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| Post title | Trust Estates Manager |
| Responsible to | This post is responsible to the Trust Business Manager. |
| Grade | Band 7  |
| Line Management Responsibilities | Crompton House C of E School (CH) Site and Cleaning Team |
| Working Hours | 36 HOURS 40 MINS PER WEEK – FULL YEAR (flexible to suit the needs of the organisation but primarily between 7.30am and 4.30pm) |
| Purpose | Under the direction of the Trust Business Manager, the Trust Estates Manager will be responsible for the day-to-day management of school facilities in Crompton House, managing all aspects of the buildings including upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements. To manage the refurbishment, expansion and other building advancements and contribute to the bidding, developing, procuring and implementing building projects within the school.The Trust Estates Manager, working with the individual Academy Business Managers is responsible for ensuring that all Trust school buildings and grounds are well maintained and fit for purpose in line with the Trust strategic plan and Trust ethos. This will also include ensuring that all legal, statutory and other relevant provisions impacting health and safety at work are observed and implemented across the Trust.The post holder will be required to be an experienced practitioner with practical skills. The role is both operational as well as managerial, therefore you will be required to have a ‘hands on’ approach and lead by example |
| Core Responsibilities | **Estates and Facilities Management**Crompton House* Produce a three-year improvement plan, to be fully costed in liaison with the Trust Business Manager, Chief Executive Officer, Head Teacher and the relevant Local Governing Body.
* Proactive engagement and management of professional contractor services, to ensure that services are procured in line with Trust financial/procurement regulations and the delivery of high quality and cost effect services, in line with contract specifications.
* Approve in-house, small-scale construction and improvement works.
* Monitor the condition of the premises through regular inspections, and implement a rolling programme of repairs, decoration and maintenance, and reacting quickly to emergency situations.
* To lead a team of premises staff ensuring delivery of tasks set, including working with the MAT Business Manager to determine staffing levels required, assisting with recruitment and selection, inducting new members of staff, allocating and organising workloads, training and performance management.
* To ensure that the external site is maintained and kept clean and tidy and litter free.
* To manage the heating of the premises ensuring that temperatures are maintained. To ensure that the management of the water system is undertaken thoroughly to ensure the Trust meets all its statutory requirements for water management in particular Legionellosis.
* Maintain records relating to the repair and maintenance of plant and equipment.
* To ensure that all material and electric equipment and systems are maintained, tested and serviced in accordance with health & safety legislation and recommended practices and that appropriate records are kept.
* To ensure through management and quality assurance checking that the security of the buildings is maintained at all times by checking that all windows and doors are secure, that all at risk items are secure and that alarms are set when the property is vacated.
* To oversee the regular and effective cleaning of all areas (internal and external).
* To oversee the maintenance of the Artificial Grass Pitch (AGP). To monitor the performance of the maintenance contractors, against agreed standards. To ensure the lettings supervisors are clearing rubbish and chewing gum from the site. To provide support, information, instruction and guidance to the lettings supervisors as necessary. To ensure the AGP is kept in the best possible condition.
* To quality assure all Crompton House lettings through the Trust Finance Manager, ensuring relevant paperwork is completed, to ensure all hirers are aware of the Trust H&S Policy, fire risk assessment and the need to take relevant insurance.
* Act as a key holder for the school.
* To be responsible for ensuring safe access for all, to the school grounds and buildings, including periods of adverse weather, ice and snow. In the event of snow, assessing the ground conditions and the ability of the site team to clear this to allow safe access, informing senior school management and making a judgement call on whether school can open safely.
* Ensure preparation, maintenance and use of specialist equipment, resources and materials, including repairs and maintenance of the school minibus.
* To manage the provision of a portering and furniture moving service to ensure supplies are in place and school activities, such as assemblies, parent evenings, can proceed as expected.

Trust* Work in accordance with the Trust’s statement of aims and values and implement strategies within policies adopted by the governing body relating to their role.
* Manage and ensure efficiency, effectiveness and economy of Trust contracts.
* To support individual Academy’s Business Managers as required, with the planning and delivery of all aspects of building and facilities management.

**Finance and Resources – Crompton House*** To manage and make effective and efficient use of the delegated maintenance budget from the governors whilst adhering to best value practices and operating within the Trust Finance Policy requirements.
* To ensure that supplies of consumables are monitored and ordered, adhering to the school’s systems and in line with the budget.
* To manage all contracts relating to the school facilities (e.g. cleaning, refuse and waste)
* Manage vehicular assets and maintenance thereof.
* To ensure that all site assets are registered, recorded, well maintained and disposed of in accordance with procedures.
* To advise the Trust Business Manager on matters relating to energy control and conservation.

**Health and Safety - Trust*** Ensuring that in all activities undertaken, the Trust properly discharges its duties under its Health and Safety Policy; the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with these same statutes, etc.
* Acting as the Trust’s Project Manager and responsible Health and Safety Co-ordinator for construction projects.
* To act as the Trust’s Asbestos Control Manager and the Legionella Control and Health and Safety Manager.
* To manage and be responsible for the Trust’s Health & Safety process including writing the policy, implementing relevant processes to ensure the Trust acts within its statutory requirements and to ensure that all paperwork is of an acceptable standard to visiting internal or external auditors.
* Ensuring that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/ contractors who are appropriately qualified.
* Ensuring that all health and safety management systems, processes and practices are consistent across all of the schools and are synchronized and co-ordinated.
* Co-ordinating and ensuring implementation of the Trust’s responsibilities in relation to maintaining health and safety statutory documentation.
* Reviewing and developing existing and new policies in line with statutory requirements.
* Ensuring that buildings are safe and secure at all times and adhere to both Health and Safety requirements and statutory Ofsted guidelines for the health and well-being of staff, students and visitors.
* To undertake termly Health and Safety inspections with Health and Safety Link Governors and report back to the Head Teacher and Trust Operations Director.
* To manage any premises insurance claims.
* To manage a central register of risk assessments. To regularly review and update risk assessments, develop appropriate action plans to mitigate potential hazards. To assist and advise faculties and departments on carrying out risk assessments.
* To ensure adequate and appropriate training for site, catering, cleaning and grounds maintenance staff in H&S and good working practices.
* To provide, develop and deliver, or arrange for the provision of, training for staff on Health & Safety issues and fire safety, including induction training for new staff, and maintain appropriate records of training undertaken.
* Ensure a safe environment of the Trust schools including school building security.
* Safeguard the Health and Safety of self and others in accordance with the Trust’s Health and Safety Policy.
* To attend Directors and Local Governing Body meetings, and produce reports on matters relating to Health & Safety and premises, including legislative compliance, training and accident statistics, as requested.
* To act as the Responsible Person named in the Trust Health & Safety Policy.
* To prepare and regular update the Critical Incident Action Plan and be a member of the CIAP Team.

**Additional Duties and Responsibilities - Trust*** Assist the Chief Executive Officer and the Trust Business Manager in ensuring the sites are maintained and developed to meet changing curriculum needs within delegated budgets.
* Manage, review, and implement a quality assurance process for the day-to-day H&S work undertaken by each of the site teams.
* To support the Trust Business Manager in the management of any major capital project, whether through DFC, CIF or PSBP or any other finance.
* To ensure that all contractors on each school site work in accordance with the rules and regulations of the Trust to include all Health & Safety matters and child protection.
* To keep abreast of developments in the Facilities Management field and identify possible areas where there is scope to improve systems and procedures.
* To develop self within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school.
* To undertake specific tasks as identified by the MAT Business Manager and/or the Chief Executive Officer as and when required.

Generic Responsibilities* To be aware of the MAT’s duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
* To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the MAT.
* To be aware of and comply with the codes of conduct, regulations and policies of the MAT and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.
* To support and to contribute to whole School events as and when required.
* To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the school.
* To attend and participate in relevant meetings as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore there is the expectation that you carry out any other reasonable duties or requests of your Line Manager, that are in keeping with this post or as may be determined from time to time by the Chief Executive OfficerThe Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
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***The Directors and Local Governing Bodies are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment***

Person Specification – Trust Estates Manager

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **TESTED BY** |
| **Education and Training** |  |
| Literacy and numeracy skills equivalent to Level 2 of the National Qualification and Credit Framework | ✓ |  | D |
| Relevant qualifications (e.g. facilities management, plumbing, electrical etc) | ✓ |  | D |
| A full working knowledge of Microsoft Office packages including word and Excel | ✓ |  | D / A |
| Health & Safety qualification to NEBOSH certificate level  |  | ✓ | D / A |
| **Experience** |
| Experience of project management  |  | ✓ | A/I |
| Experience of managing budgets | ✓ |  | A/I |
| Experience of managing facilities  | ✓ |  | A/I |
| Experience of organising and planning maintenance schedules | ✓ |  | A/I |
| Experience of completing paperwork, maintaining records and producing reports, including financial reports | ✓ |  | A/I |
| Experience of monitoring external contractors/specifications, and contributing to planning and progressing small building projects | ✓ |  | A/I |
| Experience of communicating and exchanging information with a range of audiences, including giving advice and guidance to others on a range of health and safety issues. | ✓ |  | A/I |
| **Skills**  |  |  |  |
| Planning and project management skills | ✓ |  | A/I |
| Financial planning and negotiating skills with the ability to manage a budget |  | ✓ | A/I |
| Ability to search for solutions to seemingly complex issues and make recommendations/decisions for action | ✓ |  | A/I |
| Organisational skills to prioritise own work and that of team members, to work to deadlines. | ✓ |  | A/I |
| Able to remain calm in emergencies | ✓ |  | A/I |
| Ability to work effectively both in collaboration with other professionals/teams and also on own initiatives | ✓ |  | A/I |
| Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at height (after training) | ✓ |  | A/I |
| **Knowledge Base** |
| Knowledge of relevant health and safety procedures and regulations e.g. COSHH, including moving, lifting and handling regulations and the writing of risk assessments, and mitigation of potential hazards. | ✓ |  | A/I |
| Knowledge of routine preventative maintenance | ✓ |  | A/I |
| **Leadership and Management** |
| Successful evidence of line managing a number of team members | ✓ |  | A / I |
| Successful evidence of the development and implementation of buildings development projects |  | ✓ | A / I |
| Successful evidence of leading facilities planning initiatives and implementing agreed outcomes |  | ✓ | A / I |
| Successful evidence of leading collaborative activities with other areas of an organisation | ✓ |  | A / I |
| **Personal Qualities** |
| Commitment to work collaboratively and develop strong teams | ✓ |  | I |
| Ability to create strong working relationships with stakeholders, Trustees, students, staff, parents and the local community. | ✓ |  | A |
| Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external 3rd parties | ✓ |  | A/I |
| Excellent organisational skills/time management/ability to priories and organise own workload/able to work to deadlines | ✓ |  | A/I |
| Willingness to learn new skills | ✓ |  | A/I |
| Self-motivated with a positive ‘can’ do approach to work | ✓ |  | A/I/R |
| Reliable, honest and well presented | ✓ |  | R/I |
| **Developing self and working with others** |
| The ability to use effective feedback to improve personal performance | ✓ |  | I |
| **Strengthening the Community** |
| To be First Aid Trained |  | ✓ | A / I |
| The candidate will need to evidence a commitment to safeguarding and protecting the welfare of Students including an enhanced DSB check. | ✓ |  | A / I |
| Full driving licence | ✓ |  | D/A/I |
| **Working Practices** |  |  |  |
| Be fully aware of confidentiality issues and GDPR  | ✓ |  | A / I |
| To be able to be the main key holder on occasions and attend to “call outs” outside normal working hours. | ✓ |  | A / I |

Key: I = Interview R = References A = Application D = Documentation