

OPERATIONS & ESTATES MANAGER

POST:	Operations & Estates Manager	GRADE:	PO1
PATTERN:	Full time 36hrs/wk.		
RESPONSIBLE TO:	Deputy Headteacher, Headteacher and Governors		

Job Description

1. Main Purpose of the Job

- To support the efficient and effective running of the school and to ensure that the provision and outcomes for students are outstanding at all levels.
- To ensure that the estate and the facilities are operated in a safe and effective manner, that the buildings are maintained to the highest possible standards, that a number of key projects are effectively delivered and that all systems and technology are managed in-line with appropriate guidance, warranties and best practice.
- To represent the school in the best possible way and at all times.

It should be noted that it is expected that the job description will evolve as both the role and the post holder develops.

2. Accountabilities

- To liaise with the members of the Senior Leadership Team and Governors as required.
- To develop and nurture effective working relationships with a range of colleagues and members of the school community.
- To provide timely and accurate reports to a range of audiences as required.

3. Duties & Responsibilities

3.1. SCHOOL DEVELOPMENT

- Develop a vision and strategy for the utilisation of the school's buildings and estate.
- Construct short and medium term development plans to ensure that the school's estate is of the highest possible standard.
- Commit to buildings, grounds and management procedures that ensure operational excellence across the school.

3.2. BUILDING & ESTATE MANAGEMENT

- Ensure that the buildings and grounds are maintained to the highest possible standards at all times and ensure that all facilities are robustly protected and cared for.
- Implement a full inspection regime and maintenance plan to ensure that the school estate is efficiently and effectively managed at all times.
- Ensure that all statutory and advisory tests are completed in a timely fashion and done so in-line with appropriate legislation.
- Ensure that all site and maintenance manuals are fully up-to-date and ensure that all site plans are kept current.
- Manage the school's utility infrastructure.
- Support the development and implantation of key operational and building and estate management procedures to ensure that they are effective, represent best practice and are properly adhered to across the school.
- Anticipate future developments within the building and grounds and ensure adequate planning and budgetary provision is made to ensure continuity of service.

- To liaise with other members of the staff to ensure that the estate is utilised for the benefit of the wider community and to maximise the financial benefit to the school, including the delivery of a high quality letting service.
- Meet the requirements of the school's energy and waste plans and develop them to the benefit of the school and the wider community.
- Take a "hands-on" approach to achieving team goals and utilise personal skills to ensure the best possible upkeep of the estate.

3.3. FINANCE & CONTRACT MANAGEMENT

- Ensure that all expenditure related to the estate is efficiently and effectively managed to ensure best value at all times.
- Advise the Senior Leadership Team and Governors on future budget setting, anticipating expenditure ahead of time.
- Identify maturing contracts and assist, where appropriate, with the procurement of new contracts.
- Plan and manage relevant contracts to ensure that quality standards are achieved within each area.
- In particular, plan and manage the cleaning, waste management and grounds contracts to the highest possible standards.
- Ensure that all on-site contractors are appropriately managed and advised of the school's own safety requirements and other relevant procedures.

3.4. HEALTH, SAFETY AND SECURITY

- Ensure that all Health & Safety Regulations are complied with, across the school. Ensure that a reporting system is in place to ensure the safety of all members of the school community.
- Devise, agree and implement all necessary risk management procedures.
- Ensure the adequate security of the school's facilities and grounds.
- Be a principal key holder for the school and liaise with the school's security consultants and contractors.
- Assist with all safety tests across the school.

3.5. LEADERSHIP & MANAGEMENT

- Undertake the recruitment of key staff, where appropriate and in conjunction with members of the Senior Leadership Team.
- Provide clear leadership to all staff within the estates team.
- To be responsible for the leadership of the site team and ensure that their workloads are managed to meet the requirements of the school.
- Motivate and empower team members to meet the main requirements of the job.
- Provide training for other members of staff, as appropriate.
- Attend meetings where appropriate, including Health & Safety, Senior Leadership and Governors as required.

3.6. ADDITIONAL DUTIES

- Be willing to support the ethos of the school and contribute more widely and as appropriate.
- Be prepared to work flexibly, including additional hours if required, and in order to support the best provision for students.
- Be "on-call" to deal with out-of-hours issues and emergencies as required.
- Support clear communication with key partners.
- A willingness to take part in relevant training programmes.
- Be prepared to work across partnership schools if required.

4. Knowledge and Experience

Please see Person Specification.

5. Performance Standards

Performance will be measured against outcomes in relation to set targets and progress as measured against individual and/or team development plans.

6. Organisation Chart

Separately available.

7. Additional Information

The duties of this post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

This job description describes the range of duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time, after consultation with the holder of the post.

Post holders may deal with sensitive material and should maintain confidentiality in all school-related matters. Child Protection Policies and Procedures are to be followed at all times.

Post-holders will adhere to the Dress Code for Staff and show a record of excellent attendance and punctuality.

SIGNED

Post Holder: _____ Date: _____

Line Manager: _____ Date: _____

Person Specification

Qualifications

- Relevant professional and practical qualification(s)
- Recent relevant professional development
- Full driving licence
- Membership of a relevant body and a further related qualification would be desirable.

Experience

- Experience of working in a medium or large organisation
- At least three years' experience of working in or managing a team
- Experience of using IT systems to monitor projects or finances
- Experience of personnel management
- Experience of appraisal procedures
- Experience of working in an educational environment would be desirable.

Skills and Knowledge

- Understanding the issues around the management estates (building and grounds) and contracts
- Outstanding organisational skills
- Ability to plan short-, medium- and long-term goals, and to manage their implementation and evaluation
- Excellent IT skills
- Understanding the management of change.

Personal Abilities and Qualities

- Ability to plan, monitor, evaluate and review work
- Excellent communication skills both verbal and written, including written and spoken fluency and accuracy in English
- Ability to work on own initiative and as part of a team, and judge when to take decisions and when to seek advice
- Ability to lead and manage staff effectively and sensitively and to lead by example
- Methodical, analytical and accuracy in working practice
- Ability to work under pressure and manage a wide brief
- Ability to prioritise work and work to deadlines
- Adaptability, flexibility and resilience, including being able to work flexible hours
- The ability to problem solve and seek alternative solutions
- Good reasoning and negotiating skills with sound judgement in a variety of situations.

Other Factors

- A commitment to the aims and values of the school
- A commitment to equal opportunities
- A commitment to high standards of professionalism.

Selection decisions will be based partly on the criteria outlined in this form. At each stage of the process an assessment will be made by the appointment panel to determine how far the criteria have been met.

Criteria should be addressed on the application form and/or in the statement of application. Criteria will be further tested later in the process through interviews and other methods such as presentations.

When completing your statement of application, you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

We will consider any reasonable adjustments under the terms of the Equalities Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.