

## ESTATES MANAGER

<b>Job Ref:</b>	ESTF19
<b>Closing Date:</b>	12 Noon, on Friday 22 <sup>nd</sup> March 2019
<b>Department:</b>	Estates
<b>Salary/Grade:</b>	Support Band 9, Point 38, £30,564 per annum, to Point 40, £32,163 per annum
<b>Contract:</b>	Established
<b>Hours of Work:</b>	Full Time Hour, 36 Hours per week - All year round
<b>Responsible to:</b>	Vice Principal (Strategy & Resources)
<b>Responsible for:</b>	Premises / Estates Team
<b>Start Date:</b>	Thank you for your interest in the above post, which is to be taken up in <b>June 2019</b>
<b>DBS:</b>	Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to an Enhanced Disclosure Clearance through the Disclosure & Barring Service.

### DEPARTMENT

The successful candidate will be proactive and enthusiastic having extensive previous experience in working in a similar role.

The Estates Manager is responsible for the Estates Team, consisting of 2 Site Supervisors and 1 Assistant Site Supervisor (Cleaning & General) and 3 Site Security Assistants (Evenings) who all have various skills, and also an In-House Team of Cleaning Staff.

## ESTATES MANAGER

<b>Department:</b>	Estates / Premises
<b>Reporting to:</b>	Vice Principal (Strategy & Resources)
<b>Responsible to:</b>	The Principal
<b>Responsible for:</b>	Estates & Cleaning Team

## JOB DESCRIPTION

### THE ROLE

**The person appointed would be expected to:**

- Make a positive, consistent, & effective contribution to the Estates Department
- Ensure the cost-effective management of all college Estates activities, processes, & procedures
- Be able to work effectively in a physically & mentally demanding environment

**All staff must make a positive contribution to:**

- the Catholic ethos of the College
- the College Equality and Diversity Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

**Responsibility, in conjunction with the Principal, for duties commensurate with the following:**

### PURPOSE

- To manage the Estate functions in respect of:
  - Estates Maintenance and Development (including capital projects)
  - Contract Purchasing & Management
  - Grounds Maintenance
  - Security
  - Goods Inward & Distribution
  - Heating, Power, & Lighting
  - Cleaning
  - Catering

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- Utilities Contracts

- To manage and oversee the duties of the Estates team
- To monitor & effectively manage the 'job log' system on Carmel Connect
- To manage the Health and Safety provision within the College ensuring compliance with legislation and to promote best practice in Health and Safety throughout the college.
- To undertake any other duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.

**LIAISING WITH:**

Contractors, Suppliers, Students, Staff, Fire Officers, Health and Safety Executive, Visitors, Funding Agencies, College Representative Groups and Other Colleges

**THE POST:**

**Operational/Strategic**

- To contribute to the cost-efficient development and evaluation of the College's Long-Term Maintenance and Property Development Plan
- To undertake a regular maintenance programme of Estates inspection in all areas of college to ascertain work required developing and managing a programme of cost-effective repairs and maintenance
- To monitor the College's contracts in areas of responsibility (including ground maintenance, security, cleaning, catering) and ensure they are put out to tender on a timely basis and in accordance with college procedures, assisting in the preparation of specification for contracts entered into by the College and liaising with College Solicitors as appropriate
- To manage a rolling programme of furniture renewal, ensuring best value, developing a furniture replacement strategy and being responsible for ordering new furniture and equipment, and maintaining the College furniture budget
- To establish, monitor and review a list of contractors for minor works including the provision of pre-determined pricing/specifications as appropriate
- To liaise with building contractors employed by the College and supervise work carried out by them on the College Site
- To lead the development of College Health & Safety policies ensuring compliance with legislative changes
- To ensure compliance of staff in respect of undertaking of Risk Assessments and the maintenance of appropriate records and that all risk assessments are undertaken throughout the College
- To implement relevant College policies and to lead the development of policies and procedures in the area of Health and Safety and Premises
- To be a member of the Health and Safety Committee and to take a leading role in the work of the group working in close liaison with the Principal and Vice Principal (Strategy & Resources)
- To oversee the activities of the First Aiders and retention of appropriate records
- To act as Chief Fire Co-ordinator for fire and evacuation procedures including arrangements for regular fire drills, monitoring means of escape and recording of data
- To investigate accidents/incidents, process and maintain accident reports and statistics in accordance with statutory and College requirements
- In liaison with the Vice Principal (Strategy & Resources), review relevant College contingency plans, and implement as required, ensuring that College personnel are advised/trained as appropriate
- To retain site plans of College land, buildings and services
- To manage the placement and monitoring of insurance policies and claims.
- To assist the Vice Principal (Strategy & Resources) and/or Finance Manager with the estimation of utility costs of items within the College budget
- To manage the setting up of rooms for internal and external events/functions

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- To monitor the work of outside contractors in respect of the college's responsibilities for their health and safety, inspecting method statements/risk assessments and ensuring compliance during contract period
- To oversee the provision of timely information on all Estates and Health & Safety issues, procedures and policies are provided for students, staff and visitors and to develop the use of the intranet in this area

### **Quality Assurance**

- To ensure the effective operation of quality control systems in the areas of responsibility
- To produce an annual SAR and Development Plan in respect of Estates and Health & Safety

### **Management Information and Administration**

- To develop the use of information technology in areas of responsibility
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines when necessary and reviewing progress on action taken
- To ensure the maintenance of accurate and up-to-date records relating to the areas of responsibility
- To produce data as required for the Vice Principal (Strategy & Resources)
- To report to, and/or attend, Governors Meetings as requested
- To ensure a central file of College Risk Assessments is maintained
- To retain and monitor a central file for all College accidents/near misses
- To take responsibility for risk management, for the implementation and monitoring of appropriate actions, in response to the colleges risk management plan.

### **Communications**

- To ensure all persons in the College (staff, students, visitors and contractors) are aware of their responsibilities in respect of health and safety & monitor compliance
- To disseminate information to staff relating to the areas of responsibility in accordance with College policy & monitor compliance
- To liaise with the Principal / Vice Principal (Strategy & Resources in respect of health and safety training for staff
- To liaise with the Principal / Vice Principal (Strategy & Resources in respect of timely Health and Safety induction for students
- To liaise with external agencies as appropriate in respect of areas of responsibility and prepare relevant documentation for them on behalf of the College
- To attend meetings both internal and external related to areas of responsibility
- To liaise with the College's contractors in respect of maintenance, catering and cleaning and ensure the timely arrangement of premises staff cover when required
- To ensure effective communication with staff in respect of maintenance requests
- To report non-compliance of health and safety to the Principal
- To be available during out of College hours for emergency contact

### **Other**

#### **• Staff Development**

- To take part in staff development as appropriate
- To take part in the College's Performance Management Process
- To encourage & positively contribute towards the staff development of other staff as appropriate
- To contribute towards the induction of new staff as appropriate
- To provide staff training as appropriate
- To carry out Performance Management reviews for all members of the Estates Team

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- **Deployment of Staff**

- To work as part of a team and to ensure effective working relations  
To organise and Chair Estates Dept Team Meetings
  - To manage and oversee the work of the Estates Staff
  - To ensure adequate first aiders are available
  - To provide cover for other staff as appropriate
- Each member of the college will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work.
  - To undertake any other duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.

*The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.*

**Summary of the Terms and Conditions of Employment**

The working week will be 36 hours. Your normal working days and starting and finishing times will be Monday to Friday, from 8.30 am to 4.45 pm but may vary from time to time to meet the requirements of the job.

The leave entitlement is 27 working days (rising to 29 working days on the completion of 5 years continuous service, then 30 working days on the completion of 10 years continuous service), plus 8 public holidays. The College may also close for a number of days in the interest of efficiency. If this occurs the taking of statutory days will be directed by the management team.

***\* Pro rata for fractional posts***

PERSON SPECIFICATION:		ESTATES MANAGER	
<b>All staff must make a positive contribution to:</b>			
<ul style="list-style-type: none"><li>the Catholic ethos of the College</li><li>the College Equality &amp; Diversity Policy;</li><li>the pursuit of excellence and the highest standards of quality in all aspects of College life;</li><li>their own professional development, in accordance with the needs of the College.</li></ul>			
The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:			
	Essential	Desirable	How Identified
<b>Relevant experience</b>	<ul style="list-style-type: none"><li>Previous experience in a similar management role</li><li>Other relevant experience</li><li>Health &amp; Safety Issues and their impact on the College</li></ul>		<ul style="list-style-type: none"><li>Application form / CV</li><li>Interview Assessment</li><li>Interview</li><li>References</li></ul>
<b>Qualifications / Education and Training</b>	<ul style="list-style-type: none"><li>Good standard of General Education</li><li>Good IT Skills (Microsoft Office Applications, Word, Excel etc)</li><li>Relevant Health &amp; Safety training/experience</li><li>Willingness to undertake further Health &amp; Safety Training</li></ul>	<ul style="list-style-type: none"><li>First Aid Qualification</li></ul>	<ul style="list-style-type: none"><li>Application form/CV</li></ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>Knowledge of Health &amp; Safety management systems &amp; procedures</li><li>Knowledge of Health &amp; Safety legislation &amp; procedures (COSHH, Risk Assessment etc)</li><li>High level of organisation and planning skills</li><li>Budget Management</li></ul>	<ul style="list-style-type: none"><li>Contract Management</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>CV</li><li>Interview</li><li>References</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>Ability to communicate effectively with Staff of all levels</li><li>Enthusiastic, assertive and energetic</li><li>Ability to work on own initiative and proactively lead a team</li><li>Ability to meet deadlines</li><li>Ability to work under pressure</li><li>Willing to Contribute to the success of the College</li><li>Be flexible in approach to work and adaptable to changing situations</li><li>Suitability to work with children</li><li>Good record of attendance and punctuality</li></ul>		<ul style="list-style-type: none"><li>Application form/CV</li><li>Interview</li><li>References</li></ul>

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