



Head of Premises & Estates

Endeavour MAT Central Team

Job Description

Salary: Endeavour MAT Support Staff, Grade 11/12
£44,486 - £52,043 pa/ £51,001 - £61,0731 FTE, (dependent on experience)

Working pattern: 37 hours per week, all year round.

Reports to: Chief Operating Officer (COO)

Line manages: Premises Manager in each Trust School.

Key contacts: Head Teachers, School Business Managers, Central Team Colleagues

JOB PURPOSE:

To shape, lead and manage the Premises and Estates Management function across the Trust, developing policy, strategy and ensuring all statutory requirements within the remit of the post are met.

To manage and promote a proactive Health & Safety culture throughout the Trust.

To manage the Premises Managers' based within schools.

To ensure that the Trust's premises and sites are kept open and fit for purpose and that value for money is achieved.

Main Duties & Responsibilities

General

- To work closely with the leadership teams within the Trust in ensuring that the sites and facilities of the schools provide an effective and high-quality environment in which the Trust can achieve its objectives.
- To ensure that the Trust buildings and sites are clean, safe, secure and accessible.
- To promote teamwork and to motivate staff to ensure effective working relationships.

Health & Safety

- Act as the designated "competent person" for health and safety where the NEBOSH qualification is held, and to work with a relevant external advisor where NEBOSH is not yet held, to ensure that the relevant legislation and good practices are continually observed.
- To be responsible for leading, developing, implementing, auditing and reviewing the Trust's Health & Safety management systems, and providing advice to ensure that pupils, staff and visitors are provided with facilities that are safe and fit for purpose.
- To develop and implement policies, procedures and processes concerning Health and Safety (including risk/ emergency management).

- To promote and monitor safe working practices within the Trust and to provide regular reports to Senior Management.
- To review Trust Premises & Estates policies and procedures ensuring they are relevant, updated and comply with all relevant legislation and are implemented consistently across the schools.
- To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required.
- To ensure the security of Trust resources and accommodation including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- To establish, monitor and evaluate risk assessments within the areas of specific responsibility.
- To manage effectively the duties of Premises staff in the areas of accommodation and resources, providing induction to new staff within areas of responsibility.

Capital Works & Maintenance

- To lead on the development and implementation of the Trust-wide estate development strategy.
- To ensure that where additional funding is available for capital works, those opportunities are pursued in a technically informed way such that effective bids are submitted correctly and on time to maximise the resources available to the schools. Work with the COO and relevant external consultants as necessary.
- To manage the tendering, letting, implementation and snagging of all capital projects so that they are completed to time and budget and are fit for purpose.
- To prepare and manage an effective Planned Preventative Maintenance programme across the estate, co-ordinated through the Trust's online premises management system.
- To establish, monitor and review a list of contractors for minor works including the provision of predetermined pricing/ specifications as appropriate.
- To develop and monitor systems relating to minor maintenance, health & safety, accommodation and resource needs using the Trust's online premises management system.
- To be responsible for developing and maintaining a programme of electrical testing of portable items of electrical equipment including relevant record keeping across the Trust, using the online premises management system.

Finance and Management

- To work with the COO, School Business Managers and Premises staff to ensure that budgets for Premises & Estates are prepared correctly and that information is made available so that current and future expenditure is recorded and monitored.
- To liaise with the ESFA (Located or other department), Department for Education, Risk Protection Arrangement, insurers, Local Authority and other third parties as necessary.
- To manage the Trust wide procurement of contracts for relevant services (such as but not limited to: security systems; fire safety system; statutory inspections; minibus fleet insurance) ensuring value for money is achieved via competitive tender in compliance with the Finance Regulations Manual.
- To monitor and manage Trust-wide contracts such as to ensure delivery of service to specified standards.
- To be responsible for the deployment and work of the Trust Premises staff.
- To plan and monitor the expenditure of the relevant allocated budgets.
- To ensure, using the Trust's online premises management system that regular checks of buildings, grounds, furniture and fittings are undertaken and to take appropriate action, which will include advising Senior Management on technical issues, financial and budgetary implications.
- To ensure that orders placed for approved site works/ services are in accordance with approved procedures, specifications, timescales and that the work is supervised and completed satisfactorily.
- To line manage Premises Managers in the Trust's schools and oversee the performance management and review process for all Premises staff.

Other

- To participate in your own professional development activities and performance management activities as required (including the study of NEBOSH if not currently held).
- To be responsible, through the Premises Managers, for the Trust minibus fleet, including maintenance and compliance with legal requirements.
- To Assist the COO with project work as required.
- To undertake other reasonable duties as directed by the COO.

This list of duties and responsibilities is not exhaustive and may be amended from time to time, in consultation with the postholder, and in line with the changing needs of the Trust.

PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to at least A level or equivalent with an excellent standard of literacy and numeracy/ educated to degree level in an analytical discipline. Relevant premises/ facilities management qualifications or significant relevant experience. 	<ul style="list-style-type: none"> NEBOSH qualified or willing to study towards the qualification.
Knowledge	<ul style="list-style-type: none"> Good knowledge and understanding of health and safety legislation and practices. Strong working knowledge of MS Office packages (particularly outlook, word and excel), good IT skills generally and the capacity to learn new systems and software. Knowledge of contract management and project management processes and administration. 	
Experience	<ul style="list-style-type: none"> Experience of working in a similar role in a relevant commercial or educational setting. Experience of managing one or more teams, ideally, located across multiple sites. Proven experience of successful contract management and project management. Experience of contract letting and tendering processes. 	<ul style="list-style-type: none"> Experience of managing staff remotely.
Skills & Abilities	<ul style="list-style-type: none"> Ability to prioritise, plan and organise with attention to detail. Ability to manage time effectively, meet deadline and work under pressure. Ability to procure services, evaluate performance and negotiate solutions with suppliers. Ability to demonstrate initiative and to work independently. Ability to form productive working relationships across all levels and locations within the Trust and with a range of external bodies and suppliers. 	
Attitude & Aptitude	<ul style="list-style-type: none"> Strategic and analytical thinker. Ability to take an organisation-wide and holistic approach. A commitment to safeguarding and promoting the welfare of children and young people. 	

Application Process

To Apply: Please send your CV to recruitment@endeavour-mat.co.uk

Closing Date: Midnight on Wednesday 23rd August 2023
Applications will be processed as they arrive and if a suitable candidate is found the vacancy may close early.

Interviews: Assessment and interviews expected to take place on
Thursday 31st August 2023.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

All offers of employment are subject to an Enhanced DBS check.