

**JOB DESCRIPTION**

**ESTATES MANAGER**

**Responsible to:** Business Manager

**Responsible for:** Site staff, external contractors, health and safety, security, maintenance.

#### PURPOSE OF THE JOB

Our common purpose is to improve the life chances of our students through raising standards of achievement. In contributing to this goal, the Estates Manager will be expected to enhance the academy’s excellent reputation by ensuring the site is safe and appealing to all users whether they are students, parents, hirers or visitors.

**KEY FUNCTIONS**

The following represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others, which become apparent and lead on from the areas indicated below.

**Management and leadership:**

* To supervise and direct the work of the site staff
* To liaise with a wide range of users of the premises including teachers, school support and administrative colleagues, visitors, hirers of the premises, contractors, ensuring the maintenance of positive relationships
* To be responsible for the overall quality of the site appearance
* To participate in meetings relating to the planning, management and operation of the school site
* To identify appropriate relevant training for him/herself and for colleagues
* To plan, monitor and manage building project work on the site with the in-house team and external contractors
* To lead on all matters relating to health and safety
* To manage the operations of the cleaning contract. Liaise daily with the cleaning manager to ensure standards are maintained
* To undertake a trust wide role in relation to estates management

**Administration:**

To manage completion of paperwork including but not limited to:

* Time sheets, rotas and holiday documentation for site staff
* Delivery sheets
* Inventory records
* Obtain prices and quotations as necessary
* Gas, electricity and water meter readings and records
* COSHH, manual handling assessments, risk assessments
* Requisitions for maintenance, servicing and repairs
* Arranging and recording the periodic inspection of systems including fire alarms, emergency lighting, insurance inspections, portable appliances, etc.
* The stock control of janitorial and maintenance materials, supplies and spare parts
* To assist in the development of specifications for major repair, maintenance and development initiatives
* To manage the maintenance management software ensuring that staff are kept up to date on reported issues
* To assist in the development and implementation of a premises development plan
* To lead on the setting and implementation of health and safety, emergency and fire safety policies
* Fire safety records including weekly alarm and emergency lighting tests
* Contractor induction packs
* All physical health and safety requirements relating to the building and site
* To carry out administration of the site in line with the academy’s policies and financial regulations
* To manage maintenance, driver training and bookings for the academy minibuses
* To manage the room booking system for halls and communal areas
* To maintain a training log for all staff concerning fire, display screen equipment, driver and first aid training

**Buildings Systems:**

* To maintain up to date records and plans of the location and condition of building systems
* To have a working knowledge of the location and operation of various buildings systems, and contribute to their efficient operation, including but not limited to:
  + Electricity distribution and fuse panels,
  + Lighting control systems, emergency lighting systems,
  + Underground cables, gas pipes and water supplies,
  + Intruder alarm system,
  + Fire alarm system,
  + Heating and building energy management system,
  + Hot and cold water distribution and storage systems, water pressurisation systems,
  + Drainage and sewer systems including foul and top-water drains, down pipes etc.,
  + Locking, key and security access systems,
  + Security Gates.

**Maintenance:**

* To proactively identify current maintenance issues and to seek short term and long-term corrective action
* To carry out periodic condition surveys (site audit) in relation to decoration, curtains and blinds, floor and stair surfaces, windows, doors, ceiling tiles etc.
* To liaise with school colleagues, contractors, and other stake holders as required
* To attend to spillages, floods, blockages and breakages as required
* Ensuring external hard surfaces, paths and turf areas are kept clean and tidy
* Ensuring internal and external litter collection bins are emptied regularly and ensuring the correct disposal of refuse including that collected by the cleaning contractors
* Ensuring that gutters, gulleys and drains are cleaned and unblocked as required
* To ensure effective pest control is in place
* To carry out a range of maintenance and running repairs, ensuring that the site maintenance technician is fully utilised
* Where appropriate carry out repairs in-house
* To manage any repairs to health and safety critical equipment including lifts, emergency lighting, extraction and air conditioning systems
* To plan and monitor maintenance and furniture budgets
* With the business manager plan and cost recurring maintenance contracts

**Health and safety**:

* To ensure the academy is health and safety compliant in all areas of the site
* To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities and, where appropriate. Safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation
* To use, and ensure other employees use, appropriate personal protective clothing and equipment
* To ensure that hard surfaces are de-iced and snow is moved to ensure safe access to the premises
* To familiarise him/herself with the asbestos register and ensure works are safe to be carried out
* To ensure all risk assessments are in place
* To devise forms and procedures as necessary to ensure the academy remains health and safety compliant
* To keep up to date with relevant health and safety legislation relating to premises management
* To produce and maintain an approved contractor list
* To prepare reports for senior management and governors

**Security:**

* To assist in the development and implementation of the security and staff safety plan
* Acting as a key holder and attending in emergency call out situations
* Operating and monitoring the intruder alarm system and other security equipment
* Ensuring the security of the premises and its contents. Boarding up and making secure as necessary
* Be the main contact for the response contractor and to investigate any call outs
* Ensuring assets are security marked
* Issuing of keys and monitoring key control
* To maintain the academy security access system including issuing access cards to new members of staff in-line with academy policies

**Heating:**

* The booking of heating time programmes
* The identification of cost effective energy saving measures
* To attend to the building heating systems, ensuring the reliable operation of plant including boilers, circulation pumps, controls, valves, tanks, gauges, heaters, radiators etc.
* Ensure faults are identified, reported and rectified
* Assist with the provision and operation of temporary heating equipment
* Carry out cleaning and maintenance of boiler and plant rooms and heater cabinets and filters
* Liaise with staff regarding temperatures during periods of extreme hot and cold weather

**Porterage:**

* To ensure goods and materials are promptly delivered, and are stored in a safe secure manner
* To monitor and review spare items in storage, ensuring especially that site teams storage areas are tidy and safe, and that unnecessary items are disposed of in a timely manner
* To set out and put away furniture for meetings, dinner time, examinations, lettings etc.
* To assist with the movement of furniture, stock and equipment around the premises
* Management of the theatre seating

**Lettings:**

* To ensure the staffing rota enables the site to be open and prepared for use of external hirers or community use as required, including evenings and weekends
* To arrange internal cover for the site and lettings operative when absent due to holiday or sickness
* Liaise with the groundsman to ensure sports pitches are prepared as necessary
* Identify and respond to letting specific maintenance issues to ensure the site is safe for external users at all times
* With the business manager, ensure a planned maintenance programme is in place for the table tennis centre. Assist with centre set-up where required

**Other duties:**

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post.

Signed: ………………………………………(Headteacher) Date: ………………….

I acknowledge that I have seen and received a copy of the job description.

Signed: ……………………………………… (Estates Manager) Date:…………