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**JOB DESCRIPTION**

**Job Title: Estate Manager**

# The Role:

# The Estate Manager is responsible for the strategic management of the School’s buildings and grounds across the 84-acre site.

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# Working closely with the Bursar, s/he will lead on delivering the School’s estate strategy.

# The Estate Manager will we deliver the day-to-day operational management, safety and security of the school estate.

# The post holder is responsible for ensuring that the school is a well-maintained, safe and secure site for all users.

# The Estate Manager will ensure high standards of site supervision and effective use of resources to enhance the learning environment for students and staff.

# Reports to:

The role reports to the Bursar.

**Direct Reports:**

The post holder will oversee the two departments of Maintenance and Accommodation Services.

# Main Duties:

Repairs and Maintenance

* To develop and review long term strategic maintenance plans, presenting those plans to staff, monitoring progress against those plans and ensuring timely completion of the work.
* To develop strong and positive working relationships with School staff to maximise the potential of the estate and its development.
* Continual review of the School’s buildings in order to provide advice and to inform the planned maintenance and refurbishment programme.
* To develop, monitor and manage the system for reporting repairs and maintenance requests.
* To achieve repairs and maintenance works in house on the basis of cost effectiveness and efficiency.
* To provide information to the School’s Landlord as necessary.
* To appoint and manage consultants and contractors, as appropriate, following the School’s ordering policy and to monitor the work of contractors.
* To manage all minor works projects including coordination of all services, fixed furniture and equipment.
* To ensure the effective deployment of the two different departments to provide the manpower required to cover the setup, running and security requirements for all day to day operational school events and activities.
* To be available for emergency call-out at any time, including emergency work outside normal working hours in connection with any part of the School site.
* Fleet management of vehicles and plant
* Be a main key holder for the school sites
* Monitor and check energy and water consumption to ensure efficiency.
* Overseeing the day-to-day management of the cleaning and periodic deep cleaning routines.
* Ensuring that the maintenance and accommodation service departments work in harmony to ensure that the site as a whole its presented at its best for its students and pupils.
* Maintain list of external contractors, ensuring that DBS checks have been completed, and that ‘unchecked contractors’ are accompanied on site at all times.

Grounds, Sports Pitches and Gardens

* Lead and manage the development and improvement of the grounds and gardens on the site.
* Lead operations to ensure the safety of the site in the event of snow, ice, high winds or other weather-related events.
* Take responsibility for the management of the trees on the School site.

Health & Safety, Fire Safety and Security of the School

* To manage the servicing, MOT, maintenance and upkeep of School vehicles, including all documentation.
* To take an active role on the Health and Safety Committee.
* To be responsible, in conjunction with the School’s Health & Safety Officer and Fire Officer, for ensuring H&S and environmental legislation compliance. This will include the carrying out of compliant maintenance, refurbishment and adaptation works, for which the post-holder is responsible.
* To manage periodic safety inspections of all tools, plant and safety equipment, maintaining records and where required, replacing defective items.
* To ensure all fire systems and prevention equipment are properly and appropriately installed and maintained and that all fire alarms and monitoring systems are regularly tested.
* To ensure Fire Risk Assessments and all relevant policy and procedures are fully compliant and carried out on a regular basis and that there is a positive relationship with the local Fire Service.
* To ensure all School facilities benefit from appropriate alarms and CCTV protection which are properly maintained and monitored and that these and the monitoring systems are regularly tested.
* To provide the relevant staff with adequate training for providing the fire safety and security arrangements of the school.
* To take responsibility for ensuring that risk assessments for all school buildings, grounds and activities (excluding school trips) are produced/reviewed on at least an annual basis and that action points are followed up as and when appropriate. In particular ensuring that the Facilities team produces risk assessments and method statements for communal and/or external grounds and buildings of the school and facilities team/contractors work.
* Ensure compliance with ISI regulations with regard to school buildings, facilities, environment and grounds.

Budgets

* Preparation and submission of annual budgets
* Exercise strict financial controls on departmental expenditure; to include monitoring and reporting against approved budget allowances on a monthly basis.
* To oversee the system for the purchase, control and monitoring of materials.
* Adhere to the School’s financial procedures; including competitive tendering and price comparison processes in order to obtain best value for the School, in liaison with the Bursar.
* Continual review of cost effective management, and consideration if works should be completed in house verses outsourced.
* Completion of reports for Governors.
* Deal with estates-related building insurance claims in conjunction with bursary staff.

**Generic Accountabilities**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

**Safeguarding Children**

In accordance with the school’s commitment to adhere to the Department for Education’s Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the Estate Manager will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

**Confidentiality**

During the course of employment, the Estate Manager you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

**Data Protection**

During the course of employment, the Estate Manager you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and properly applied to pupil, staff and school business/information.

**Benefits**

Free onsite parking

Lunch provided in term time and during periods of lets during holidays

Beautiful working environment

Childcare Vouchers

**PERSON SPECIFICATIONS**

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|  | Essential | Desirable |
| Qualifications | * Up to date knowledge of building health and safety law. | * A technical/professional qualification in Construction/Buildings Maintenance/Engineering etc. * Recognised health & safety certificate. * Asbestos management trained * Legionella trained |
| Experience and Knowledge | * Several years’ practical experience of buildings maintenance operations. * Experience of developing and delivering maintenance programmes. * Managing team(s) of staff | * Project Management. * Previous experience in the Education sector or large estates |
| Skills and Aptitudes | * Proactive approach to all areas of role * Self-motivated and committed individual able to supervise in-house staff as well as external contractors. * Experienced in conflict staff management. * Must be IT literate * Effective time management and being able to prioritise, being able to work to deadlines * Ability to manage own work effectively |  |
| Personal Attributes | * Cheerful disposition * Team player * Sense of responsibility and confidentiality * Professionalism and integrity * Dedication and enthusiasm | * Rigorousness: A commitment to achieving the best solutions. * Creativity: Endeavour to find new ways of doing things and learn from past experiences. |
| Other Requirements | * Hold a full UK driving licence | * Driving Licence with D1 category for Minibuses. * Able to tow trailers |