

# Job Description

## Estates Manager



Role: Estates Manager  
Responsible to: Chief Finance Officer, TLT  
Based at: One of the TLT sites  
Hours: 37 hours per week, 44 or 52 weeks per year  
Grade: Grade L, points 37 to 41

### Job Context

Tove Learning Trust is a MAT with a small central structure and a large amount of autonomy granted to its constituent schools. Each school has its own site team and Business Manager (or equivalent) and the post holder works closely with these teams and the Trust Management team. This postholder will act as an advisor to the CFO, CEO and Trustees on premises related matters as detailed in, but not limited to, the Academies Financial Handbook (AFH), the gov.uk website and the Trust's Articles and funding agreements.

### Key Responsibilities

- To manage the long term integrated estates strategy and capital build programmes for the Trust including premises related inventory and asset management.
- Understand the legal position of the estate and advise or seek advice on land acquisitions and disposals, tenure and land ownership, safeguarding, leases and public footpath administration.
- Leadership and management of Health & Safety procedures across the Trust schools ensuring procedures are robust, compliant, documented and evidenced appropriately.
- Comprehensive understanding of property compliance across the Trust incorporating all statutory maintenance and repairs and be able to monitor and report on the current status of the Trust and provide leadership & guidance to the school premises teams.
- Ensure value for money in all estate decisions particularly joint procurement, energy management, income generation and asset management and the cascade of this across the Trust schools.

### Job Description

#### Strategy & Reporting

- 1) Support the TLT Leadership team with articulating and growing the Trust's Estates vision.
- 2) To develop and review an Estates strategy for the Trust which will deliver effective long term planning of resources to support the strategic objectives of the Trust.
- 3) To inform strategic decisions by producing briefing reports, plans and feasibility studies for the development of the Trust's site and facilities.
- 4) Lead on property and land data, maintaining software containing asset management information, H&S compliance, contract management and property condition & suitability.
- 5) Take responsibility for gathering and collating the information for the annual Land & Buildings Return to ESFA and prepare for submission.

- 6) Emergency planning including the Business Continuity Plan for the Trust and arrange the testing of the emergency evacuation plans for each school.
- 7) Support the CFO and the Trustees with the Capital allocations and bidding process for all projects relating to condition repairs, suitability or expansion.
- 8) To establish, convene and attend relevant functional groups within and outside of the Trust as necessary.
- 9) To travel to all schools within the Trust on a cyclical basis or as required and develop a detailed knowledge of the individual school sites.

### **Understanding the Estate**

- 10) Understand the implications and status of the Tenure under which the Trust land or buildings are held or occupied.
- 11) Monitor the schools' arrangements for Lease management ensuring that any lease agreements entered into offer the best solution for the school and safeguard the Trust's assets.
- 12) Assist the schools and the Trust with the acquisitions & disposal of land & buildings and ensure compliance with the AFH and Trust Articles.
- 13) Lead on the land & buildings related Due Diligence arrangements for new schools joining the Trust.

### **Health & Safety and Compliance**

- 14) Manage the external H&S contract(s) for the Trust.
- 15) Arrange training for the Site teams to comply with current legislation and check that it reflects the activities of the site teams.
- 16) Ensure the site teams have appropriate contractor management and related safeguarding processes in place and provide support and advice as required.
- 17) Maintain the H&S portal (if applicable) and ensure each site retains the relevant documentary evidence to demonstrate compliance.
- 18) Provide H&S monitoring reports on a termly basis for Trustees and ensure that any H&S concerns are reflected on the Trust's Risk Register.

### **Property Maintenance & Performance**

- 19) Ensure site managers have up to date records on all statutory maintenance, testing and risk assessments including those for Fire, Asbestos, Legionella, and electrical testing and maintain a central register of these events.
- 20) Provide leadership, guidance and support to the school premises teams and assist with decision making and systems as required.
- 21) Monitor the planned maintenance schedules across the Trust and where possible, harmonise the approach to ensure consistency and a high level of service across all schools.

### **Budgets and Procurement**

- 22) Work with the Site managers and Business Managers to ensure there is an appropriate 1 to 3 year plan in place for planned maintenance and minor projects from the School Budget.

- 23) Work with the Site managers to ensure a cohesive, Trust wide approach to procuring premises and grounds contracts that provide best value when tendered as a whole.
- 24) Prepare specifications, tender documents and manage the tender processes for the Trust, seeking additional expertise as required to comply with current legislation.
- 25) Work with the preferred Energy broker to maximise cost savings on a joint procurement contract and advise the schools on energy saving, management and efficiency.
- 26) Monitor each school's letting arrangements and assist them to develop opportunities and strategies to optimise the use of the site and increase income generation.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.