
- Close liaison with H&S safety consultants as appropriate including the implementation of recommendations and preparation and review of risk assessments.
- As designated Senior Safety Officer, maintain and review fire risk assessments and ensure fire drills, equipment checking and training logs are planned and managed appropriately.
- Effective control and management of equipment and systems in line with current legislation (fire, water, electrical, asbestos).
- To be aware of the schools duty of care in relation to staff, students and visitors and comply with all H&S policies at all times.

Maintenance

- Pro-actively review the site identifying and resolving issues promptly as well as prioritising and responding to issues raised by staff.
- Through line management of the estates team, ensure preventative maintenance and repair is carried out and progress monitored.
- Ensure the schools gardens and grounds are maintained to a high standard and are safe.

Management and development of the Estates Team

- Responsible for the line management of the estate's team (premises, cleaning and contractors)
- Create and maintain a team working customer focused and continuous improvement culture in the department
- Manage performance, motivation and development of the staff through annual appraisals and regular meetings. Ensure all staff have measureable objectives and development plans

- Take overall responsibility for the recruitment and development of the Estates Team.
- Manage absence (annual leave and sick)

Security

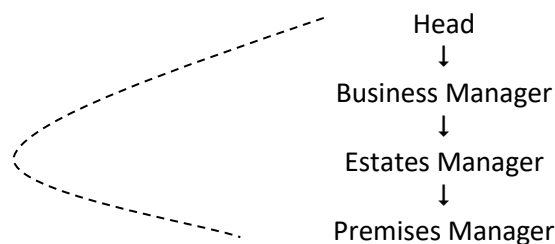
- Oversee the operation and maintenance of school security for a safe and secure school environment through adequate security provision
- Ensure a robust and comprehensive system is in place for crisis management (Fire/Security/Environmental)

School Vehicles

- Management of the fleet and associated policies and checks.

Understand and ensure full implementation of school policies and procedures in particular relating to child protection, Health, Safety and Welfare, Safer Recruitment and Security. Establish priorities, work independently and work without direct supervision on all routine matters.

ORGANISATION CHART:



Skills and Personal qualities required:

- Relevant discipline qualification including Project Management and H&S
- Relevant work experience in a similar role
- Excellent communication and planning skills
- Excellent IT literacy including Microsoft Office
- Previous experience in the education sector desirable
- Emotionally resilient and able to handle a busy and varied work load
- Good interpersonal skills with an ability to work collaboratively and relate to people at all levels
- Self-starter with a high level of time management and planning skills

Safeguarding Children:

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead.

Other considerations

- Knowing the school regulations and health and safety policy and being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House Sevenoaks in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Head, Business Manager or Group Finance Director.
- To contribute to the co-curricular life of the School
- To continue the roles outlined in this job description to the highest level

Appointment Details:

Full time Monday to Friday, 40 Hours per week, 52 weeks per annum

25 days' annual holiday entitlement to be taken outside term time, Christmas Closure + 8 bank holidays

Flexibility – evening and weekends may be required

Salary range £40,000 to £45,000 dependent on qualifications and experience

Free lunch during term time

Contributory pension scheme

Use of School Fitness Suite

Job Context:

Supervision: The Estates Manager will be supervised on an exceptional basis and as such will have responsibility for determining priorities.

Contacts: Staff, pupils, parents, visitors, trade suppliers and 3rd party contractors.

The Business Manager will work closely with the Estate's Manager to maintain an efficient service for Radnor House Sevenoaks.

The above Statement of Responsibilities is agreed to be an accurate job description.