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**ESTATES OPERATIONS MANAGER**

**ESTATES and HEALTH AND SAFETY TEAM**

**FULL TIME/FULL YEAR**

**Core hours with flexibility for early starts or late finishes to ensure College is open and closed as required**

**Job purpose:** Responsibility for the day to day management and operation of the College estate and facilities including security of students, staff and resources of the College

**Accountability:** Principalship and the Trust Estates Manager who have overall strategic responsibility for the Estate and Health & Safety

**Responsible for:** Estates Team (officers and administrator)

All contractors on site

**Functional links:** College Administration and Health & Safety Manager

Finance

**Responsibility to:** Allocated College leader

**Main responsibilities**:

* To provide effective day to day management of the Estates function in the College, leading on pro-active and reactive maintenance and arranging repairs
* To be responsible for an effective system for the opening and closing of the College site and buildings including gates, windows, doors, fire escapes, intruder and fire alarms, door access systems and other equipment provided as part of the College security
* To lead and support the Estates team and be responsible for effective and balanced work patterns in order to provide a professional estates management service including rotating shift working

* To be a keyholder and out of hours advisor on matters pertaining to site in the event of a problem taking place on evenings/weekends that the security contractor is unable to handle
* To ensure plans and resources are in place to cope effectively with extreme weather conditions and emergency closure procedures
* To direct and oversee the work of the Estates Team in ensuring effective management of the College buildings and grounds including setting the parameters for overall quality control
* To advise the College Principal, College Leadership Team, Trust Estates Manager and Board of Trustees in all matters relating to the College estate
* To provide effective management of the Estates budget including the production of annual budgets, forecasts and monitoring of expenditure within those budgets and to ensure procurement is in accordance with the Trust’s financial regulations
* To monitor and quality control the performance of the College’s facilities contracts including maintenance, cleaning, catering, security, insurance, grounds maintenance, external lettings and waste removal and pest control
* To be jointly responsible (with the Estates Administrator) for the use of the BMS ‘Trend” System to ensure that heating and water facilities are operational when required
* To ensure that the College operates an effective security policy so that the College environment is safe and secure for students, staff and visitors including regular contact with security officers concerning incidents on site
* To oversee the work of all contractors on site, liaising with them, taking them to job locations, explaining requirements and liaising with staff affected by works
* To manage the College’s minor construction projects within budget and timeframes
* To play a key role in ensuring health and safety compliance on site through liaison with the College Central Administration and Health and safety Manager
* To be the designated person responsible for liaising with fire services personnel and the fire risk assessor, and to advise and lead on all matters relating to fire safety in the College including alarm systems, testing and fire equipment
* With the assistance of the Estates Team and security officers and the College Administration and Health and Safety Manager; to lead on Asbestos, Legionella and fire prevention tasks to include regular checks of servicing and maintenance of fire extinguishers, call points, smoke and heat detectors, fire doors, emergency lights, signage, fire exits and other fire equipment and ensure escape routes are kept clear at all times; to carry out tests of equipment as required
* To organise periodic drills in accordance with the fire risk assessment, on dates agreed in advance with the College Principal, and ensure the fire alarm is taken offline prior to drills taking place
* On a half-termly basis, to check the fire pack situated behind Main Reception to ensure contents are maintained and current
* To ensure the Estates Team carries out weekly audible testing of the fire alarm system and that the effectiveness of fire prevention measures is monitored and fire prevention records kept up to date (in conjunction with the College Administration and Health & Safety Manager)
* To liaise with contractors during their attendance to fire equipment servicing and repairs or following out of hours fire alarm activations and ensure that the Estates Team knows how to use the shutdown arrangements for gas and electric mains supplies
* To monitor and oversee contractors working on the College site to ensure they are clear in regard to the College’s arrangements should a fire occur, and ensure that hot work permits are issued when required and monitored both during the works and for a period of at least four hours following completion of works
* To ensure protection of the value of the accommodation and estate of the College via implementation of a planned maintenance strategy, devised in conjunction with the Trust Estates Manager and the College Leadership team and delivered in line with curriculum need, budget and within appropriate time scales
* To ensure the College adopts an appropriate environmentally friendly energy and waste management strategy
* To attend and arrange responses to emergency situations as and when required and be a part of the Incident Management Team.

**Other responsibilities**:

* To be committed to the safeguarding and promotion of the welfare of children and vulnerable adults, including Prevent
* To take responsibility for health and safety within areas of own responsibility as laid out in the Trust’s Health & Safety Policy
* To promote and comply with the equality of opportunity as laid out in the Trust’s Equality & Diversity Policy
* To be compliant with Data Protection Legislation
* To take part in the College Professional Development & Performance Review Scheme

The information within this Job Description is intended to provide the postholder, College and Trust leaders with an understanding and appreciation of the workload of this particular post and its role within The Sixth Form College, Solihull.

This Job Description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or item in detail.

All College employees are expected to work flexibly to ensure that the responsibilities of their posts are fulfilled efficiently and effectively according to the needs of the College and its students.

Job Descriptions are subject to change because of the changing environment in which the College operates.

Signed ……………………………………………. Date ……………………….

JDES\SUPPORT\ESTATES OPERATIONS MANAGER 0932 NOV 2017

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**JOB TITLE:** **ESTATES OPERATIONS MANAGER**

**GRADE: Pts. J42-J45**

**HOURS FULL TIME (37 HOURS PER WEEK)**

In accordance with the College’s short listing policy we will look for evidence of the characteristics listed below

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| **CRITERIA** | **HOW ASSESSED\*** |
| **EDUCATION/TRAINING**  **Essential:**   * Educated to at least HND or equivalent standard * Recognised professional qualification   **Desirable:**   * Property maintenance, Health & Safety and/or environmental management qualifications * Management qualification | A  A  A,I  A |
| **RELEVANT EXPERIENCE**  **Essential:**   * At least 3 years’ experience of managing facilities or related function * Experiencing of managing estates and property portfolios etc. * Experience of project management * Experience of managing diverse budgets * Experience of managing diverse teams and contractors * Good knowledge, understanding and experience of health and safety in the work place   **Desirable:**   * Experience of the education sector | A, I  A, I  A, I  A, I  A, I  A, I  A, I |
| **SKILLS/APPTITUDES**  **Essential:**   * Ability to plan, prioritise and use own initiative to meet workload deadlines * Industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completion * Excellent verbal and written communication skills with the ability to deal with staff, students and external customers at all levels * Excellent organisational and strong people management skills * Ability to work compatibly as part of a team * Ability to inspire, enthuse and motivate staff and build successful, collaborative relationships * Strong IT skills | A, I, T  A,I  A, I, T  A, I  A, I ,T  A, I  A, I, T |
| **OTHER REQUIREMENTS**  **Essential:**   1. Commitment to the process of continuous review and improvement 2. Ability to attend work outside normal hours to respond to emergency situations 3. commitment to equality and diversity, safeguarding, British Values and the College’s Preventing Vulnerability strategy 4. commitment to continued professional development 5. commitment to equality of opportunity | A, I  A ,I  A, I  A, I  A, I |

JDES\SUPPORT\ESTATES OPERATIONS MANAGER 0932 NOV 2017

**\*Key:** I = Interview, A = Application Form, T = Test

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The following Generic Job Description is applicable to all Professional Services Staff and is designed to meet the needs of the College community. It will be reviewed at least bi-annually.

**Raising Standards of Achievement**

* To work as a whole staff to raise standards of achievement for all our students.
* To adhere to the College’s policies and practice.
* To promote the College’s ethos in every aspect of the role presenting a positive image to the community.
* To act as a role model for our students, promoting our vision and values.
* To work flexibly to support the College’s needs; this may include the need to work beyond the confines of the normal working day, for which time off in lieu will be given in accordance with the College’s Time Off In Lieu Policy.
* To undertake any reasonable task as directed by the Principal.
* To be proactive in suggesting and supporting change for the benefit of the College community.
* To work outside the immediate role and team as necessary to ensure the smooth running of the College e.g. exam invigilation.

**Our Students**

* To be responsible for assisting with and monitoring the welfare, care and safety of students e.g. acting as a student mentor
* To take responsibility for reporting inappropriate student behaviour while on site to relevant staff and dealing with incidents if able, appropriate and necessary.
* To note, share and celebrate student achievement.
* To be aware of and work to achieving the College’s Strategic Priorities.

**Support, Training and Professional Development**

* To participate in Staff Briefings, Staff Meetings and whole College meetings as appropriate.
* To participate in whole College training and Staff Development Days as appropriate.
* To participate in the College’s Performance Management Programme.
* To make a full commitment to the delivery of the College’s policies for Health and Safety and Equality and Diversity.
* To actively promote Safeguarding, British Values, Prevent and the College’s Promoting Resilience: Preventing Vulnerability strategy.
* To participate in professional development and training, cascade acquired skills and knowledge to colleagues and train individuals as appropriate.
* Training, support and assistance will be given, if and when needed, to help deal with student control and behaviour, coaching and other duties such as exam invigilation, accompanying trips, etc.

**February 2016**