

Projects & Estates Manager

Job title:	Projects & Estates Manager
Salary:	Competitive
Hours:	Full time, permanent
Start:	ASAP
Key relationships	Internal: Bursar, Director of Operations & Estates, Services & Compliance Manager, Administration Support, Premises Manager, Grounds and Maintenance Teams, Academic Leaders External: Contractors, suppliers, external professional consultants and advisors.

The post

The Projects & Estates Manager, reporting to the Director of Operations & Estates, has day to day responsibility for all aspects of the ongoing management of the estate, this includes leadership of the Maintenance team.

The Projects & Estates Manager, together with the Director of Operations & Estates and the School's Executive, will take a leading role in the ongoing strategic development of the Estate and will oversee all building projects and works. The postholder will join a popular and thriving School at an exciting time as we embark on a period of substantial change with efforts focussed on updating and future proofing the school.

Colfe's School

Colfe's is one of London's oldest schools. It takes its name from Reverend Abraham Colfe, Vicar of Lewisham, who re-founded the school in 1652. In his will, he entrusted the care of the School to the Leathersellers' Livery Company, which governs the school to this day.

A former grammar school, Colfe's is a fully co-educational day school with nearly 1300 pupils in all from ages 3 to 18. Colfe's is a happy place with a deep feeling of community pride among its students, parents, staff and alumni. Academic standards are high: students perform well with many going on to top universities. Excellent pastoral care gives pupils the tools they need to learn and to live, supporting them at school and preparing them for life beyond.

Colfe's is more inclusive than many independent schools, more than 10% of pupils in a typical Sixth Form year group come from socially disadvantaged backgrounds and the School is committed to widening access still further.

Role responsibilities

- Relationships and Staffing
 - Build and maintain open, supportive relationships with colleagues across the School to ensure a high quality and responsive service;
 - Ensure open and effective relationships exist with Operations Dept colleagues;
 - Assist in the leading/managing of Administration Support, ensure the support they provide is professional and allows you to focus on strategic and managerial tasks;
 - Provide guidance to Administration Support where necessary;
 - Provide effective leadership and development of the School's Maintenance team, ensuring estates related issues and Health and Safety risks are resolved quickly and efficiently;
 - In conjunction with Director of Operations & Estates act as School representative to Colfeian Grounds Limited, an independent management company that utilise School Sporting facilities.
- Building and Estates – Strategic
 - Working with the Director of Operations & Estates help to create a plan/programme for the strategic development of the Estate, in conjunction with the Head, Bursar and Governing Body;
 - Ensure the Operations & Estates Director and, where necessary, the Bursar is fully apprised on all matters relating to the ongoing management of the Estate;
 - Ensure adequate supervision and control exists for all site projects and that these are executed on time, in compliance with all H&S legislative requirements, and within budget;
 - Ensure also that adequate consideration is given to ensuring the school's normal operation is not compromised by any activities.

- Building and Estates - Operational
 - Experienced Project Manager ideally in a school environment;
 - Responsible for the care and maintenance of all buildings, minor/emergency works throughout the School site;
 - Responsible for the process of recording, prioritising and management of tasks undertaken by the Maintenance Team;
 - Manage a rolling programme of planned and preventative maintenance, to minimise the incidence of breakdowns and reactive repairs;
 - Ensure tenders are undertaken for maintenance and refurbishment projects, from initial concept, through design and specification, to implementation and handover to the School;
 - Perform regular reviews of all contractors/providers to ensure they are cost effective and value for money;
 - Responsible for creating and managing an effective Planned Preventative Maintenance schedule detailing short/mid/long term costs relating to the entire estate allowing for effective budget planning;
 - Monitor and sign off works, ensuring they are completed to specification and to a good standard;
 - Ability to respond to failures and seek swift and cost effective solutions;
 - Assist the Director of Operations & Estates with reporting to the Governors' Estates Committee and the Health, Safety and Security Committee.

- Financial
 - Responsible for preparation of annual budgets for relevant areas, control of spend against budget and preparing termly expenditure forecasts;
 - In conjunction with the Director of Operations & Estates own the process for the efficient procurement, tendering and appointment of professional consultants, advisors, contractors and suppliers;
 - Approve and track actual expenditure and ensure invoices are in line with quotations;
 - Proven track record of managing projects from concept to completion to a value of £250k;
 - Familiar with the design, specification and management of projects with a value in excess of £1m.

- Sustainability
 - In conjunction with the Director of Operations & Estates ensure there is an effective plan for developing and delivering environmental sustainability improvements relating to the School Estates. Responsible for energy usage tracking and driving measures to reduce carbon emissions.

- Compliance and Control

The Projects & Estates Manager, assisted by the Service & Compliance manager, is responsible for the following:

 - Managing and co-ordinating statutory inspections and servicing schedules to ensure full compliance with all legislation; to include (but not limited to) fire and alarm systems, lighting, air conditioning, asbestos, water testing, PAT testing, COSHH;
 - Ensure safe working practices are employed and that all relevant staff are properly trained and competent in the operation of any equipment put into their charge;
 - Ensure all relevant Risk Assessments and Method Statements are in place, are reviewed and updated regularly;
 - Ensure compliance with all relevant Independent School Standards relating to Health and Safety, premises or other areas of responsibility;
 - Monitor the performance, health and safety practices, licences, insurances, and DBS clearances of contractors, reporting any deficiencies to the Director of Operations & Estates/Bursar as required.

- General
 - Maintain comprehensive records, electronically, for all areas of responsibility;
 - Implement and review School policies pertinent to all areas of responsibility, and to support and uphold the School's policies generally.
 - May suit ex trades person and/or someone with a sound knowledge of building systems, previous involvement/experience in construction, maintenance, refurbishment;
 - Ability to manage multiple projects effectively at the same time;
 - The ability to develop and retain excellent professional relationships with all stakeholders is key, ensure good understanding of the activities of the school and the issues its' staff and students face;
 - Take ownership of the role and possess a desire to improving the estate, demonstrate a passion for 'making a difference';
 - Must be a good leader and work well within a team;
 - Must have good IT skills and possess the ability to create specifications including designs.
 - The Projects & Estates Manager may, occasionally, be required to attend a number of school activities outside of normal working hours, including weekends and Open Days.
 - On occasion, site attendance may be needed to deal with emergency call- outs.

Person Specification	Essential	Desirable
<u>Education / Qualifications / Training</u> <ul style="list-style-type: none"> Educated to Degree level Membership of relevant professional organisation (e.g., IWFM/CIOB/RICS) Formal health and safety training 	✓	✓ ✓
<u>Experience</u> <ul style="list-style-type: none"> Significant experience in the management of buildings and grounds Significant experience managing health and safety across multiple sites & excellent knowledge of health and safety legislation Strong track record in project management with capability to deliver projects on time and within budget Experience of on-site management of building works and projects A strong communicator with experience of managing teams Proven experience of building effective relationships with major suppliers, contractors and advisors Experience of compiling and monitoring budgets relevant to estates and facilities management Experience of working in a school or educational environment 	✓ ✓ ✓ ✓ ✓	✓ ✓
<u>Skills / Characteristics</u> <ul style="list-style-type: none"> Commitment to health and safety and compliance A positive, can-do flexible attitude, with the ability to analyse and evaluate options and to provide appropriate solutions Highly organised, accurate, with an eye for detail and able to work to tight deadlines High level of numeracy and literacy skills Good knowledge of Excel and Word An appreciation and understanding of independent education 	✓ ✓ ✓ ✓ ✓	✓

Benefits

Membership of the support staff pension scheme. Use of the school canteen during term time. Free membership of Colfe's Leisure Centre. This position is not eligible for fee remission.

Application procedure

The recruitment process will require all applicants to complete a Colfe's application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures.

The application should be submitted electronically to: recruitment@colfes.com or by post to: Mrs A Ross, Human Resources, Colfe's School, Horn Park Lane, London SE12 8AW

The deadline for applications is **Noon, Friday, 9th June**. Colfe's reserves the right to appoint to this post before the closing date.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.