



Bickley Park School

Job Description

JOB TITLE	Estate Manager
DEPARTMENT/SECTION	Estates
REPORTING TO	Bursar
LOCATION	Bickley Park School, 14- & 24, Page Heath Lane, Bickley, BR1 2DS

Overall objectives of the job:

The primary objective is to support the Bursar, the Head and the Governors by playing a key leadership role in the effective management, maintenance and development of the school premises, grounds, vehicles and security systems to ensure a safe, clean, comfortable and compliant environment for all staff, pupils and visitors.

The Estate Manager will perform the role of Health & Safety Officer and manage the Estates Team staff to ensure compliance is met, relevant policies and procedures are reviewed, and records maintained, in accordance with existing statutory requirements,

All duties to be undertaken in accordance with the relevant regulations and standards, school policies and procedures.

Principal duties and responsibilities:

Maintenance

- Manage and oversee all elements of the maintenance and development of the school properties, grounds and gardens.
- In conjunction with the Bursar and the Head, be responsible for planning and managing an annual maintenance schedule.
- Deliver, manage and report on a comprehensive programme of Planned Preventative (PPM) maintenance works.
- To lead the provision of an effective and cost-efficient Reactive Maintenance Service, use initiative to ensure that tasks are carried out in the most efficient and practical manner.
- React to emergency situations and allocate resources to work out of normal working hours if necessary
- Oversight of the school security systems and procedures including keys, access control and intruder alarm systems and be a point of contact for premises emergencies and ensure provision of out of hours support/cover.
- Have overall responsibility for the organisation of the school swimming pool and, with the team, manage and maintain the pool and surrounding area, including dosing and filtration systems, pool water testing, chemical management, cleaning and general maintenance, to ensure all relevant safety standards are met.
- Oversee all elements of the management, cleaning and roadworthiness of the school vehicles and be responsible for ensuring car parks are effectively controlled and traffic managed.
- Manage the weekday and weekend hires, including agreeing contracts, terms and access requirements.
- Prepare and maintain a comprehensive asset management plan for the school's properties including condition surveys, building management plans, site/floor plans and strategic

development plans.

- Work with internal stakeholders to coordinate projects to fit within the business requirements of the organisation.

Health & Safety

- Perform the role of Health & Safety Officer to ensure all elements of compliance are met, relevant policies and procedures are reviewed, and records maintained, in accordance with existing statutory requirements.
- Actively participate in the termly Health & Safety meetings, safety audits and compliance visits and provide appropriate reports and presentations when required.
- Ensure that all members of the Estates Team and contractors comply with applicable regulations, legislation and school policies and that staff receive adequate briefing, practice and training in all relevant areas.
- Develop, monitor and maintain appropriate policies, risk registers, codes of practice, risk assessments and method statements and oversee the accurate preparation, recording and maintenance of all premises schedules, Health & Safety records, licences and logbooks.

Management

- Line Manage and motivate the school's Estates Team.
- Oversee the management of the School's Maintenance Help Desk system ensuring all requests are managed, allocated and completed in an appropriate and timely manner.
- Be responsible for the sourcing and management of external premises contractors and suppliers. Prepare, tender and manage a wide range of contracts as part of the delivery of the maintenance function.

Budget Management

- Assist the Bursar in preparing detailed project proposals and recommendations.
- In close coordination with the Bursar and Finance Manager, prepare a capital expenditure budget and an annual budget plan to allocate resources effectively.
- Manage approved Estates budgets, monitor spend and make adjustments as needed to ensure funds are being used to best effect.
- Monitoring and controlling energy and water consumption and efficiency.

General

- Maintain an up-to-date awareness of statutory and mandatory legislation relating to the scope of the role. Make recommendations and implement any relevant changes on site in conjunction with the Bursar. Ensure all related policies and procedures are up to date.
- To support the School in its sustainability objectives and actively engage with and promote a positive culture towards sustainability within the maintenance department.
- Other duties as and when required by the Bursar, the Head or the Governors.

Qualifications:

- A current Health & Safety qualification such as IOSH Managing Safely or NEBOSH and Health & Safety training to include, but not limited to Fire Safety, Working at Heights, Asbestos, COSHH.
- Pool Plant Operator Certificate - desirable.
- First Aid Trained.

Background and experience necessary:

- Previous leadership experience in a premises or facilities management role, preferably in a school, education or leisure establishment.
- Working knowledge of commercial gas, electrical and water systems.
- Pool Plant Operator experience - desirable.
- Detailed knowledge and understanding of the security of premises including fire and intruder monitoring systems and CCTV.
- Be proficient in developing, monitoring and maintaining appropriate policies, codes of practice, risk assessments, method statements and other documentation.
- Experience of property project management, including budgeting, tendering, planning regulations and contractor management.
- Understanding of and compliance with child protection procedures and lone working.

Personal Skills:

- Be self-motivated and proactive - possess a positive, 'Can do' attitude, with a focus on problem solving, outcomes and demanding the highest standards
- Proven leadership and management experience.
- Good interpersonal skills and be an excellent communicator.
- Possess excellent organisational, planning, time management and prioritisation skills.
- Be comfortable and effective as part of a team and/or as a lone worker.
- Be proficient in the use of IT software systems and Apps including MS Office, Outlook Teams and others when required
- Possess a clean UK Driving Licence

Staff reporting to this position:

- Premises & Caretaker Operative
- Housekeeper and Cleaning Manager and domestic staff

Contact/relationship with others (external and internal):

- Head
- Bursar
- Teaching and Support staff
- 3rd party contractors and suppliers
- 3rd Party hirers

This job description is not intended to be exhaustive in every respect and employees are expected to undertake any, and all other reasonable and related tasks allocated to them.

Bickley Park School is committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.

We are proud of our diversity and inclusive culture in our workplace. We welcome all applications regardless of age, disability, gender reassignment, pregnancy, maternity, race, religion or belief, sex, sexual orientation, marriage or civil partnership.

We are an equal opportunities employer.

SIGNED (Post Holder): DATE: