

Job title: Estates Manager- Health, Safety and Fire Officer

Salary / grade range	(NJC 31-35) £40,476 - £44,711 Whole Year 37 Hours Per Week
Location	Co-op Academy Florence MacWilliams
Reports to	Senior Leadership Team
Line Management responsibility for	Premises Officers

Purpose of role:

- To provide high quality maintenance and security services on the Academy site and premises to ensure a safe and welcoming environment for colleagues, pupils and visitors.
- To lead on the Health & Safety management of the Academy. (Parago system)
- Manage the site team and cleaning team ensuring all aspects of site management are dealt with efficiently.
- Procurement management and responsibility of site budgets.
- Evolve co-ordinator and oversight of accidents reporting and risk management.

Key accountabilities

- Leadership of the site and cleaning teams, including training, prioritisation of tasks and delegation of works amongst the team.
- Locking and unlocking of academy site and buildings at the start/end of the Academy day and at other specified times.
- Management of site contracts and contractors ensuring value for money and high quality service.
- Oversee a variety of non-routine tasks, including building projects and refurbishment.
- Organisation and management of the annual site planned maintenance programme and budget.
- Routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to identify defects and assess maintenance requirements. (Parago lead)
- Undertake the lead role of Academy Fire Officer.
- Monitoring of fire safety equipment including the alarm system, and fire plans including fire drills.
- Security of Academy buildings and areas including identifying security risks and operating alarm systems.
- Monitoring of CCTV or surveillance equipment where appropriate.
- Provide emergency access to the Academy site.
- Organise and carry out various maintenance and improvement duties including, for example, redecorating, repairs and minor plumbing, to ensure high standards of general upkeep and maintenance.
- Operation and maintenance of heating, lighting systems and any other relevant building systems.
- Oversee and monitor the electrical testing of portable electrical appliances and maintain the appropriate records.
- Collect and assemble waste for removal in accordance with Government Legislation.

- Undertake emergency and specialist cleaning tasks in line with HSE procedures, ensuring that adequate training and equipment is in place for staff.
- Coordinate and, when necessary, undertake cleaning duties such as graffiti removal and litter picking.
- Coordinate deliveries to the Academy site.
- Ensure that high levels of caretaking, cleanliness and hygiene are achieved and maintained across the premises.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Maintain compliance records, information and data using Parago, produce analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate Health and Safety legislation) at all times including conducting regular risk assessments.
- Assist in Health & Safety audits of the premises and implement remedial work in a timely manner.
- Undertake porter duties e.g. delivering mail, moving furniture and equipment.
- Assist in the management, administration and operation of the Academy's lettings programme and be the key contact for any third party Letting's agency.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Act as the Academy's Health & Safety 'Competent Person', advising the Principal and other Senior Leaders about the discharge of their responsibilities under the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations 1999.
- Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the Academy Leadership Team, Governors and, where appropriate, the Local Authority and Health & Safety Executive.
- Coordinate statutory Health & Safety Audits and report actions arising to the Trust, Governors and the Academy Leadership Team.
- Ensure the Academy's Health & Safety policy is implemented and available to all.
- Organise and coordinate regular Fire and Evacuation drills.
- Enable regular consultation with staff, including Union Representatives, students and parents on Health and Safety issues including organising and chairing of termly Health & Safety Committee meetings.
- Ensure systems are in place to enable the identification of hazards and the completion of risk assessments.(Parago system)
- Manage budgets, this may be your site management budget which will be reviewed regularly by the Business Manager and Headteacher. Carry out procurement exercises on all site purchases. This could be a new system or repair and replacement work which will be considered by the Headteacher and Business Manager
- Monitoring of the Academy's Building Condition Survey and use this to prioritise maintenance works and to allow effective budgeting in liaison with the Academy Finance Manager.
- Use of building O&M manuals to ensure required maintenance regimes are followed and to ensure all works carried out retain compliance, such as fire stopping and fire compartmentation requirements
- Ensure that all work is carried out in compliance with Data Protection and GDPR regulations.

Management (implementation) including Performance Management

- Be accountable for own Performance Management, setting challenging objectives/targets in line with Academy priorities.
- Maintain up-to-date role specific knowledge.
- To attend training and participate in personal/performance development as required.
- To promote teamwork and to motivate staff to ensure effective working relations and communication.

Monitoring

- Monitor the work of the site staff, cleaning staff and relief staff
- Participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- Responsibility for development, implementation and on-going monitoring of Academy site and cleaning staff and associated processes including Performance Management.
- Evaluation
- Evaluate impact of resources and systems.

Strategic Direction and Development of Co-op Academy Florence MacWilliams

The post holder will be expected to support and promote the development and progress of the Academy, its students and staff. All staff are expected to:

- Facilitate open and clear lines of communication with all stakeholders.
- Contribute to the academy's Raising Achievement Plans and Self Evaluation Form
- Support all staff in achieving the academy's priorities and targets.
- Ensure parents are well informed about the academy and their child's progress.

Working with Staff

- The post holder will promote positive and professional working relationships between all staff within the Department and Academy. They will also be expected to:
- Follow the Academy's quality assurance processes.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
- Promote an inclusive environment and support the development of strategies to improve attendance.
- Effective Deployment of Staff and Resources
- The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:
 - Take advice on establishing priorities for expenditure and the cost-effective use of resources
 - Work within the academy's Quality Assurance framework.
- Co-op Academy Florence MacWilliams expects all employees to uphold the duty to safeguard and promote the welfare of students.
- Responsibility of large site budgets – monitoring expenditure
- Responsibility of accident control and reporting
- Tendering/ procurement exercise on expenditure

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust. The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.

This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to services.

This academy is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Experience • Experience of project management. • Relevant experience in an educational setting using compliance based systems • Experience of dealing and communicating with the public directly and through written/online channels. • Understanding & experience of safeguarding standards and practices as well as Health and Safety policies. • Managing a team including performance management, induction & training. • Experience of managing budgets. • Experience of redecorating and fixing . • Managing contractors on site.	Desirable	A/I
Qualifications/ Training • A minimum of 5 GCSEs A-C including Maths and English (or equivalent) • Qualification(s) related to site management (NEBOSH, IOSH) • Manual Handling • Good IT skills • Good level of Literacy skills		A/I
Skills, ability and knowledge • Ability to interact positively and productively with students, parents and other colleagues • To have an excellent working knowledge of Health and Safety and conducting risk assessments • To be able to demonstrate proficient ICT skills • Knowledge and understating of building management systems • Knowledge of fire procedures • To be able to monitor and evaluate procedures effectively • Ability to work well under pressure • Organise and develop effective systems • Take initiative and work independently • Work to high levels of accuracy • Prioritise and plan to ensure completion of tasks • Understanding and application of project budget accountability		A/I
Personal qualities • Is committed, resilient, robust and resourceful		

• A record of reliability and integrity • Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional • Humour, optimism and ambition • Willingness to participate in further training and CPD • To be able to understand and be committed to equal opportunities for all members of the academy community • Co-op Academy Florence MacWilliams expects all employees to uphold the duty to safeguard and promote the welfare of learners		A/I
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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.