

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description: Estates Manager

Hours of work:	37.5hrs per week, Mon to Fri (Flexibility required across the week)	Contracted weeks:	52 weeks
Supporting work/life balance:	8 INSET days per year / 26 days annual leave / excellent family friendly policies		
Reporting to:	Principal (Support from Central Estates Team Link)	Direct reports:	Site Team
Remuneration Package: Job Family: Facilities. Pay Band: Management 4			
Salary:	£41,771 FTE Salary	Employer pension contribution:	LGPS 24% Employer contribution

Role Purpose

To support the Principal and Central Estates Team by taking overall responsibility for the estate management of Huish Episcopi Academy and its associated facilities. To lead, develop, and support the site team to ensure consistently high standards across the school environment. To ensure full compliance with all Health & Safety and security legislation, maintaining a safe working and learning environment in accordance with relevant statutory requirements.

Main Duties and Responsibilities

Estate Management

- Oversee the day-to-day management, maintenance, and development of the school estate and associated facilities, including the minibus fleet, and liaise with the leisure complex where site responsibilities overlap.
- Plan, implement, and monitor routine, preventative, and planned maintenance schedules, ensuring reactive maintenance issues are managed swiftly to maintain safety, compliance, and operational continuity.
- Manage contractors, ensuring high-quality, value-for-money work and adherence to safeguarding and compliance requirements.
- Lead on long-term site development, refurbishment, and improvement projects in line with school priorities.
- Participate in the on-call rota for urgent site or safety issues

Compliance, Health & Safety

- Act as the Academy's Responsible Person for Fire, Legionella and Asbestos, holding accountability for the Fire Risk Assessment actions, Legionella testing regime, and the Asbestos Management Plan, including control and authorisation of Permits to Work
- Lead on internal and external site inspections, ensuring all areas of the estate meet Health & Safety, safeguarding, and statutory compliance standards.
- Coordinate and deliver fire warden training to ensure robust emergency and evacuation procedures.
- Conduct and support comprehensive risk assessments across the site, ensuring that all control measures are implemented, monitored, and reviewed.
- Ensure statutory compliance records and safety logs (FRA actions, water hygiene, asbestos register, and Permits to Work) are accurately maintained and regularly reviewed
- Ensure all compliance activities align with United Learning policy frameworks and statutory requirements.

Leadership & Team Management

- Lead, develop, and performance-manage the site team, ensuring high standards of work.
- Plan staff rotas and workloads to always ensure adequate site coverage.
- Provide training and guidance to the site team on compliance, safe working practices, and operational procedures.
- Promote a positive, proactive, and solution-focused team culture.

Budgeting & Resource Management

- Manage the dedicated budget effectively, ensuring best value and efficient use of resources.
- Oversee procurement of materials, equipment, and services in line with financial procedures.
- Maintain asset registers and manage lifecycle planning for key equipment and building elements.
- Support the development and growth of school lettings, helping to maximise income from school facilities and other hireable spaces.

Operational Responsibilities

- Oversee facilities such as cleaning contract, waste management, grounds maintenance, and energy management.
- Monitor utilities usage and support the school in implementing energy-efficient practices.



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- Ensure all site-related issues are responded to promptly and resolved effectively.
- Support the smooth running of the school by coordinating access, lettings, and event logistics.
- Demonstrate a flexible approach to working hours; while the role is primarily weekday-based, occasional weekend or evening work may be required to support school events, emergencies, or operational needs.
- Provide a reliable on-site presence to respond to urgent or reactive issues outside standard hours when necessary.
- Undertake a physically demanding role, including manual handling, working at height, and regular movement across a large and varied site.
- Work effectively in all weather conditions, ensuring the site remains safe, accessible, and operational always (e.g., gritting, clearing pathways, emergency repairs).

Communication & Coordination

- Work closely with the Principal and Central Estates Team to ensure alignment with Trust policies and strategic priorities.
- Provide regular updates and reports on estate condition, compliance status, and ongoing projects.
- Liaise with external agencies, inspectors, and professionals as required.

Person Specification – Estates Manager

Qualifications	Requirement	Evidenced
GCSE English and Maths (grade C/4 or higher).	Essential	Application
A recognised Health & Safety qualification such as NEBOSH General Certificate or IOSH Managing Safely, or evidence of willingness and ability to achieve this qualification upon appointment	Essential	Application/Interview
Full driving licence	Essential	Application
Skills and Knowledge		
The ability to use IT effectively to support tasks and activities.	Essential	Application/interview
Strong written and verbal communication skills	Essential	Application/interview
Knowledge and understanding of COSHH regulations	Essential	Application/interview
Working knowledge of relevant policies/codes of practice/legislation	Essential	Application/interview
Knowledge and understanding of Health & Safety procedures and precautions	Essential	Application/interview
Knowledge and understanding of manual handling procedures	Essential	Application/interview
Willingness to participate and in development and training opportunities	Essential	Application/Interview
Experience		
Relevant experience working in a similar discipline and environment	Essential	Application/interview
The know how to assess and carry out minor repairs and maintenance	Essential	Application/Interview
Experience of managing and liaising with external contractors	Essential	
Personal Characteristics		
A commitment to own continuous professional development and learning.	Essential	Application/interview
Demonstrates a commitment to treating others fairly, consistently and with respect championing our inclusive culture.	Essential	Application/interview
Passionate about making a difference to young people and our communities.	Essential	Application/interview
Good problem-solving skills with a strong 'can-do' attitude	Essential	Application/Interview
Other		
Committed to the safeguarding of young people.	Essential	Application/interview

The information contained above is to help colleagues understand and appreciate the work content of their post and the role they are to play in the organisation. While every effort has been made to outline the key duties and responsibilities of the post this document does not permit every item to be specified in detail. Broad headings have therefore been used, and it is accepted that associated duties will also be included in the role.

This job description will be reviewed regularly as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.

Signed: _____ Date: _____

Name (Post holder): _____

