



ST JAMES

Senior Boys' School

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



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| | <ul style="list-style-type: none">• 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• In charge of DSE RAs for all staff, training will be provided if needed• Actively participate in the school's Health & Safety and also Estates 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• Oversee the maintenance of 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• D1 licence desirable or willingness to complete relevant training• Manage the school minibuses• Help to cover minibus routes in the absence of drivers• Liaise with all contractors and suppliers prior visiting the site and make sure that all checks are completed, and records are kept and well organized.• 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 |
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