**The Charter Educational Trust**

**Estates Manager Job Description**

**Post title**

Trust Estates Manager

**Reporting to:**

The Head Teachers/CEO

**Salary:**

Hay Grade 11 (Points 40-47)

**Purpose of the job**

To assist the Head Teachers and Business Manager in ensuring the achievement of the highest possible environmental standards by creating and maintaining buildings and site in which all users feel safe and valued by:

* Ensuring maintenance of all buildings, grounds, utilities and assets associated with The Charter Schools Educational Trust (TCSET), operating a programme of planned preventative maintenance alongside any required reactive works.
* Ensuring that any works are carried out to the highest standard possible for both contracted and in-house works.
* Project managing relevant planned work.
* Ensuring all school buildings and grounds are cleaned to agreed standards and specifications.
* Owning the lettings proposition and income generation in regard to lettings for the Trust.
* Overseeing porterage, administration and lettings duties.
* Performing all duties of the post in compliance of relevant health and safety regulations, codes of practice and the safety of all occupants and visitors.
* Proactively managing the TCSET’s maintenance and utility contracts.
* Proactively managing an effective asset register with the aim of pooling appropriate facilities-based assets across all associated sites.
* Aiding and advising all relevant staff with strategic plans for all future works and their associated costs.
* Being responsible for the Sports Centre and all lettings areas, ensuring compliance, equipment checks and staffing.
* Reporting and liaising with the Trust Board, respective governing body, Headship, HR and Business Manager regarding all requirements of the post.

**Working time**

Full time, 36 hours per week

**Key Functions**

Ensuring maintenance of all buildings, grounds, utilities and assets associated with TCSET, operating a programme of planned preventative maintenance alongside any required reactive works, including:

* Operating an agreed programme of planned preventative maintenance.
* Undertaking minor repairs and maintenance tasks when required which are within the post-holder’s competence, arranging for other repairs to be carried out under the building maintenance contracts or use of contractors, organising the relevant staff for emergency response to damage/repair.
* Ensuring that all plant, electrical, drainage and water systems are well maintained, maintenance contract or otherwise.
* Engaging positively with external stakeholders in relation to buildings work.
* In liaison with relevant staff or designated deputy, reporting on, arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work.

Overseeing lettings arrangements and income, porterage, administrative and other tasks including:

- Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required.

- Creating a lettings strategy to maximise income for the Trust.

- Receiving and directing as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate.

- Maintaining stocks of materials, protective clothing and equipment as required.

- Keeping up-to-date records, inventories and forms as required.

- Being a member of the Health and Safety Committee, attending meetings as necessary.

- Line-managing a team of premises staff, formulating and operating rotas to ensure that premises staff are available at all times while minimising premium rate payments.

- Managing the premises budgets and associated reporting.

- Drawing up a list of approved contractors for repairs, maintenance and redecoration, preparing specifications and obtaining tenders, ensuring best-value.

- Liaising with architects and surveyors and assisting in the preparation of outline specifications for alterations and project managing improvements to the buildings.

Ensuring that any works are carried out to the highest standard possible for both contracted and in-house works, including:

* Checking over all works before sign-off.
* Finalising all ‘snagging’.
* Liaising with all relevant staff and or contractors to ensure the best possible value.

Project managing all appropriate works

* Where applicable creating project plans and timescales for all programmes of work.
* Owning and create all Condition Improvement Fund (CIF) applications.
* Updating on delivery to key stakeholders.
* Liaising with contractors.
* Maintaining project plans.

Ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including:

* Monitoring the provision of services by an appointed cleaning contractor in accordance with agreed procedures.
* Managing/undertaking agreed cleaning tasks not included in the school's cleaning specification, including exterior areas.
* Arranging for emergency cleaning as required.

Performing all post duties in compliance of relevant health and safety regulations, codes of practice and the safety of all occupants and visitors, including:

* Assisting in the maintenance of a clean/hazard free environment.
* Ensuring compliance by periodic inspection of all areas.
* Ensuring that appropriate signs and notices have been displayed.
* Ensuring that fire exits are accessible and that firefighting equipment is correctly positioned and serviced.
* Ensuring that first-aid equipment and supplies are correctly maintained and readily available.
* Ensuring that other staff at the school are aware of their responsibilities as appropriate.
* Notifying appropriate agencies where there is a pest or vermin problem and dealing with the problem as directed.
* Being responsible for the annual testing of all required systems in place.
* Ensuring all documentation and records are kept against any compliance requirements
* Preventing unauthorised/unsafe parking on the school site.
* Ensuring where practicably possible lighting and heating levels throughout all school sites.

Proactively managing the TCSET maintenance and utility contracts, including:

* Keeping up-to-date records of contracts with the objective of being able to tender and ensure best value whilst ensuring no contract where possible can roll over for longer than a one-year period.
* Reporting and strategising with the Business Manager all aspects of contracts both maintenance and utility.

Proactively managing an effective asset register with the aim of pooling appropriate facilities-based assets across all associated sites, including:

* Keeping up to date records of any equipment that can be utilised across multiple sites.
* Using the records to inform the business manager of impending financial requirements based on practical life expectancy of assets.
* Maintaining the school asset register from a premises/facilities point of view.

Aiding and advising all relevant staff with strategic plans for all future works and their associated costs, including:

* Through strategic planning and careful consideration, helping and advising headship and governance with any future works/projects for the schools and their environments.
* Maintaining and assessing all past quotations for works that could aid in this process.

Reporting all post arrangements to the Trust Board, Governing Body, Senior Leadership Team and Business Manager.

# Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage TCSET’s ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of safeguarding matters

All staff participate in TCSET’s performance management scheme.

**Person Specification:**

**Estates Manager**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * English and Maths to a minimum of GCSE level C
 | * Higher Education/Apprenticeship or similar qualification
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| **Experience**  | * Able to demonstrate that they have the experience and ability to deliver complex projects on time, within budget and to the quality required
* Experience of dealing with and monitoring contractors and /or a workforce
* Detailed knowledge and successful track record in estates/buildings management
* Knowledge of Health and Safety requirements and compliance
* Financial Management and Budget monitoring.
 | * Experience of Mechanical and Electrical (M&E) services, Landscape Management
* Experience of environmental services
* High level of practical and procedural knowledge in a specialist area i.e. asset management, construction, M&E services.
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| **Skills & Abilities** | * Demonstrate high expectations which inspire, enthuse, motivate and challenge
* Act as a strong role model to staff
* Strong management skills
* Ability to tailor style as appropriate
* Ability to manage a budget
* Demonstrate a strategic and creative approach to problem solving
* Ability to build and maintain effective relationships through excellent interpersonal skills
* Demonstrate excellent communication skills (verbally and written)
* Ability to develop effective teamwork
* Ability to work under pressure, maintaining a high sense of perspective
* Ability to manage own time effectively
* Commitment to regular on-going professional development
* Commitment to collaborative working practices.

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| **Personal Qualities** | * Excellent interpersonal skills with ability to maintain strict confidentiality
* A diplomatic and patient approach
* Initiative and ability to prioritise one’s own work and that of others to meet deadlines
* Able to follow direction and work in collaboration with the Leadership Team
* Able to work flexibly, adopt a “hands on” approach, and respond to unplanned situations
* Ability to evaluate own development needs and those of others and to address them
* A willingness to seek specialist advice and awareness of where to seek it
* Efficient and meticulous in organisation
* Commitment to the highest standards of child protection.
* Commitment to the school’s ethos, aims and its whole community
* Flexible
* Energetic and enthusiastic
* Self-motivated, self- confident, reliable
* Generosity of spirit, sense of humour
* Committed to improving outcomes for all students
* Strong team player.
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***The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.***