



Estates Manager

Responsible to: the Bursar

Overall Responsibility

- To be responsible for all matters relating to the Estate including, but not limited to, buildings and grounds maintenance and refurbishment work ensuring that the facilities, equipment and grounds are in the best possible state of operational readiness, cleanliness and appearance, within budget constraints
- Take a leading role on Health and Safety issues including sitting on the Estates and Health & Safety Committee and ensuring that all aspects of Health and Safety are appropriately addressed
- To take a leading role in the ongoing strategic development of the Estate
- To take on the role of School Transport Manager
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people

Duties

Personnel Management

1. Lead and manage the Estates team including co-ordinating and contributing to their professional development and drawing up the rota
2. Delegate responsibility to ensure the team's effectiveness
3. Ensure effective communication between the Estates team, contractors, SLT and others stakeholders as appropriate
4. Ensure appropriate staffing from the Estates team for all activities on site
5. Ensure that all Estates related requests from staff are dealt with on time and to a high standard

Premises Management – Strategic

1. Provide advice to the Bursar on matters relating to the ongoing management of the Estate
2. Provide advice and direction to the Bursar on the development of the Estate
3. Ensure that arrangements for securing the Estate and its contents are in place
4. Ensure systems are in place for dealing with emergencies including, repairs and call-outs
5. Under direction from the Bursar, liaise with contractors on Major Estates Works

Premises Management – Finance

1. Assist the Bursar in preparing an Estates budget and specifications for work
2. Authorise invoices and claims for payments relating to the Estate

Premises Management – Maintenance and Repairs

1. Plan, in consultation with the Bursar, a schedule of work for the maintenance team including:
 - a. Routine tasks to be performed at regular intervals (e.g. daily, weekly and termly)
 - b. Allocating time for the team to deal with unplanned or unexpected tasks
2. In a timely manner, make good, report or arrange for a contractor to repair damaged items or areas around the Estate including:
 - a. Undertaking straightforward repairs requiring appropriate levels of carpentry, plumbing or other similar skills
 - b. Repairing broken windows
 - c. Routine cleaning of gutters
 - d. Unblocking drains
 - e. Replacing, for example, electrical fluorescent tubes, bulbs and shades
 - f. Undertaking internal and external redecorations, making use of school holidays where possible
3. Ensure the Estate is well maintained and kept free of, for example, litter and leaves and that shrubs are pruned and beds weeded
4. Manage maintenance and small works contractors and monitor their work
5. Manage the outsourced cleaning contract and waste removal contracts
6. Ensure the appropriate movement of furniture for events (e.g. Parents' Evenings, Open Days, Inset Days and Lettings)
7. Ensure the distribution of all deliveries around the Estate
8. Ensure the playing fields are kept to a high standard (including being marked as required for sports, the grass is cut and it is free of litter and debris)
9. Order and maintain the stock of maintenance consumables and equipment

Premises Management – Environment

1. Ensure economic use of the Estate's energy supplies and always think to develop more economic systems
2. Ensure the efficient operation of the Estate's heating system, and ensure that boiler rooms are clean, tidy and safe
3. Ensure that acceptable working temperatures are maintained all year round

Health, Safety and Security

1. Carry out statutory duties, under the Health and Safety at Work Act 1974 and the various Management of Health and Safety at Work Regulations, to ensure the safe operation of maintenance activities around school
2. Proactively manage Health and Safety performance contained in The Management of Health and Safety at Work Regulations 1992 by:
 - a. Carrying out Estates related risk assessments
 - b. Implementing procedures to reduce identified risks
 - c. Appointing competent persons to carry out any repairs
 - d. Ensuring that all work complies with relevant regulations
3. Carry out routine inspections of the whole Estate actioning any defects promptly and reporting any concerns to the Bursar
4. Actively support and assist in the checking for electrical safety of equipment
5. Ensure the correct operation of the fire alarms by implementing regular testing

6. Work with external contractors to check and ensure that the correct working conditions of all fire-fighting equipment
7. Ensure that all statutory testing and maintenance takes place
8. Ensure the Estate is appropriately secure at all times especially during holiday periods
9. Carry out Key holder responsibilities
10. Obtain, and keep up-to-date a nationally recognised First Aid certificate
11. Support the School's implementation of all other current statutory requirements (e.g. Equality act, Safeguarding and Child protection)
12. Manage relationship with out of hours security company and, if necessary, attend site to secure the Estate

School Transport Manager

1. The Estates Manager will take on the role of the School Transport Manager – the person employed by the school to manage the fleet of minibuses and minibus drivers
2. The following general tasks fall into this role:
 - a. Manage, audit and review compliance systems to ensure they are effective
 - b. Review and shortcomings such as prohibitions and/or annual test failures
 - c. Ensure that relevant changes are notified in accordance with the Section 19 Permit requirements
 - d. Keep up to date on relevant changes in standards and legislation
3. The following administration tasks fall into this role:
 - a. Ensure that drivers:
 - i. Hold the appropriate licence for the vehicles they are driving
 - ii. Are completing and returning their driver defect reporting sheets
 - iii. Check their driving record on the [DVLA website](#) every year
 - iv. Working time records are kept for a period of no less than two years and are made available upon request
 - v. Are fit to drive at all times
 - b. Ensure that vehicles:
 - i. Maintenance records are retained for a period of no less than 15 months and are made available upon request
 - ii. Are specified as required and that section 19 permit discs are current and displayed correctly
 - iii. Height indicators are fitted and correct
 - iv. The scheduled of maintenance is outsourced effectively
4. The following management tasks fall into this role:
 - a. Ensure that drivers:
 - i. Are adequately rested before they drive school vehicles
 - ii. Are adequately trained and competent to operate all relevant vehicles and equipment
 - iii. Records are retained for the purposes of Working Time Directive and that they are available to be produced
 - iv. Receive relevant training and subsequent disciplinary processes if required

- b. Ensure that vehicles:
 - i. Are kept in a fit and road worthy condition
 - ii. Defects are either recorded in writing or in a format which is readily accessible and are repaired promptly. This includes completing the daily check table
 - iii. Defects are remedied correctly
 - iv. Safety inspections and other statutory testing are carried out at regular intervals
 - v. Are serviced in accordance with manufacturer recommendations
- c. Manage the minibus booking process
- d. Manage the expenditure in the relevant minibus cost centres

Pastoral Care

1. Deal with, or report to the nearest member of SLT, incidents that are seen or reported regarding pupils' welfare
2. Direct parents and visitors around the Estate in a safe and secure manner

Continuing Professional Development – Personal

1. In conjunction with the Bursar, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the Estate
2. Undertake any necessary professional development as identified
3. Maintain a professional portfolio of evidence to support the Performance Management process

The post holder maybe asked to attend school activities, lettings meetings outside of normal hours, as agreed with the Bursar.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Signed: _____

Date: _____

Estates Manager

Signed: _____

Bursar