



JOB DESCRIPTION

Post title: Trust Estates Manager

Responsible to: Chief Operating Officer

Job purpose:

- Create and manage the Trust Estates, Services and Facilities Strategy to encompass future thinking with regards to sustainability and environment.
- Support Headteachers to provide outstanding facilities and learning environments
- Be responsible for Health and Safety compliance and management across the Trust
- Manage 'risk' in key areas across the Trust
- Manage security, works and maintenance across all sites

Key Accountabilities:

Health and Safety

- To maintain oversight of Health and Safety across the Trust Estate, acting as the Trust's Health and Safety Co-ordinator for construction management projects, fire management, asbestos control, legionella control, risk assessments, COSHH and any other legislative requirements
- To review, implement and communicate policies, procedures and processes concerning Health and Safety (including business continuity emergency plans)
- To promote and monitor safe working practices within the Trust and to provide regular reports to the CEO, COO and Local Governing bodies where required
- To oversee the training provision for all staff as required on health and safety matters – to include first aid and fire safety
- To prepare updates for Trust management team and Trust Board as required
- To work with key staff in Trust schools to ensure staff have essential Health and safety training
- To ensure risk assessments are carried out as required by the Headteacher and HR team

Facilities and Estates

- To lead the team of Site Managers within the Trust schools
- To create and implement a Trust Estate, Services and Facilities Strategy – ensuring a rolling programme of maintenance that keeps the estate in good order
- To ensure, through audit, that regular checks of buildings, cleaning, grounds, furniture, fittings are undertaken by appropriate staff and take appropriate action, ensuring senior management are advised on issues with financial implications

- To maintain oversight of the security of Trust Estates including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management
- To manage the oversight of approved contractors and suppliers to the Trust
- To lead on the sustainability/green strategy, ensuring best practice of energy conservation in the use of heating, light, water etc. is developed and maintained
- To manage the cleaning provision across the Trust – including liaising with cleaning contractors where appropriate
- To liaise with property consultants to bid for additional capital funding that supports the Trust's ambitions

Compliance Assurance and Communication

- To ensure that compliance control systems in Estates, Facilities Management and Health and Safety are managed effectively
- To ensure there are accurate and up to date information/records/reports relating to the areas of Estates, Facilities Management and Health and Safety
- To undertake relevant due diligence activity appropriate for the remit of the role
- To oversee the Estates Risk Register and review and update termly

General / ad hoc

- Update/maintain all policies relevant to role – to include H&S, Asbestos, Fire Management, CCTV, Emergency plan. Privacy notices, Educational visits
- Monitor safe use of CCTV
- Monitor Insurance and claims
- Walney training (until can pass over to SHO)

Key relationships: SLT members at all schools, Site Staff, Catering Staff and MAT other Management team members.

Working environment: School based – includes working with students.
Office based – mainly working at a desk with access to a computer.



PERSON SPECIFICATION

Post title: Trust Estates Manager

	Essential	Desirable
Qualifications/Competencies	<p>Strong written and numerical ability.</p> <p>Experience in a relevant discipline i.e. Premises/Project Management</p>	<p>Educated to minimum standard of GCSE (A-C or 9-4) in English and Maths</p> <p>Health and Safety Qualifications – Manual Handling, COSHH, Managing Safely</p>
Experience	<p>Supervisory/Line Management Experience</p> <p>Experience of liaison with External Contractors</p> <p>Delivering services to meet customer needs</p> <p>Managing competing priorities and working to tight timescales</p>	<p>Working in a school or similar environment</p> <p>Managing premises in a multi-site organisation</p> <p>Designing and managing a rolling programme of maintenance</p>
Knowledge	<p>Knowledge of Health and Safety and Hygiene Procedures</p> <p>Knowledge of Food Safety</p>	<p>Ability to deal with confidential data</p> <p>Knowledge of Building Services</p>
Skills/Ability	<p>Ability to build good relationships with colleagues and students</p> <p>Ability to lead, organise and motivate others</p> <p>Good verbal and written communication skills</p> <p>Ability to accurately maintain records</p>	
Personal Skills	<p>Able to work flexibly to meet deadlines and respond to unplanned situations</p> <p>Approachable and friendly manner</p> <p>Able to use initiative</p>	

	<p>Commitment to continuous self-development including undertaking qualifications in key areas</p> <p>Understanding of school roles and responsibilities</p> <p>Excellent customer service skills with a 'can do' attitude</p> <p>Able to relate to and communicate with, a wide range of people, with a calm and courteous manner</p>	
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