

**Myddelton College**

 **Job Description – Estates Foreman/woman & Operations Manager**

**Salary**: £18k - £24k depending upon skills and experience

**Hours:** Full Time (45 hours per week Monday – Friday) (To also include some evening and weekend on-call duties)

**Holiday**: 25 days per annum plus statutory

Closing Date: 12 noon Friday 14th December

**Start Date:** Monday 4th February 2019 (Or earlier if possible)

## Role Overview

The Estates Foreman/woman & Operations Manager is responsible for the day to day facilities and operations functions at Myddelton College and helps to ensure legal compliance in all related areas. They will work under the supervision and guidance of our fully qualified, part time Estates Surveyor for all matters relating to facilities, estates and legal compliance. They take the lead in all areas relating to day to day operations and events. The role will be part office based and part working foreman. You will oversee the day to day work of the Estates Team and will be an important member of the Operations Leadership team along with the Housekeeper, Head Chef, Commercial& Transport Manager, Estates Surveyor and Head Caretaker, led by the Headteacher.

## Specifics of the Role

## Events Logistics

* To oversee the smooth operational running of College events (excluding commercial activities) such as Open Days, Speech Days and Parents Evenings. This is to include Health and Safety, Parking, Traffic Management and Site Security
* To work with the Operations Leadership team to ensure smooth running of College events

## Site Security

* To ensure efficient lock down and opening procedures for the College site during school days, at weekends and events.
* To act as a key holder and ensure all key holders understand their responsibilities for site security. To ensure key holder lists are kept up to date.
* To work with the local Police and seek advice as to improving and monitoring site security
* To be ‘on call’ two nights a week for emergency situations and every 3rd weekend.

## Estates

* To assist the Estates Surveyor with the supervision of major and minor developmental projects
* Ensure that the fabric of the estate is maintained to a high standard and meets the school’s current needs. Including accommodation, grounds, sporting and teaching areas
* Ensuring daily and short term maintenance of all areas of the School.
* Preparation of maintenance schedules and keeping of records
* To work with the Head Caretaker and the Estates team giving direction and leadership as and when needed and under the direction of the Estates Surveyor, managing their day to day work program
* To carry out work under the direction of the Estates Surveyor to ensure all utilities provision, including water, gas and electricity is effectively managed and that usage minimises wastage.
* Undertake maintenance and building works /repairs.
* Be prepared to take part in additional work based training as required
* To ensure the College is adequately heated on a day to day basis
* To work with the Head Caretaker and Estates Team to ensure the safety of the site during periods of adverse weather
* Under the direction of the Estates Surveyor to ensure that boilers, air-conditioning, ventilation and mechanical equipment is maintained, insured and replaced as and when necessary
* Under the direction of the Estates Surveyor to ensure the maintenance of the lighting and ventilation in all College buildings
* Overseeing the upkeep of playing fields, gardens, tennis courts and swimming pool

## Health& Safety & Fire Safety

* The Estates Surveyor has overall responsibility for Health & Safety, Fire Safety and the Security of the Estate. The Operations and Estates Officer assists with them in fulfilling that role

The Operations and Estates Officer will assist the Estates Surveyor with the following:

* Ensuring all fire systems and prevention equipment are properly and appropriately installed and maintained and that all fire alarms and monitoring systems are regularly tested.
* Ensuring 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
* Ensuring that alongside competent persons, all electrical installations comply with the regulations and that periodic testing is completed to schedule and within regulated timeframes.
* Ensuring that that alongside competent persons, other premises compliance checks are completed as and when required e.g. legionella, PAT testing etc.
* Ensuring that accident/incident and near miss forms are completed and properly recorded and that appropriate action is taken as and when required
* Assist with risk management in the Estates department including disaster and continuity planning and managing the development and maintenance of a risk register
* Produce and update half termly estates compliance reports for the Board of Directors. Compliance includes Fire safety and Health & Safety.
* Take part in additional health and safety training as directed by employer

## General Duties

* To participate in the school’s staff appraisal system as appropriate
* To take responsibility for promoting and safeguarding the welfare of children and young people
* To present the best possible image of the school in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
* To undertake training and staff development as needed and as determined by the school management.
* To undertake such other duties, commensurate with the post, which your managers, or other members of the Senior Management Team may reasonably and occasionally require, including working evenings and covering for absent colleagues. School Policies and Procedures:
* To adhere to all school policies and procedures.
* They are responsible for producing a monthly compliance report for the Board of Directors. Compliance includes Fire safety and Health & Safety. This list is not exhaustive and it is the responsibility of the Estates Manager to stay informed about national changes to compliance.

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