



## **JOB DESCRIPTION**

### **Estates Manager**

#### **JOB PURPOSE**

The Estates Manager is responsible for the operational leadership and effective management of the academy estate, ensuring that buildings, facilities and grounds provide a safe, compliant and high-quality environment that supports learning, wellbeing and the overall student experience.

The role leads the day-to-day delivery of estates services across the campus, including maintenance, site operations, contractor management and statutory compliance. Working in partnership with Trust estates colleagues, the postholder implements Trust estates policies and standards locally, provides leadership with estate condition and improvement priorities, and supports the planning of maintenance and capital investment.

The Estates Manager also leads the estates team and manages local estates budgets, ensuring that the campus is maintained to a high standard and that resources are used effectively to support a professional, welcoming and sustainable learning environment for students, staff and visitors.

#### **KEY PERFORMANCE AREAS AND RESPONSIBILITIES**

##### **Campus Operations**

- Oversee the day-to-day operation of the college estate, ensuring buildings, facilities and grounds are safe, secure, well presented and fully operational.
- Lead estates-related issues and site incidents, coordinating appropriate action.
- Lead the delivery of reactive and planned maintenance across the campus.
- Ensure effective stewardship, care and lifecycle management of college buildings, infrastructure and equipment.

##### **Compliance, Safety and Risk**

- Ensure statutory estates compliance checks and inspections are completed, recorded and maintained in line with Trust requirements.
- Implement Trust estates policies, standards and compliance processes at academy level.
- Support the Trust's estates risk management processes by maintaining appropriate local controls and documentation.
- Ensure safe working practices across the campus and compliance with relevant health and safety legislation.

### **Contractors and Estates Projects**

- Manage and coordinate on-site contractors, ensuring work is delivered safely, efficiently and in line with academy procedures.
- Lead the delivery of small to medium estates projects that support campus improvements.
- Support Trust-led capital works and major improvement projects on site.

### **Estates Planning and Campus Development**

- Provide local estates intelligence, condition information and operational insight to support Trust estate strategy and capital investment planning.
- Identify opportunities to improve the campus environment and enhance the student experience.
- Contribute to the development of maintenance and lifecycle plans that support financially responsible and sustainable estate management.

### **Leadership and Financial Management**

- Line manage and develop the estates team, ensuring effective performance and high standards of service delivery.
- Manage allocated local estates budgets and resources effectively, ensuring value for money and appropriate financial oversight.
- Promote a culture of pride in the campus, ensuring the estate reflects the professional standards expected of a sixth form college environment.
- Promote a culture of the department providing high customer service to students and staff.
- Work with SLT to provide information and updates for local governing body reports.

### **GENERAL RESPONSIBILITIES**

1. Participate in training and team development activities, to update knowledge and skills.
2. Make best use of technology, facilitating change to deliver new ways of working, which support the college's strategic objectives and core values.
3. Demonstrate commitment and enthusiasm to promote the principle of equality, diversity and inclusion in employment and service delivery.
4. To adhere to all college policies and procedures, especially those relating to child protection and safeguarding, students, health and safety, equality of opportunity and human resources, and the financial regulations and procedures.
5. All employees of the College have responsibilities in respect of health and safety. In particular they will:
  - co-operate at all times with the senior leadership team in the implementation of and adherence to health & safety policy and procedures;

- take reasonable care for their own safety and for the safety of others who may be affected by their actions at work;
  - not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
  - report all health and safety concerns to line managers;
  - pro-actively report near misses;
  - assist with the completion of the risk assessment programme;
  - provide risk assessments for activities for which they are the responsible leader;
  - ensure a safe working environment is maintained for staff and students at all times;
  - ensure that all relevant health and safety training is up to date;
  - comply with health and safety related policies and procedures.
6. Take part in the college's staff appraisal and performance management cycles as appropriate.
7. To undertake such other duties, commensurate with the post, which your managers, or other members of the executive leadership team may reasonably and occasionally require, including working evenings and covering for absent colleagues.

#### **ADDITIONAL INFORMATION**

1. The post holder will report to the Assistant Principal (Student Journey).
2. Salary will be paid on the Sixth Form Colleges Association support staff pay scale, band 26-30 (currently £44,203 - £48,665).
3. This is a full time, all-year round post.
4. It is compulsory for all members of staff to attend the annual open events in mid-October (which take place on one evening and on one Saturday), for which there is a compensating college closure day/TOIL given.
5. All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
6. Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

|                                  | <b>Person specification: Estates Manager</b>  |                  |                  |
|----------------------------------|---|------------------|------------------|
|                                  | <b>Criteria</b>   | <b>Essential</b> | <b>Desirable</b> |
| <b>Qualifications</b>            | Relevant professional qualification in estates management, facilities management, building services, construction or a related discipline |                  | x                |
|                                  | Recognised qualification or certification relating to estates compliance or facilities management   |                  | x                |
|                                  | Evidence of continuing professional development in estates, facilities or health and safety management                                    |                  | x                |
|                                  | Good standard of education including GCSE (or equivalent) in English and Maths  | x                |                  |
| <b>Experience/<br/>knowledge</b> | Experience of managing estates, facilities or site operations within a complex building environment                                       | x                |                  |
|                                  | Experience of managing reactive and planned maintenance programmes  | x                |                  |
|                                  | Experience of managing contractors and overseeing on-site works   | x                |                  |
|                                  | Knowledge of statutory compliance requirements relating to buildings, health and safety, and premises management                          | x                |                  |
|                                  | Experience of managing small to medium estates projects   | x                |                  |
|                                  | Experience of supervising or managing staff   | x                |                  |
|                                  | Experience of budget management and achieving value for money in estates services   | x                |                  |
|                                  | Understanding of lifecycle maintenance planning and asset management  | x                |                  |
|                                  | Experience of estates or facilities management within education or public sector settings   |                  | x                |

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|---------------------------------|--|---|--|
|                                 | Knowledge of capital investment planning or estates strategy processes   | x |  |
| <b>Skills/<br/>competencies</b> | Strong organisational and operational management skills  | x |  |
|                                 | Ability to prioritise and manage multiple estates issues and projects simultaneously                               | x |  |
|                                 | Ability to identify maintenance priorities and implement effective solutions                                       | x |  |
|                                 | Effective contractor management and negotiation skills   | x |  |
|                                 | Ability to interpret compliance requirements and ensure operational delivery                                       | x |  |
| <b>Personal<br/>attributes</b>  | Strong problem-solving and decision-making skills  | x |  |
|                                 | Good financial awareness and ability to manage budgets responsibly   | x |  |
|                                 | Strong communication skills, able to work effectively with senior leaders, staff, contractors and Trust colleagues | x |  |
|                                 | Ability to analyse estate needs and identify opportunities for improvement   | x |  |
|                                 | Competence in using estates management systems or facilities management software                                   | x |  |
|                                 | Professional and proactive approach to maintaining a high-quality campus environment                               | x |  |
|                                 | Strong sense of responsibility for carrying out safety, compliance and operational work                            | x |  |
|                                 | Ability to work collaboratively within a Trust structure and respond to central standards and processes            | x |  |
|                                 | Resilient and calm when managing operational incidents or urgent issues  | x |  |

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|--|---|---|--|
|  | High levels of integrity and reliability                              | x |  |
|  | Commitment to supporting a positive learning environment for students | x |  |
|  | Commitment to continuous improvement and professional development     | x |  |