**Job Description**

## **Post:** Head of Estates

**Responsible to:** Assistant Principal - Business Support

**Coordinates with:** Senior Leadership Team, Leadership Team, Heads of Department, all

cross-college staff.

**Summary of responsibilities:**

To provide strategic leadership and management of the Estates department in order to maintain a safe and secure environment for our staff, students and visitors. In conjunction with the Senior Leadership Team (SLT) and Directors, ensure that all health and safety requirements with regard to people and property are appropriately and effectively managed.

**As a member of the Leadership Team (LT)**

* Play a full part in the LT and work collaboratively to ensure smooth and effective teamwork;
* Play a full part in the college community and represent and promote the college in the wider community;
* Advise SLT on matters relating to areas of responsibility and prepare and disseminate reports as appropriate;
* Contribute to proper and effective forward planning which is consistent with the strategic aims and financial policy of the college;
* Act as a role model and lead a college culture in which staff feel empowered and recognised;
* Provide positive leadership by creating a dynamic, supportive and innovative environment, which encourages commitment to the college and the achievement of high standards and performance;
* Uphold the core values of the college;
* Manage resources effectively and efficiently including departmental budgets;
* Form strong partnerships with relevant external agencies and service providers.

**Head of Estates**

* To advise the Assistant Principal - Business Support on matters relating to premises management and health and safety, including measures in the event of emergencies;
* To take delegated responsibility for premises and health and safety matters following appropriate discussions with relevant members of the SLT;
* Take responsibility for budgetary control for all campus related service and maintenance issues including utilities, statutory inspections, security and cleaning;
* To formulate, implement, monitor and review the college’s health and safety policy including all risk assessment procedures;
* To advise all staff as appropriate on health and safety issues;
* To provide health and safety reports as requested by the Assistant Principal - Business Support;
* To line manage and contribute to the effective day-to-day operations of the college Estates department;
* To formulate, implement, monitor and review, policies and procedures relevant to Estates;
* To assist the Assistant Principal - Business Support, in the design and implementation of any future campus redevelopment;
* To be responsible for procedures relating to all aspects of the security of people and premises;
* Through regular contact with the Estates staff ensure that the proper maintenance and repair of the college is carried out, and progress monitored;
* To liaise with all relevant contractors involved in campus development and maintenance work;
* To deal with external agencies delivering services to the college and, working with the Assistant Principal - Business Support, to deal with all aspects of tendering including compulsory, competitive tendering;
* To monitor the work of onsite contractors and arrange for estimates for work;
* To develop and sustain a strong and effective relationship with the catering manager;
* To ensure the appropriate placing and monitoring of all service contracts including monitoring and recording of satisfactory DBS checks by contractors;
* To attend meetings of the leadership team;
* To support and implement college quality assurance procedures;
* To assist the Assistant Principal - Business Support in identifying resource needs and to contribute to the efficient/effective use of physical resources;
* To act as backup on the out of hours duty rota which may include being on call at weekends or evenings.

**Other duties**

* To participate in performance management and professional development activities as required;
* To participate in and contribute to the college’s staff development programme where appropriate;
* Work at all times in accordance with and to further the policies and procedures of the college;
* Promote equality and diversity, college policies and the core values of the college;
* To be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults;
* To participate in college activities, including open events, parents’ evenings, events, enrolment and induction.
* Undertake any other duties as appropriate to the post as may be reasonably required by Assistant Principal - Business Support.

This job description is current at the date shown and may be amended from time to time to meet changing circumstances.

# March 2021

**Terms and Conditions**

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| **Salary** | Points 33-37 of Sixth Form Colleges’ Support Staff Pay Spine currently £41,839 - £45,864 per annum. |
| **Working hours** | Your working hours will be full-time all year round and your normal working days and times are Monday to Friday, 8.30 am - 4.30 pm, this may vary from time to time to meet the requirements of the job after negotiations with your line manager. There may also be occasional requirements to work in the evening and at the weekend. |
| **Pension Scheme** | You will be auto enrolled into the Local Government Pension Scheme. |
| **Safeguarding** | The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. |
| **Payments** | Your salary will be paid on the last working day of each month by BACS transfer. |
| **Health** | Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical. |
| **References** | Two references will be required on application; one must be your most recent employer (if applicable). Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.  |
| **Probationary Period** | The post is subject to the successful completion of a 12 month probation period. You will have First Year in Post reviews to assess your progress and set targets. |