

GLF Schools - Job Description

Job Title	Estates & Property Compliance Manager	Job Reference	EST001
Location	Head Office	Travel required	Yes
Core purpose			
<ul style="list-style-type: none"> ● To manage all aspects of the Trust's estate. ● To lead on the long-term comprehensive and integrated estates strategy for the Trust and to deliver high quality learning environments for all children, students and staff. ● To provide professional property services to the Trust and ensure the Trust complies with relevant property legislation, regulations and guidance. ● To provide effective leadership and management of health, safety & environmental matters for the Trust in relation to property. ● Lead on property and land data for the whole Trust; maintain software containing asset management information, property condition information and contract management data; co-ordinate with H&S data. ● To identify opportunities and develop strategies to optimise the use and income generation of land and buildings. 			
Key Accountabilities			
Estates Management			
<ul style="list-style-type: none"> ● To develop an estates and facilities management strategy for the Trust which will deliver effective long term planning of resources to support the strategic objectives of the Trust. ● To further develop and implement the system for the identification, prioritisation and allocation of capital funding from the ESFA across the Trust's estate, providing a 5 year rolling maintenance programme across the Trust, and to lead on this capital works programme. ● To be responsible for all aspects of the planning and organising of resources in support of key capital projects, including commissioning and managing external contractors and property professionals, e.g. mechanical, electrical, structural engineers, quantity surveyors, building project managers ● To draw up programmes of refurbishment, adaptation and alterations to existing buildings within a minor works programme. ● To implement and ensure the maintenance of a Trust asset management database. ● To investigate and identify potential sources of funding to further develop the Trust's estate. 			
Health & Safety			
<ul style="list-style-type: none"> ● To act as the appointed Health & Safety person for the Trust in relation to property. ● To maintain up to date knowledge of all relevant Health & Safety legislation and requirements. ● To provide advice and guidance to staff within the Trust on all aspects of health, safety and environmental matters and to ensure legislative compliance with all health and safety requirements. ● To develop and implement a system to allow for recording, monitoring and audit of all services and inspections in order to evidence compliance across the Trust. ● To ensure that any Health & Safety concerns are reflected on the Trust's Risk Register. ● Lead and advise on Risk Assessment procedures (including Fire Safety) across the Trust. ● Ensure that Business Continuity plans are effective and up to date. ● To be responsible for the Trust's Health & Safety policy and its implementation across the Trust. 			

- To report as required to the Executive Team and the Trust Board on Health & Safety matters.

Procurement

- To develop and implement an integrated Facilities Management Strategy with reference to the Trust's Strategic Plan.
- Prepare specifications, tender documentation, manage tendering processes and external contractors, to ensure value for money and quality solutions for a range of building maintenance, refurbishments, improvements.
- Manage and improve the Trust utilities procurement and energy use strategy, to obtain best value and partnership working with utilities providers to increase the use of local renewable energy solutions and decrease utilities usage across the Trust.
- To ensure that all procurement processes are carried out in accordance with the Trust's financial policies.

Communication and reporting

- To report to the Director of Shared Services and advise the Trust's Executive Team on budgetary, strategic and major operational Estates and Facilities Management matters.
- To work on his/her own initiative, reporting formally to the COO on strategic issues, on the progress of individual projects, and on the management and effectiveness of facilities management and compliance across the Trust.
- To inform strategic decisions by producing briefing reports and plans for development of the Trust's estate and facilities.
- To establish and convene, as necessary, relevant functional groups within and across the Trust.
- To deputise for the Director of Shared Services as appropriate, on relevant estates and services matters, both internally and externally.
- To participate, as appropriate, in internal groups and meetings of the Trust.
- To communicate with a wide range of individuals and organisations including the Health and Safety Executive, technical contractors and architects, the ESFA, the DFE and other land owners.
- To keep under review developments at national and international levels relating to Estates and Facilities Management, to assess their implication for the Trust, and disseminate information and ideas within the Trust as appropriate.

Working in partnership with Business Leaders and Facilities teams

- To work with Business Leaders and Facilities teams to develop a facilities management strategy and to negotiate and procure contracts.
- Provide property consultancy service to academies and support Business Leaders with the preparation of design specifications as required.
- To maintain the highest levels of service delivery to children, students and staff of the Trust.
- To review performance through formal and informal engagement with user groups.
- To advise on the formulation of the schools annual budget and capital investments, to ensure that all operations and development activities are provided or delivered at optimum cost efficiency.
- To develop and implement a training programme for staff across the Trust to support all areas of responsibility: premises maintenance, compliance, risk assessment, Health & Safety.
- Identify opportunities for Estates-related, shared services across academies, regionally and Trust-wide.

<p>Professional Development</p> <ul style="list-style-type: none"> ● To keep abreast of employment legislation and national and local developments affecting the education sector.
<p>Other Duties</p> <ul style="list-style-type: none"> ● To undertake due diligence in relation to property matters for schools joining the Trust. ● To support the Trust's project management team as required with new build projects. ● The role will require a significant amount of movement between and around sites and occasionally climbing ladders and scaffolding. ● The role holder will be expected to travel to all Trust sites.
<p>Accountability</p> <ul style="list-style-type: none"> ● Director of Shared Services ● GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
<p>Standard duties in all Trust job descriptions</p> <ul style="list-style-type: none"> ● Show a commitment to diversity, equal opportunities and anti-discriminatory practices ● Show a commitment to ensuring that children and young people learn in a safe environment ● Participate in relevant and appropriate training and development as required. ● Work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Colleagues are expected to respect confidentiality and safeguarding practices at all times. ● Project a positive image of the Trust at all times and through all activity.
<p>Safeguarding</p> <ul style="list-style-type: none"> ● GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.