

JOB DESCRIPTION

Job Title:	Estates Manager
Hours:	37 hours per week, All year round
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Head of Estates
Liaison with:	Director of Operations and Estates, Chief Finance and Operations Officer, Executive Team, Site Teams, School Leaders, Support Services Teams, External Stakeholders

Job Purpose:

To strategically lead on Estates Management across the trust in line with the priorities of the Strategic Plan. Be responsible for the safe and efficient strategic management, operation and development of all Trust premises related functions and resources including managing capital projects, and management of estates budgets. Lead on the planning, development, and management of site staff resources, including coordination and delegation of relevant activities. Responsible for developing, reviewing, and monitoring premises related policies to ensure Trust compliance and integrity at both a Trust and local level. Ensuring that statutory requirements within the remit of the post are met.

Key Responsibilities

Strategic Direction

- Prepare and maintain work/inspection and testing schedules; standard operating procedures for all maintenance works, inspection and testing of plant, equipment, tools, facilities, vehicles etc.
- To make a significant contribution to the Trust Estates Strategy, including the establishment, implementing, embedding and ongoing review of the strategy.
- Ensure all estates and facilities paperwork is kept secure and up to date using the Every system.
- Working in conjunction with the Head of Estates, Director of Operations and Estates and other regional site manager(s), plan and manage works programmes.
- Understand the expectations and plan for reactive works across the Trust.
- Work with the Contracts and Procurement Manager to identify, and review procurement or contract renewals in relation to Trust estate and facilities in line with Trust financial policies and procedures.
- Responsible for the management of asbestos across all trust sites.
- Provide a safe, secure, clean, warm, and stimulating environments for all site users and visitors and ensure that health & safety requirements are complied with.
- Lead on the development of estate and facilities related policies and procedures.

- Identify, develop, monitor, and evaluate key performance indicators and methodologies relating to the condition and cleanliness of Trust buildings and grounds.
- Take a leading role within the Trust for the development and implementation of a Trust premises and site maintenance and repairs programme.
- Responsible for the effective management and delivery of projects on Trust sites, taking responsibility for the temporary realignment of service provision while works are in progress.
- Ensure planned maintenance activities are completed on schedule and within budget, and that urgent repairs are completed within approved timescales, so that the Trust environment is safe, comfortable, and fully functional.
- Ensure maintenance schedules meet contractual warranty and insurance requirements.
- Manage estates and facilities budgets, obtaining best value and in accordance with Trust financial control systems and procedures.
- Responsible for monitoring the quality and specification compliance of the cleaning contracts to include liaising with the contracted service providers and/or direct management and supervision of Trust staff delivering such services
- Manage and operate systems of staffing cover for lettings and other community use of the premises where appropriate.
- Responsible in conjunction with other colleagues for the use of the Trust estate outside of core hours including site security and safety.
- Develop and implement robust and effective processes, procedures, and systems to support the operational effectiveness of the Trust in relation to estates management.
- Proactively manage relationships with school leaders through processes and communications.

Operations

- Responsible for the appropriate deployment of estates and facilities staff across schools, ensuring adequate levels of staffing as needed.
- Produce reports for various stakeholders using relevant data to support strategic planning, with support from the Administrator – Estates.
- Lead and develop premises and estates staff to ensure the Trust has an effective, engaged, and high performing team with the right skills and expertise to deliver a high quality premises and estates management service.
- To cover for site staff if required to ensure schools and Trust buildings are opened and secured as necessary.
- Monitor and control the day-to-day work on Trust sites undertaken by employed staff and contractors, dealing with any issues arising.
- Maintain stock records of all equipment and tools used with facilities management.
- Undertake call-out responsibilities as part of the Trust Management Team.
- Act as the Trusts representative at design team/contractor meetings and report back as necessary.
- Health & Safety
- Responsible for the monitoring and evaluation of Trust health and safety plans to ensure legal compliance, including staff training.
- Ensure general and specific risk assessments are carried out and recorded in line with all health and safety requirements and that a culture of positive risk management is embedded across all sites.

- Ensure self and colleagues comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.
- Liaising with designated personnel including Site Managers and Health and Safety Manager within Trusts sites that are responsible for aspects of Health & Safety and ensuring that documentation is up to date.
- Ensuring that Risk Assessments, COSHH Assessments & radioactive sources are in place on Trust sites.

Fire and Security

- Ensure that all systems are regularly maintained and tested, appropriate records kept, and all related policies and procedures reviewed and updated.
- Oversee the preparation and maintenance of fire risk assessments for Trust sites.
- Be responsible for the development and management of appropriate measures for the security of the Trusts sites and buildings and the prevention of theft or damage to Trust property.

Staffing

- To monitor and maintain standards of performance through line management of staff including staff in adherence with ATLP policies and procedures.
- To create a learning and development plan for the team.
- To demonstrate a positive working style with a committed and flexible attitude. Promote the importance and benefits of effective team working and well-being.
- To work closely with the HR team to proactively manage and mitigate any staffing issues.
- To carry out annual appraisals and performance reviews of those you line manage.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.

- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Estates Manager

MOA – Method of Assessment

AF – Application Form

I – Interview

CRITERIA		M.O.A.
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> Bachelor's degree or equivalent experience in Estate Management, Facilities Management, or a directly related field. 	AF/Certs
EXPERIENCE	<ul style="list-style-type: none"> Proven experience in estates or facilities management. Within an educational setting would be an advantage, but not essential. 	AF/I
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Knowledge of estates related regulations and compliance. Experience of leading at a managerial level High level of administrative and organisational skills, in particular record keeping and information retrieval and presentation Effective communication skills, both written and verbal. Ability to engage and collaborate with diverse stakeholders and demonstrate emotional intelligence. Proactive problem-solving skills, anticipating challenges and proposing solutions. Ability to adapt to changing priorities and handle multiple tasks simultaneously. Openness to innovation and continuous improvement. 	AF/I
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Committed to and able to promote the aims of the school and the values of the school and the Trust Willingness to share expertise, skills, and knowledge 	AF/I
CONTRA INDICATION	<ul style="list-style-type: none"> Positive Disclosure relating to young people or vulnerable adults 	AF/I