

JOB DESCRIPTION

JOB TITLE	TRUST ESTATES MANAGER
REPORTING TO	TRUST HEAD OF ESTATES
LOCATION	TO WORK ACROSS ALL SITES
GRADE	Grade 6 - £31,364 - £37,336 Full Time all year.
HOURS	37 hours a week. Generally, Monday - Friday 9am - 5pm There is a requirement to occasionally work flexibly which may include weekends and out of normal contracted hours. You would be a nominated key holder for all schools and attend to alarm activations or call outs when required. The site service offices provide first line cover for the alarm activates and you would be required to provide second line cover in the event of absence. There is a requirement to achieve a first aid qualification.

Job Purpose:

As a member of the Estates team the post holder will be required to manage and support site services teams within the estates function to ensure the effective and efficient delivery of operational targets and drive service improvements.

To ensure that all Trust buildings are maintained to a high standard and are legally compliant, working in conjunction with the Head of Estates.

Role Specific Duties

- To line manage Site Services teams across the Trust managing people activities around recruitment, induction, performance management and covering of shifts. Ensure compliance with legal COSH regulations across all sites.
- Manage the Health and Safety programme including fire alarm checks, asbestos, water flushing, water temperatures, emergency lighting tests, ensuring that all records are updated.
- To ensure that the regular Legionella testing is carried out as part of the statutory testing packing as agreed by the Head of Estates.

- To lead on annual maintenance contracts from procurement, implementation and management with maintenance calendars and auditing programmes including permit to work legal compliance.
- Managing the contracts on site compliance regulations with Site Services Officers. This will include procurement and sourcing of contractors and financial tendering as appropriate.
- Ensure all service records of equipment and systems are managed including implementation and regular reviews and all records are filled in with the relevant site logs and manage staff resources appropriately across the calendar year.
- To manage the operational aspects of the Trust Computerised Facilities Management system (CAFM), ensuring jobs are recorded and inventory managed.
- To oversee and implement the Planned Preventative Maintenance (PPM's) programme across all schools, using the FM system to ensure that all schools have undertaken their weekly PPM's.
- Across the Estate you will be responsible for the operation of the heating plant, to maintain the required building temperatures during the heating season and to ensure the availability of an adequate supply of hot water. To report any deficiencies to the Head of Estates.
- To ensure that all Building Energy Management Systems are maintained and where necessary adjusted to ensure that the schools are being efficiently run at all times.
- To ensure the Trusts fleet of minibuses are serviced and maintained, ensuring that each school undertakes their weekly visual inspection of their minibuses.
- To audit and manage the completion of relevant facilities checklist and paperwork at all schools within the Trust.
- To organise site service cover for lettings, and inform finance team of lettings and attendance.
- To oversee the monitoring of cleaning standards across the Trust, this will include the monitoring of KPI's with outsourced cleaning services.

Grounds Maintenance

- To ensure that the external grounds around the Estate are maintained to the highest standards. In particular during times of seasonal extremes i.e., snow

Premises Development

- To assist the Head of Estates in compiling the Annual Building Condition Reports.
- To work alongside the Head of Estates to ensure that all premises development works are completed across the Trust, to a high standard and within the agreed budget.
- To work alongside the Head of Estates to obtain quotations for planned works, including writing specifications for contractors to quote against.
- To ensure that all contractors undertaking works onsite are working in a safe manner, reporting any concerns to the Trust Head of Estates.

General

You may be required to provide cover/work in any of the employer's academies for temporary periods.

Any other duties and responsibilities within the range of the salary grade and at the request of the Head of Estates.

Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, data protection, finance and health and safety procedures

To be accountable for promoting and safeguarding the welfare of students responsible for, or who in contact with.

Responsible for: Site Services Teams across the Trust including Site Services Officers, Assistants, Cleaners etc

Responsible to: Head of Estates

Date Reviewed: December 2023

PERSON SPECIFICATION - Trust Estates Manager

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Good standard of education, ideally NVQ or equivalent at Level 4, OR be able to demonstrate experience at an equivalent level • Relevant H&S qualification or commitment to work towards it • First Aid qualification (training can be provided) • Full driving license 	<ul style="list-style-type: none"> • Professional qualification, or willingness to work towards one (e.g. NEBOSH) with a strong component of facilities / estate management • Carpentry, decoration or other relevant trade experience • Experience of working within a school setting • Pool Plant qualification or willingness to work towards • Budget management experience
Knowledge and skills	<ul style="list-style-type: none"> • Secure leadership and organisational skills • A knowledge of team building and management • A knowledge of project planning or management • Good IT skills - particularly Word, Excel and email • Excellent written and oral communication skills • A knowledge of caretaking/repairs/maintenance and cleaning • A knowledge of good security practices • Experience of working in partnership with a range of stakeholders • Manage Health and Safety statutory guidance • Experience in writing risk assessments and managing risk in a work environment 	<ul style="list-style-type: none"> • Awareness of construction development and property management such as legionella and asbestos control • Knowledge of environmental issues • Knowledge of first aid procedures • Experience of education sector, understanding school policies and procedures
Qualities	<ul style="list-style-type: none"> • Ability to respond flexibly to operational needs • Ability to develop and maintain appropriate work relationships • Good communication skills • Ability to make clear judgements and assess potential problems • Track record of multi-tasking, prioritising effectively, meeting deadlines and targets • Able to operate effectively as a member of a team and provide support to others. • Able to lead, manage and motivate a team • Ability to relate well to staff, governors, students and other users and to be assertive when necessary • Self-motivated • Able to deal calmly and effectively with emergencies and potentially difficult situations • Flexible – prepared to work some hours outside of normal working hours on occasions 	<ul style="list-style-type: none"> • Can assess both operation and strategic risks.

<p>Commitment to . . .</p>	<ul style="list-style-type: none"> • The happiness, well-being, safeguarding, self-esteem and progress of all at the Trust • Upholding the values of the Trust at all times • Equal opportunities and social justice • Ongoing professional development • Loyalty in our commitment, dependability reflecting our priorities. 	
<p>Other</p>	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995. 	

Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.



Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.