

IET Estates Manager

Job Title	Estates Director
Salary	£29000 - £34000
Type of contract	Full Time
Weekly hours	37 Hours
Location	All Isle Education Trust Sites (currently Epworth and Scunthorpe)

Purpose of Role:

To provide the Trust and its academies with effective estates management. The primary focus of the role is to lead on the management and development of the Trust's property portfolio and to ensure that all our sites are safe environments and compliant with Health and Safety legislation.

The post holder will work closely with the Chief Operating Officer, Principals, site teams and academy staff and will be a member of the Trust's senior management team.

To work with the Senior Leadership Teams across the Trust to ensure that all estates related matters are dealt with in an effective and consistent manner, providing services, advice and guidance regarding policy and industry best practice.

Key Responsibilities/Job Description:

- Be responsible for the planning, development and delivery of estate management functions across all schools.
- Provide strategic vision and leadership for all aspects of estate management.
- Act as the lead and competent person for all Trust Health & Safety issues
- Manage cleaning and caretaking and other estates contracts.
- Ensure that the Trusts support help desk and compliance tool is used fully and is compliant
- Work proactively with the Principals to ensure operational continuity at all times.
- Utilising skills to be able to perform a range and number of routine maintenance tasks in order to maintain the IET buildings to a safe and high standard.
- Manage an accurate inventory of all physical assets and oversee the School Asset Management system, ensuring the accurate recording of assets including purchases, disposals and loaned equipment.
- Ensure regular visits are made to all sites, audits undertaken and documented, acting on findings and following up actions for all sites.

- Have an overview of the estate hard and soft services, plan for minor developments and project manage their implementation.
- Actively seek to improve on cost efficiencies in all areas.
- To have responsibility for the management and monitoring of all estate budgets across the Trust and adhere to Trust financial regulations.
- Prepare and monitor planned and preventative maintenance schedules for each site within the service.
- Lead, manage have oversight of all capital projects.
- Quality assure all works undertaken within the Estates.
- Document systems and procedures.
- Produce and analyse reports for senior managers either routinely or upon request for your responsibility areas. Attend and present at management committee meetings as required.
- Report on and monitor progress against agreed service levels (both internal and external) for all contracts.
- Work collaboratively and actively seek engagement with other stakeholders.
- Actively seek to maintain and extend expertise in appropriate areas, including health and safety and legislative areas affecting the premises activities.
- Engage with relevant training to actively support the role – eg (but not limited to) Emergency First Aid, Working at Heights, Asbestos Awareness, Manual Handling.
- Take an active part in the investigations following any damage to the fabric of the school through accident or vandalism to deter further incidents.
- Manage the effective deployment of Premises resources and staff to support the curriculum and business needs of IET.
- Manage the Estates teams across the Trust.
- Use of own vehicle to visit trust sites (expenses covered).
- Carry out maintenance duties.
- Ensure facilities are available for all users including extracurricular, parents' evenings, open evening and external lettings.
- Responsible for security of all sites including alarm response.
- Keyholder – responsible for opening and closing of site when required.

All Trust Staff Should:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy/Trust protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.

- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy/Trust.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- Have professional regard for the practice, ethos and policies of the Academy/Trust and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy/Trust.
- Contribute positively and effectively to the whole Academy/Trust ethos
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students
- Attend and participate in appropriate calendared meetings
- Take responsibility for own professional development and duties in relation to Academy policies and practices
- Liaise effectively with staff, students, parents and governors
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.
- Carry out any other duties as directed by the Principal as may from time to time be agreed in accordance with the nature of the job described above

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Academy and Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Person Specification

Application (A), Interview (I) Task (T), Reference (I)

Professional knowledge, skills and understanding	Essential	Desirable
GCSE Maths and English, grade C or above	A	
IOSH/NEBOSH Qualifications		A
Experience in an estates and facilities management role	A I T	
Ability to relate well to children and adults	A I	
Ability to manage staff efficiently	A I	
Good computer literacy	A I T	
Ability to work both as a member of a team and on own and to deal with any unexpected problems that may arise	A I	
Ability to work in an organised and methodical manner	A I	
Ability to complete tasks to desired standards and to work to time constraints	A I T	
Display a conscientious and logical approach to the variety of tasks necessary for the smooth and efficient running of the academy	A I T	
Knowledge of Estates Management and Health & Safety	A I	
Experience	Essential	Desirable
General understanding of academy policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection	A I T	
First Aid Trained		A
Experience of working with young people		A I
Experience and understanding of completing Risk Assessments	A I T	
Practical Skills	Essential	Desirable
Flexible approach to work as well as good organisational and communication skills	A I R	
Ability to work collaboratively and effectively within a team	A I R	
Hold a full driving licence	A	
Ability to work independently and to show initiative	A I R	
Ability to work under pressure, prioritise and meet deadlines	A I R T	

Friendly, approachable and non-confrontational manner combined with the ability to be firm	A I R	
Personal Qualities and Essential Attributes	Essential	Desirable
A professional approach in both manner and physical appearance	I	
Ability to demonstrate discretion, confidentiality and commitment	I R	
Enthusiasm, determination and insistence on high standards	I	
Flexibility	I	
A proven track record of excellent attendance and punctuality	R	
Ability to work with or without supervision	A I R T	
Commitment to safeguarding and promoting the welfare of children and young people	A I	
High expectations of self and others	Essential	Desirable
A flexible and adaptable approach	A I	
High standards of professionalism, punctuality, appearance and behaviour	A I	
Safeguarding Students	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people	I	
Equal Opportunity	Essential	Desirable
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	I	

Application Process

An application form can be found on our website
<https://isleeducationtrust.co.uk/IET/vacancies/vacancies.php>
or online at TES.com.

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

If you would like further information about this vacancy or wish to have an informal discussion with a member of our leadership team, please contact the IET Business Team on 01427 872121.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

This educational establishment is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.