

Job Description



Job title: Academy Estates Manager (AEM)
Reports to: Cluster Estates Manager
Location: Leigh Academies Trust

Job purpose

To manage, within an allocated geographical area (cluster), key areas of responsibility on behalf of the Estates team, whilst providing an efficient, customer-focused service. This will enable each academy to efficiently and effectively maximise facilities and resources, to achieve the best possible educational outcomes.

Main responsibilities

Whilst working collaboratively as part of the cluster Estates team, each Academy Estates Manager (AEM) will be responsible for key areas of responsibility listed below and is responsible for its delivery across a cluster:

1. Hard Facilities Management;
2. Soft Facilities Management;
3. Facilities Management Support Services;

Specific responsibilities

1. Hard Facilities Management

To ensure that, across the cluster, Estates deliverables are monitored and tracked, including but not limited to:

- Line management of Site Managers;
- Delivery of Statutory and non statutory maintenance;
- Premises management and development;
- Building and grounds maintenance;
- Delivery of small capital projects;
- Work with Project teams on delivery of large capital projects;
- Management of local and centralised maintenance contracts;

2. Soft Facilities Management

To ensure that, across the cluster, Estates deliverables are monitored and tracked, including but not limited to:

- Local management of the Trust's catering contract;
- Local management of the Trust's cleaning contract;
- Promotion of LAT Enterprises and development of existing business through building and managing relationships with customers. Acting as the main point of contact for queries from hirers;
- Event planning and management;
- Manage contracts including, but not limited to; pest control, hygiene services, waste management and window cleaning.

3. Facilities Management Support Services

To ensure that, across the cluster, Estates deliverables are monitored and tracked, including but not limited to:

- Writing, maintaining and implementing local policies;
- Business continuity and emergency planning and management;
- Sourcing and writing bids for external funding to support both Estates-related and educational initiatives;
- Travel, transport and vehicle management;
- Environmental management and sustainability (meter readings and analysis, recycling, waste data, green initiatives);
- Estates representative on academy admission appeal hearings (non-educational representation).

Common responsibilities - applicable to all Academies Estates Managers

Estates Deliverables

- Health, Safety and regulatory compliance;
- To ensure that delivery of Estates tasks and targets is consistent across the cluster and clusters;
- Statutory compliance;
- Support expansion and refurbishment of existing academies;
- Support the integration of additional Free Schools and academies joining the Trust;
- Proactively support Cluster Estates Managers and the wider Estates team to ensure the Estate and its operations support educational goals effectively.

Communication and collaboration

- To build effective, professional relationships with academy teams as well as cluster Estates and central Estates teams;
- Work collaboratively with other AEM's, both within the assigned cluster and the wider Estates team, to ensure consistency and sharing of best practice;
- Ensure that progress relating to Estates deliverables is effectively communicated to all relevant stakeholders;
- Ensure that agreed action plans are communicated effectively to all stakeholders on Estates deliverables as requested;
- Promote and monitor the use of the Estates helpdesk and workflow systems;
- Supporting Trust-wide initiatives and events.

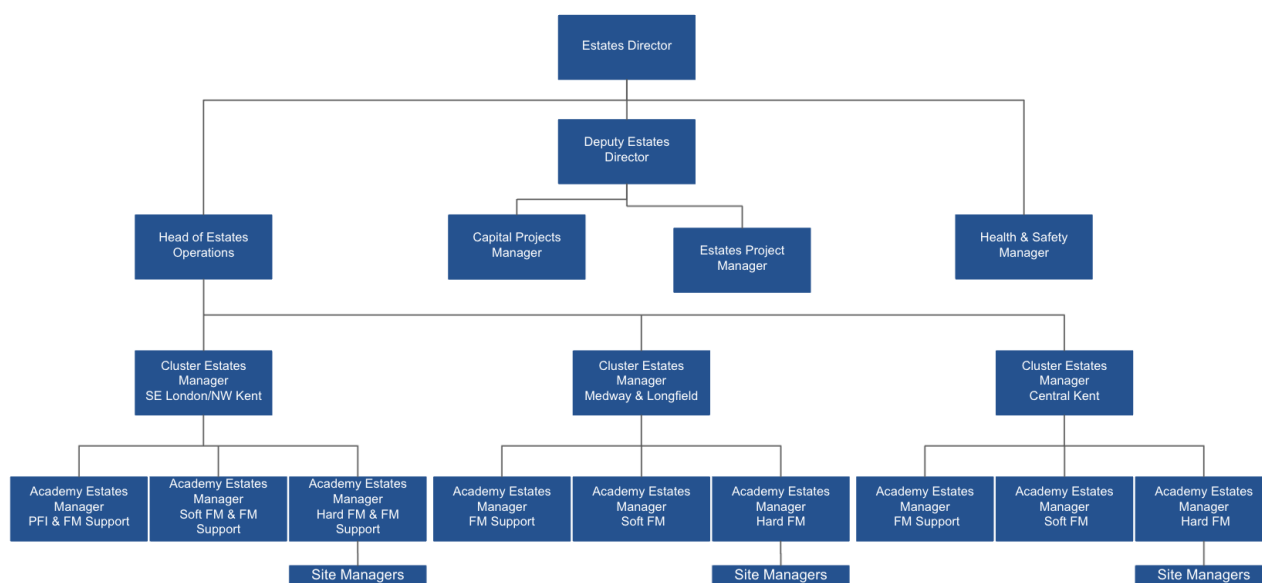
Budget Management

- Work within the set budget;
- Liaise with Cluster Estates Manager in relation to required expenditure;
- Authorise orders as per the Trust Scheme of Delegation.

Notes:

- The postholder will be expected to comply with any reasonable request from the Cluster Estates Manager or their nominee to undertake work of a similar level that is not specified in this job description.
- Due to the objectives of the Leigh Academies Trust strategic plan, it is envisaged that more Academies will join the trust and AEMs may be required to accommodate an expanding Estates portfolio.
- A final set of responsibilities will be agreed with the successful candidate based upon experience, expertise and interests.
- Reasonable travel will be required in the post holder's own vehicle.

Leigh Academies Trust Estates Team Structure



Person Specification

CRITERIA	<i>Essential</i>	<i>Desirable</i>
Qualifications	<ul style="list-style-type: none"> Qualification or minimum two years' experience in the relevant disciplines Enhanced CRB 	<ul style="list-style-type: none"> CSBM or similar IWFM membership
Training	<ul style="list-style-type: none"> Evidence of Continuing Professional Development in relevant disciplines 	<ul style="list-style-type: none"> Evidence of Health & Safety Training NEBOSH managing safely
Experience	<ul style="list-style-type: none"> Working within a budget Bid-writing Record keeping and reporting Leading teams Dealing with HR issues Managing Health & Safety Facilities Management Operations 	<ul style="list-style-type: none"> Managing within an educational environment
Knowledge and Skills	<ul style="list-style-type: none"> Able to deliver services and systems applicable for effective school resource management Ability to interpret advice/devise policy/implement practice of these Able to deliver value for money initiatives Able to lead teams and individuals Able to strategically influence decision making with the school Able to use a range of IT packages Prioritise, plan and organise, direct and coordinate the work of others to build, 	<ul style="list-style-type: none"> Ability to self-evaluate learning needs and actively seek learning opportunities

	support and work with high performing teams	
Personal Qualities	<ul style="list-style-type: none"> • Highly developed interpersonal skills • Willingness to constructively challenge the work of self and others to continually improve own and team performance • Ability to work under pressure and meet deadlines • Seek advice and support where necessary • Open minded and receptive to new ideas, approaches and challenges • Deal sensitively with people and resolve conflicts 	