



## Remit for Estate Manager

### Position Concept

The Estate Manager provides leadership to the school in all areas of property management and ensures full compliance with all aspects of Health and Safety legislation.

Whilst managerial, this hands on role will be immensely rewarding to someone who loves ensuring a facility operates smoothly, directly influencing the futures of young people through the maximisation of their learning environment.

In return you will have a challenging role where no two days will be the same. You will work with people who will appreciate what you do to make sure their school can operate in an efficient way. Your approachable, calm and willing manner will be utilised to the full as will your efficient, reliable and positive demeanour. This role plays an integral part in the important educational years of our pupils.

### Key Responsibilities

- This role reports to the Director of Finance
- Coordinate maintenance activities in conjunction with the works foreman. This includes day to day management of the works team and Sports Hall Caretaker, preparation of a schedule of preventative maintenance, identification of, and liaison with, key suppliers and establishing priorities.
- Ensuring efficiency of all building systems
- Coordinating site safety programmes
- Preparing operating reports and budgets
- Perform analysis and forecasting
- Maintaining a safe work environment for all students, employees and contractors ensuring that risk assessments are in place and regularly reviewed
- Managing contractors before, during and after scheduled work – ensuring that all insurance, method statements and documents are up to date.
- Ensuring all processes and compliance programmes are met.
- Managing facilities planning and space allocation
- Preparing cost estimates for moves and equipment
- Coordinating with department heads and building contractors
- Managing maintenance of grounds
- Ensuring all utility systems are inspected and in accordance with regulations
- Negotiating bids and contracts for third party workers
- Coordinating building security and maintenance services
- Managing and supervising all facilities personnel
- Overseeing all building functions
- Keeping staff, contractors and students updated at all times on facilities policies, rules and regulations
- Coordinating all maintenance issues and schedules

- Preparing and filing reports in adherence with government and regulatory authorities including environmental permitting
- Inspecting buildings' structures to determine the need for repairs or renovations.
- This is a hands on managerial role, in which you will have to perform operations if it is the most effective solution
- Carry out daily, weekly and other scheduled checks of both building fabric and safety systems such as fire alarm drills and emergency lighting checks.
- Maintain accurate maintenance records and schedule all necessary works to ensure that all maintenance is up to date.
- Lead the school effort in the area of environmental management. This includes the aggressive pursuit of energy reduction opportunities, recycling, monitoring of renewable resources and reporting progress. Assisting staff and pupils to maintain the Eco-Schools Green Flag award.
- Manage the school's utility supply arrangements including selection of suppliers and interface with the school's utility supply consultants on all aspects of energy and water supply. Actively pursue cost reductions in this area.
- Provide on the ground support to internal IT technicians including making physical changes under their direction to ensure IT issues are resolved promptly.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## The Person

	Essential	Desired	Method of Assessment
Qualifications	<ul style="list-style-type: none"> <li>• Educated to a minimum of National 5 in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or substantial experience in Facilities Management, Facilities Engineering or related qualification such as Project Management, Business Management of construction Management</li> </ul>	Production of the applicant's certificates
Experience:	<ul style="list-style-type: none"> <li>• A minimum of 3 years strong management experience</li> <li>• Technical understanding; electrical, mechanical and fabric</li> <li>• Writing and reviewing risk assessments</li> <li>• Significant practical experience in property maintenance and the ability to competently undertake maintenance tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Technical qualification; electrical, mechanical and fabric</li> </ul>	Application Form  Interview
Skills	<ul style="list-style-type: none"> <li>• Computer Literacy &amp; proficiency in Microsoft Office</li> <li>• Excellent Communication skills</li> <li>• Attention to details is a must along with strong organisational fees.</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to teamwork with a good sense of humour and perspective</li> </ul>	Application Form  Interview
Knowledge	<ul style="list-style-type: none"> <li>• Working knowledge of COSHH legislation</li> <li>• Familiarity with and experience of working to safe systems of work</li> </ul>	<ul style="list-style-type: none"> <li>• Formal qualification in</li> </ul>	Application Form  Interview
Personal competencies and qualities	<ul style="list-style-type: none"> <li>• Ability to manage people at all levels within the school.</li> <li>• The ability to problem solve.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Application Form Interview  Professional references

## Other Information

- This role requires a hands-on approach and team working is expected.
- The ideal start date for this post is XXXXXXXX.
- Candidates must be eligible for membership of the PVG Scheme in relation to children.
- Closing date XXXXXXXX.
- Interviews will be held from week commencing XXXXXXXX.
- This is a full time permanent position.