



QUANTOCK
EDUCATION TRUST

Trust Estates Manager

Information for Applicants



February 2023

Dear Applicant

Post of Trust Estates Manager

Thank you for your interest in the above position.

The main purpose of the role will be to support the development of and implementation of an estate's strategy for the Quantock Education Trust, and to co-ordinate the premises-related services that link the Trust, working in partnership with the Trust, Headteachers and staff in each academy and managing all aspects of the academy properties including upkeep, care, maintenance, security, health and safety and facilities management. Also to manage refurbishment, expansion and other building advancements in terms of bidding, developing, procuring and implementing building projects.

Accordingly, we are seeking an individual who is able to work collaboratively with a range of people across multiple sites to ensure maintenance of each of the estates, combined with a wider understanding of estates planning and development which would deliver the objectives for each individual academy and the Trust as a whole.

The successful candidate will have:

- Substantial experience in the estates and facilities management role
- An understanding of the importance of systems and processes in maintaining a safe, compliant and fully functioning estate
- A strong understanding of Health and Safety regulations relating to the estates function
- The ability to manage external contractors and ensure value for money in contract delivery
- Good communication skills with the ability to manage and balance a variety of stakeholder requests and aspirations
- Well-developed planning, organisational and budget management skills
- A full driving licence, with access to a vehicle to travel across the Trust sites, as it develops.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organisation and contribute to its development and growth plans

The salary is within an annual salary range of £37,261 to £41,496 and is dependent upon relevant skills, experience and qualifications.

The successful candidate will have vision, substantial experience and a commitment to their own professional development. They will have excellent inter-personal skills, providing clear leadership for the Premises Team, and a genuine interest in supporting continuous improvement of the school's premises and facilities. The post-holder has an important role in the professional development of premises staff, leading training and implementing performance management processes for premises support staff.

If you wish to proceed with an application for this post, please complete an application form from our website, together with a covering letter outlining your experience and qualities, and return it to the school. This post is subject to disclosure of criminal records and proof of identity.

We are intending to interview w/c 20 March 2023. If you have not heard from the school by then, you may assume that your application has been unsuccessful on this occasion.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T A Lee', written in a cursive style.

T A Lee – Mrs
Director of Finance and Operations

Trust Estates Manager

Job Description

Job Details
<p>Job title: Trust Estates Manager</p> <p>Salary: Grade 9 (within an annual range of £37,261 and £41,496)</p> <p>Contract type: Permanent, Hybrid Remote. Based in Bridgwater but with regular travel between the Trust School sites.</p> <p>Hours: Full-time 37 hours per week, all year round</p> <p>Reporting to: Director of Finance and Operations</p> <p>Responsible for: Trust Schools' Site Teams</p>

Main Purpose
<p>The role of the Trust Estates Manager is to:</p> <p>lead on the estates strategy for Quantock Education Trust and to co-ordinate the premises-related services that link the Trust, working in partnership with the Trust, Headteachers and staff in each academy and managing all aspects of the academy properties including upkeep, care, maintenance, security, health and safety and facilities management and also to manage refurbishment, expansion and other building advancements in terms of bidding, developing, procuring and implementing building projects.</p>

Main responsibilities and duties
<p>The duties and responsibilities listed below are indicative of the tasks the Estates Manager will perform, and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise, as directed by the DFO.</p> <p>Strategy and Planning</p> <ul style="list-style-type: none"> • Provide strategic support to the Trust Senior Team and Trust Board on issue relating to health & safety and statutory compliance • Supporting the DFO with the production and management of a Trust Estates Development Plan. • Provide. advice, guidance and project management support for capital projects, both medium and long term, in order to meet the aspirations of the trust vision. • Review the premises function carrying out regular inspections to identify areas for improvement. • Propose plans and specifications for new initiatives (including projected costs, timetables, SMART objectives and likely consequences) and ensure the appropriate level of risk is identified for projects, and measures are put in place to reduce or mitigate the level of risk. • Prepare specifications, tender documentation and manage tendering processes, ensuring the Trust's financial management policy and procedures are adhered to ensuring value for money and quality solutions for a range of building projects to support the QET strategic plan • In liaison with the DFO, plan and cost development and maintenance programmes and implement budgets effectively. Determine budget spending priorities within budget limits and in accordance with the school's expectations, legal and operational requirements. • Develop and implement estates performance measurement initiatives that will provide KPIs for monitoring and reporting performance.

- Devise, implement and monitor effective environmental policies, including effective energy and waste management arrangements. Ensure safe storage and collection of general and hazardous waste.
- Develop effective systems and procedures for all areas of responsibility.
- Maintain all policies applying to the premises function and the use of premises.
- Make a major contribution towards accessibility planning and ensure compliance with regulations.
- Point of contact and liaise with external professionals such as architects, surveyors and planners to obtain advice, specifications, feasibility studies and costings for alterations and improvements to the Trust estate
- Identify opportunities and in conjunction with Trust Schools implement estates management related, shared service contracts for property maintenance and repairs across the Trust
- Support the DFO in the Trust lettings strategy maximising opportunities for the local communities and the generation of income.

Leadership and People Management

- Ensure the standards appropriate to the safe and efficient operation/service provided across the Trust are applied and take action to implement changes where required.
- Monitor site team's performance and ensure internal compliance and health and safety audits are carried out regularly.
- Develop the skills of staff through Performance Management and professional development systems using performance management techniques to monitor and demonstrate achievement at agreed service levels and to lead on improvement.
- Set and periodically monitor performance standards and ensure that the school buildings and furnishings are cleaned in accordance with the agreed methods, frequencies and BICS standards (British Institute of Cleaning Science).
- Provide leadership, support and advice in relation to the premises function for site staff employed across the Trust ensuring resources are appropriately deployed and effective work plans and rotas are in place.

Health & safety

- To take an agreed lead in the review, writing and implementation of the Trust's Health and Safety Policy
- To lead on an annual Health and Safety audit and termly health and safety reviews
- Keep up to date with health and safety legislation and provide comprehensive advice, guidance and support on current property related health and safety legislation.
- To manage the Asbestos Management Plan on designated Trust sites and to raise awareness within the Trust, of the risks of asbestos in the workplace
- Ensure that Academies within the Trust comply with legislation regarding safety and other checks (statutory compliance) including necessary annual inspections and follow up maintenance work e.g. fire equipment, ladders, legionella, asbestos checks etc and ensure appropriate actions are taken at school sites within the Trust
- To respond to all major/critical instances where Health and Safety issues are raised with Trust schools
- Provide advice and guidance to managers and staff on Health and Safety matters.
- Ensure the Trust minibuses are maintained to safe and legal levels.
- Oversee emergency procedures as they arise.
- Ensure the security of the premises and equipment including issues related to its use by staff, students and visitors.
- To lead on the process of risk assessment for the Trust, advising schools on Trust policy and guidance
- Oversee the COSHH assessments and monitor hazardous substances being brought into trust schools.
- Manage, test and develop the Trust Crisis Management and Business Continuity Plan and be fully equipped to support a major incident

Environmental, Energy & Sustainability

- 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.
- Manage the waste disposal contract for the Trust ensuring that this is done so effectively, making use of recycling options where possible.
- To monitor utility consumption, making recommendations where possible as to how this can be better managed and used more effectively.
- To investigate alternative sources of energy for the Trust.
- In liaison with the DFO working to ensure the most efficient and effective energy contracts are in place.
- Make proposals to the DFO on matters relating to energy control, consumption and conservation.

Management

- Responsible for identifying training needs and the ongoing professional development for all staff within their areas of responsibility.
- Provide training and support to school-based staff in relation to finance systems and procedures
- Responsible for the appraisal arrangements for all staff within their area of responsibility.
- Oversee the effective deployment of all staff within their area of responsibility.

General

- Keep up-to-date with developments and changes in associated legislation and guidance, and communicate information to colleagues as appropriate.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Special notes of consideration

The post holder is subject to the provisions of all child protection legislation, and the Trust's policies governing staff who work with children and vulnerable adults.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

No smoking policy, including e-cigarettes.

Requirement to have a driving licence.

Requirement to work flexibly, outside of school hours across the Trust schools.

The nature of this role requires considerable flexibility, this job description therefore reflects the expected main duties and responsibilities of the role and is not intended to be an exhaustive list.

The Job Description will be regularly reviewed to ensure that it reflects the changing nature of the Trust and of the role.

To undertake such duties as are reasonably expected by the Trust Estates Manager

Trust Estates Manager Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of literacy and numeracy • Hold, or actively working towards a relevant qualification such as IOSH/NEBOSH • Willingness to participate in staff training/development programme for further training and professional development 	<ul style="list-style-type: none"> • Professional Related qualification • HND or HNC qualified in Building Engineering or Facilities Management
Knowledge, skills and experience	<ul style="list-style-type: none"> • Evidence of leading on joint procurement and achieving value for money. • Experience in premises/estate management • Experience of working in a customer-facing sector with proven ability of supporting senior managers and stakeholders. • Up to date knowledge of health and safety legislation and implementation including asbestos management plans and statutory inspections and compliance for education buildings. • Experience of carrying out risk assessments, including fire safety, water management and COSHH • Experience of project management and delivery of capital programmes • Excellent time management, organisational and administrative skills • Strong IT skills 	<ul style="list-style-type: none"> • Experience of working in a multi-site environment • Experience of working with contracts containing output specifications/KPIs • Experience of working in a school/ educational or public services.
Interpersonal and communication skills	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils • High expectations of self and others • Highly developed interpersonal skills • Excellent communication skills, including high standards of written communication, grammar and spelling. • Ability to work with tact and diplomacy and maintain confidentiality • Ability to establish strong relationships with all stakeholders including employees, managers, Trust Executive Team, Headteachers, Site Teams and external contractors. • Willingness to develop professionally, maintain up to date knowledge relevant to the role • Ability to work independently and under own initiative • Excellent organisational, planning and prioritisation skills 	

	<ul style="list-style-type: none"> • Willingness to constructively analyse the work of self and others in order to refine and improve systems and procedures • Ability to meet deadlines and work well when under pressure without compromising accuracy • Positive, pro-active and solution focused • Personal effectiveness: operates with resilience and integrity 	
Additional requirements	<ul style="list-style-type: none"> • Must be eligible to work in the UK • 2 professional references • Requirement to undertake DBS clearance • Full UK Driving Licence and access to vehicle for work purposes 	