



Job Description: Estates Manager (Ashford)

Hours: Monday to Friday: 07:15 to 16:15. There may be requirements during busy periods to work additional hours and odd weekends.

Location: Ashford, Surrey

Reporting to: Bursar

Responsible to: Chief Operating Officer

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.

Duties:	<p>The following duties shall be deemed to be included in the professional duties you may be required to perform:</p> <ul style="list-style-type: none">• Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.• The Estates Manager is responsible for the day-to-day management of all facilities management services of the school estate. The post holder is responsible for ensuring that the school is a well-maintained, safe and secure site for all users. The Estates Manager will ensure high standards of site supervision and effective use of resources to enhance the learning environment for students and staff.
Key Areas:	<ul style="list-style-type: none">• Management of caretakers and groundsmen• Premises related Health and Safety issues including compliance• Management of maintenance and repairs and facilities care on site• Manage and maintain work schedules and ensure quality control of works completed• Act as Fire Safety Officer• Security of the school sites• Budget management• Contract management• Project management
Key Tasks:	<ul style="list-style-type: none">• Supervise the Site team and meet weekly with the Bursar to ensure effective communication within the team• Distribute tasks within the Site team according to skill level and availability• Check sites regularly for any potential Health and Safety issues. Take corrective action where necessary• Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records e.g. fire safety checks• Act as the Fire Safety Officer; be responsible for the installation and maintenance of equipment for the protection of, and escape from, fire• Complete Risk Assessments as required and take any corrective actions where necessary

	<ul style="list-style-type: none"> • Actively participate in the school’s Health and Safety Committee meetings • Undertake any other site related Health and Safety work as required • Maintain and manage a schedule of works to ensure that the site is kept operational. Prioritise work as appropriate • Complete all repair and maintenance tasks within capability as promptly as possible being aware of particular priorities and needs within the school • Maintain and manage the efficiency of installations and plan for electric and gas supply, heating, domestic hot water etc. • Supervise the lighting and ventilation of the Schools buildings • Maintain the school grounds to a high standard; ensure grounds are litter free • Ensure accurate records are kept of all work carried out and liaise with the Bursar over prioritising work to be done • Provide lists of suitable contractors for larger maintenance contracts for selection and approval by the Bursar • Monitor the work undertaken • Manage the school minibuses • Oversee out of hours activities • Manage the day-to-day security of the school sites • Inform the Bursar in a timely manner of critical safety and security issues, and provide routine/progress management reports as required • Be main key holder for the school sites • Be mindful of best value at all times and discuss funding issues with the Bursar • Ensure that all works are carried out within the confines of allocated budgets • Monitor and check energy and water consumption to ensure efficiency • Manage the day-to-day contracted cleaning services and periodic deep cleaning routines <p>In addition, the Estates Manager will be expected to carry out any reasonable instruction given by the Headteachers or such authorised person in order to ensure the efficient running of the school.</p>
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Personal Specification

<p>Essential:</p>	<p>The person appointed will:</p> <ul style="list-style-type: none"> • Have the ability to relate easily to a wide range of people, through an even temperament • Be a self-starter with strong organisational skills • Have plenty of stamina • Be flexible and adaptable • Have a clear understanding and caring of what a school is about • Be open minded and genuinely interested in developing themselves and their team • Be able to use their own initiative • Have a clean current driving licence
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<p>Qualifications and experience:</p>	<p>The person appointed will have:</p> <ul style="list-style-type: none"> • A current certificate in NEBOSH NGC or similar • A qualification recognised within the building/engineering trade • Successful experience over a number of years as a practitioner in a building/engineering trade • Successful management experience • Excellent communication skills • Good IT skills
<p>Values:</p>	<p>The person appointed will express:</p> <ul style="list-style-type: none"> • Can do: Must possess a positive attitude and display the ability to identify alternative solutions to problems • Rigorousness: A commitment to achieving the best solutions • Creativity: Endeavour to find new ways of doing things and learn from past experiences
<p>St James is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.</p>	