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**JOB DESCRIPTION**

**Post Title: Head of Estates & Services**

**Grade Point 42 – 46 (£38,052)**

**Hours 37 hours a week – full time**

**Employed by: Northampton Free School Trust**

**Line Manager: Principal**

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| **Broad description of role:**The Estates & Services Manager is responsible for an Estates team that currently consists of 11 staff; comprising of a 1 Site Manager; 1 Site Assistant; 1 Head of Catering & Hospitality, and 3 cooks and 4 LSAs. The purpose of this role is to lead the implementation of an estates strategy and to manage all aspects of the School’s properties and services including upkeep, care, maintenance, security, catering, health and safety and facilities management in line with statutory and regulatory requirements. In addition the purpose is to maintain refurbishments and other building advancements in terms of bidding, developing and procuring and to act as the School representative with suppliers to the Estate, profession advisers (buildings) and contractors. |
| **Key Areas**  | **Responsibilities** |
| **Strategic Development** **Maintenance of Grounds and Buildings**  | To contribute to formulating the School’s estates strategy by assisting in the evaluation of site and usage options and proposing creative and inspiring suggestions for improvements;To assist/manage the design and build of new projects from minor works e.g. refurbishment of office spaces, to larger projects; To develop strong and positive working relationships with School staff to maximise the potential of the estate and its development;To ensure appropriate safeguarding and health and safety compliance and that all risk assessments and contractor safety checks are carried out.Ensure that the fabric of the estate is maintained to a high standard and meets the school’s current and future needs;Ensure daily and short term maintenance of all areas of the School. This will involve both reactive maintenance and prioritising a short, medium and long term maintenance programme;To manage the helpdesk functions for maintenance and general site requirements for teaching and lettings effectively;Prepare annual, costed plans for repairs and upgrades of estates; Manage all works within budget in all areas of responsibility. |
| **Provision of Utilities and Services** **Health& Safety, Fire Safety and Security of the Estate** **Operational Matters****Safeguarding**  | To take responsibility for and ensure all utilities provision, including water, gas and electricity is effectively managed and that usage minimises wastage; To ensure that boilers, lifts, air-conditioning, ventilation and all other mechanical and electrical equipment is maintained, insured and replaced as and when necessary;To work with the Head of Catering & Hospitality to facilitate the effective use and upkeep of all catering services, staffing and provision;To provide adequate training, supervision and staff development for all employees within the Estates & Services team;To ensure that all Estates & Services staff and contractors comply with the safeguarding rules and procedures set by the school;To take responsibility for risk management in the Estates & Services department including disaster and continuity planning and managing the development and maintenance of a risk register and Disaster Recovery Plan.The Estates & Services Manager has overall responsibility for Fire Safety and the Security of the Estate. He/she must work alongside the senior management in the school to ensure all buildings comply with H&S regulations;To act as a key holder and ensure all key holders understand their responsibilities for site security. To ensure key holder lists are kept up to date;To ensure all fire systems and prevention equipment are properly and appropriately installed and maintained and that all fire alarms and monitoring systems are regularly tested so as to demonstrate compliance. To ensure Fire Risk Assessments and all relevant policy and procedures are fully compliant and carried out on a regular basis and that there is a positive relationship with the local Fire Service;To ensure all School facilities benefit from appropriate intruder alarms and CCTV protection which are properly maintained and monitored and that these and the monitoring systems are regularly tested so as to demonstrate compliance;To provide the relevant staff with adequate training for providing the fire safety and security arrangements of the school;To take responsibility for ensuring that risk assessments for all school buildings, grounds and activities (excluding school trips) are produced/reviewed on at least an annual basis and that action points are followed up as and when appropriate. In particular ensuring that the Estates & Services team produces risk assessments and method statements for communal and/or external grounds and buildings of the school and estate team/contractors work;To ensure that all electrical installations comply with the regulations and that periodic testing is completed to schedule and within regulated timeframes so as to demonstrate compliance;To maintain the asbestos policy and register and to ensure the school complies with all H&S and ISI regulations relating to asbestos;To ensure that all other premises compliance checks are completed as and when required e.g. legionella, PAT testing etc.;To ensure that accident/incident and near miss forms are completed and properly recorded and that appropriate action is taken as and when required.To ensure the effective deployment of the Estates & Services team to provide the manpower needed to cover the setup, running, cleaning and security requirements for all day to day operational school and external lettings events and activities;To ensure the effective deployment of the Estates & Services team to maintain the school minibus and provide drivers as and when required including the daily school runs;To manage and liaise with the Business Manager in the arrangement of external lettings. To liaise with the Head of Catering & Hospitality and the Business Manager in ensuring the catering facilities and equipment are maintained;To take an active role on both the Health and Safety Committee and the F&R Committee; To participate in the school’s staff appraisal system as appropriate; To take responsibility for promoting and safeguarding the welfare of children and young people. To present the best possible image of the school in general, and, in particular, in all contact and communications with the general public, visitors, parents, learners, customers, suppliers and all other external organisations. To undertake training and staff development as needed and as determined by the school management;To undertake such other duties, commensurate with the post, which your managers, or other members of the Senior Management Team may reasonably and occasionally require, including working evenings and covering for absent colleaguesTo ensure all learners are protected from potential harm. To inform the named member of staff of any child protection issues. To ensure |

**NB**: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

**Person Specification**

The successful candidate is likely to be able to demonstrate the following:

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| **Requirements** | **Requirements****E – Essential****D - Desirable** | **Measured by:****A – Application form****L – Letter****I - Interview** |
| **Education / Qualifications** |  |  |
| High standard of general education (minimum GCSE English & Maths or equivalent) | E | A |
| Degree or equivalent professional qualifications in Engineering, Building or Facilities Management, Surveying etc. | E | A |
| Membership of one of the following: ILAM, CIOB, BIFM or equivalent  | D | A |
| First Aid Qualified  | D | L |
| **Experience of** |  |  |
| Senior level understanding of CDM regulations, property management and maintenance  | E | L |
| Managing a team of staff, tradesmen and professionals  | E | L |
| Understanding the legal and financial aspects of estate & services management, with the ability to deliver significant and sustained cost control without detriment to overall quality of service  | E | L |
| Ability to confront difficult issues and take difficult decisions, particularly in relation to staffing and financial matters | E | L / I |
| **Behaviours** |  |  |
| Natural communicator; relationship building skills with a range of stakeholders | E | I |
| Good interpersonal skills | E | I |
| Proactive and innovative | E | L  |
| Ability to form and maintain appropriate relationships and personal boundaries with children  | E | I |
| **Knowledge and Understanding** |  |  |
| Understanding of the education system | D | L  |
| Understanding of the Data Protection Act | E | L |
| Understanding of safeguarding and what it means within a schools environment | E | I |
| **Leadership and Skills** |  |  |
| Ability to plan strategically and effectively | E | L |
| Ability to delegate  | E | L |
| Lifting and handling  | E | I |
| Excellent communication skills, both verbal and written | E | L / I |
| Strong ICT skills including Microsoft office and desirable to show a knowledge of CAD or other relevant technology  | E | L |
| Work on own initiative  | E | I |
| Well organised and good time management  | E | I |
| Flexible working – some work outside core hours will be required  | E | L |
| **Attributes** |  |  |
| Committed to the aims of Wootton Park School | E | L  |
| Committed to high standards of service  | E | L / I |
| Enthusiasm and a sense of humour  | E | I |
| Emotional resilience in working with challenging behaviours | E | I |
| Diplomacy and tact  | E | I |
| Positive attitude to use of authority and maintaining discipline | E | I |
| Committed to own continuing professional development  | E | A |
| Clear view of what high standards and performance looks like | E | L |
| Proactive / strong problem solver with the ability to make things happen | E | L / I |