

**JOB TITLE:** Estates Manager

**ACCOUNTABLE TO:** Associate Principal (Finance, Estates and Risk)

**JOB PURPOSE** To have day to day responsibility for the management of the College's Estate, ensuring that it operates and is maintained to a high standard, providing a high quality and safe environment for students, staff and visitors.

**KEY RESPONSIBILITIES**

- To have overall responsibility for the day to day maintenance of the College Estate
- To work with the Associate Principal (Finance, Estates and Risk) to develop and deliver a prioritised planned maintenance programme and to maintain robust records of routine maintenance and compliance requirements
- To work with the Associate Principal (Finance, Estates and Risk) and the Contracts and Services Officer to ensure robust, compliant and cost effective contractor procurement and monitoring
- To work with the Associate Principal (Finance, Estates and Risk) in the management of College estates projects, with particular responsibility for the detailed planning of such projects and the process for gaining estimates for work and the arrangements for tendering and appointing contractors
- To support the Associate Principal (Finance, Estates and Risk) with the management of major capital projects, to include the day to day liaison with the project management team and main contractor during the preparatory phases and construction period
- To have overall responsibility for the College's arrangements for fire safety and lockdown arrangements, including fire risk assessments, evacuation procedures and the arrangements for routine checking of infrastructure and appliances and fire safety arrangements on the estate
- To oversee the progress of annual capital and maintenance projects, ensuring that they are delivered in accordance with specifications, budget constraints, and programme requirements and monitoring the standards of work of the contractors

- To oversee the College's facilities operation arrangements to include the distribution and movement of goods and furniture, including for exams, and arrangements for deliveries
- To have overall responsibility for the arrangements for cleaning at the College
- To support the Associate Principal (Finance, Estates and Risk) in the development and monitoring of the College's Estates related health and safety policies and procedures
- To have overall responsibility for health and safety within the Estates Department, ensuring safe systems of work through the management of the work of the team and contractors and the development and maintenance of robust records and risk assessments
- To develop and maintain robust records for the College in relation to asbestos, legionella, PAT testing and other Estates related health and safety compliance areas
- To have overall responsibility for the physical security of the College estate, the opening of the College, the arrangements for the performance of security checks and securing, locking down and alarming the College buildings at the end of the working day
- To ensure that the estates team appropriately supports other College teams to facilitate the arrangements that are in place for the supervision and safety of students in the public areas of the College's estate and in protecting the College from unauthorised visitors
- To act as budget holder for the Estates team liaising, setting and managing budgets in accordance with the College's procedures
- To provide line management for all staff in the Estates Team with overall responsibility for:
  - support, coaching and development of staff
  - performance management of staff and reviews
- To assist with the selection, recruitment and deployment of staff as appropriate to the area
- To attend and contribute to the work of the Support and Business Services Leadership Group

This post will require occasional shift work, weekend working and will be subject to call outs

## **GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility

- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

## **NOTES**

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

**PERSON SPECIFICATION**

<b>Attribute</b>	<b>Criteria</b>	<b>Method of Assessment</b>
<b>Education &amp; Qualifications</b>		
A good standard of general education	Essential	Certs/App Form
“A” Levels or equivalent	Essential	Certs/App Form
A first degree or equivalent	Desirable	Certs/App Form
A relevant Health & Safety qualification i.e., IOSH	Desirable	Certs/App Form
<b>Experience, Knowledge &amp; Abilities</b>		
Significant experience of facilities and or premises management	Essential	App Form
Experience of facilities management across multiple buildings on more than one site	Essential	App Form
Experience of leading a large, multi-disciplinary team of staff	Essential	App Form/Int
Experience of working with health and safety frameworks and requirements	Essential	App Form
Experience of working in a school or college setting	Desirable	App Form
Experience of managing building/maintenance projects	Desirable	App Form/Int
A good knowledge and awareness of Health & Safety legislation	Essential	App Form/Test
Willingness and capacity to promote high expectations, as well as to confront and resolve problems using sound judgement	Essential	Int
Ability to respond and communicate with others showing sensitivity, clarify and focus	Essential	Int
Ability to delegate appropriately and effectively	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form/Int
Good IT skills	Essential	App Form/Test
Good written and oral communication skills	Essential	App Form/Test
<b>Interpersonal Skills &amp; Qualities</b>		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int