



**Bickley Park School**  
**Administration and Premises Department**  
**Job Description**

<b>JOB TITLE</b>	<b>Estate Manager</b>
<b>DEPARTMENT/SECTION</b>	Administration & Premises
<b>Overall objectives of the job:</b> The primary objective is to support the Bursar, the Head and the Governors by playing a key leadership role in the effective management, maintenance and development of the school premises, grounds, vehicles and security systems to ensure a safe, clean, comfortable and compliant environment for all staff, pupils and visitors.  The Estate Manager will perform the role of Health & Safety Officer and manage the various premises and domestic staff to ensure compliance is met, relevant policies and procedures are reviewed, and records maintained, in accordance with existing statutory requirements,  All duties to be undertaken in accordance with the relevant regulations and standards, BPS policies and procedures.	
<b>Reporting line (organisation chart):</b> <div style="text-align: center;"><pre>graph TD; Bursar[Bursar] --- EstatesManager[Estates Manager];</pre></div>	
<b>Background, experience and qualifications necessary:</b> <ul style="list-style-type: none"><li>• Previous leadership experience in a premises or facilities management role, preferably in a school, education or leisure establishment.</li><li>• A current Health &amp; Safety qualification such as IOSH Managing Safely or NEBOSH and Health &amp; Safety training to include, but not limited to Fire Safety, Working at Heights, Asbestos, COSHH.</li><li>• Working knowledge of commercial gas, electrical and water systems.</li><li>• Detailed knowledge and understanding of the security of premises including fire and intruder monitoring systems and CCTV.</li><li>• Be proficient in developing, monitoring and maintaining appropriate policies, codes of practice, risk assessments, method statements and other documentation.</li><li>• Experience of property project management, including budgeting, tendering, planning regulations and contractor management.</li><li>• First Aid Trained.</li><li>• Understanding of and compliance with child protection procedures and lone working.</li></ul>	

**Key Competencies and Personal Skills required:**

- Be self-motivated and proactive - possess a positive, 'Can do' attitude, with a focus on problem solving, outcomes and demanding the highest standards
- Proven leadership and management experience.
- Good interpersonal skills and be an excellent communicator.
- Possess excellent organisational, planning, time management and prioritisation skills.
- Be comfortable and effective as part of a team and/or as a lone worker.
- Be proficient in the use of basic IT software systems and Apps including MS Office, Outlook Teams and others when required
- Physically fit and possess a clean UK Driving Licence

**Principal duties and responsibilities:**

- Manage and oversee all elements of the maintenance and development of the school properties, grounds and gardens.
- Perform the role of Health & Safety Officer to ensure all elements of compliance are met, relevant policies and procedures are reviewed, and records maintained, in accordance with existing statutory requirements,
- Line Management of the school's premises, domestic and site security staff.
- Oversee the management of the School's Maintenance Fresh Desk system ensuring all requests are managed, allocated and completed in an appropriate and timely manner.
- Oversight of the school security systems and procedures including keys, access control and intruder alarm systems and be a point of contact for premises emergencies and ensure provision of out of hours support/cover.
- Have overall responsibility for the organisation of the school swimming pool and support the School Caretaker/Pool Plant Operator with the management and maintenance of the pool and surrounding area, including dosing and filtration systems, pool water testing, chemical management, cleaning and general maintenance, to ensure all relevant safety standards are met.
- Be responsible for the sourcing and management of external premises contractors and suppliers.
- Develop, monitor and maintain appropriate policies, risk registers, codes of practice, risk assessments and method statements and oversee the accurate preparation, recording and maintenance of all premises schedules, Health & Safety records, licences and logbooks.
- Assist the Bursar in preparing detailed project proposals and recommendations.
- Prepare and maintain a comprehensive asset management plan for the school's properties including condition surveys, building management plans, site/floor plans and strategic development plans.
- In conjunction with the Caretaker and Maintenance Manager, Bursar and Head, , be responsible for planning and managing an annual maintenance schedule.
- Actively participate in the termly Risk Assessment Committee, safety audits and compliance visits and provide appropriate reports and presentations when required.
- Monitoring and controlling energy and water consumption and efficiency.
- Oversee all elements of the management, cleaning and roadworthiness of the school vehicles and be responsible for ensuring car parks are effectively controlled and traffic managed.
- Manage the weekday and weekend hires, including agreeing contracts, terms and access requirements.
- Other duties as and when required by the Bursar, the Head or the Governors.

**Staff reporting to this position:**

- Caretaker/Pool Plant Operator
- Maintenance Manager
- Housekeeper and Cleaning Manager and domestic staff
- Onsite security staff

**Contact/relationship with others (external and internal):**

- Head
- Bursar
- Caretaker and Maintenance Manager
- Teaching and other Administration staff
- 3<sup>rd</sup> party contractors and suppliers
- 3<sup>rd</sup> Party hirers

**This job description is not intended to be exhaustive in every respect and employees are expected to undertake any and all other reasonable and related tasks allocated to them.**

SIGNED: ..... DATE: .....