

## Job Description

<b>Job Title</b>	Assistant Estates Manager (Primary)
<b>Grade/Salary</b>	Grade 7, Scale Point 18 – 23
<b>Reporting to</b>	Capital Projects and Estates Manager

### **Job Purpose**

Primarily working across multiple primary schools, assist the Capital Projects & Estates Manager in delivering and maintaining state of the art educational facilities, which promote the highest standard of teaching and learning, in a safe and compliant environment at each of the Trust's schools. The postholder will have direct operational responsibility for estates delivery across seven Trust primary schools, including the line management of site teams, implementation of Trust estates systems, and assurance through inspections, audits and performance monitoring.

### **Key Responsibilities and Accountabilities**

#### Key Duties and Responsibilities

- Provide strategic support to the Capital Projects & Estates Manager in all aspects of Trust-wide project and estates management activity as required.
- Assist in ensuring the Trust's schools comply with current legislation with regards to health and safety, statutory compliance and building management.
- Have direct operational responsibility for estates delivery across the Trust's seven primary schools, acting as the lead Assistant Estates Manager for the primary portfolio.
- Line manage a team of Caretakers and Cleaning Assistants across the primary schools, encouraging the delivery of a pro-active service ensuring all duties are carried out to the highest of standards.
- Assist with the approval and management of external contractors, ensuring best value for money is delivered, in line with standards and expectations of the Trust.
- Manage maintenance programs to ensure effective and efficient service delivery of both external contractors and in house teams, overseeing projects of various sizes through to completion.
- Obtain and evaluate quotes from external parties, ensuring agreed specifications meet the needs of the schools and/or Trust.
- Oversee and evaluate works and behaviors carried out by external contractors to provide guidance on their performance and ongoing selection and approval.
- Assist in the recruitment of Caretakers and Cleaning Assistants, completing inductions on appointment.
- Monitor the security of the schools, completing regular audits to include boundary inspections and CCTV operational checks, liaising with contractors responsible for the provision of security equipment and testing of alarms and systems, ensuring any breaches are dealt with, with urgent attention.
- Respond to out-of-hour call-outs due to fire and security alarm activations, as part of an

agreed rota system, to include other relevant keyholders.

- Maintain a comprehensive package of risk assessments, to include safe systems of work and relevant data sheets for all activities carried out and any hazardous substances used (COSHH).
- Implement and maintain Trust estates and compliance systems across the primary schools, ensuring statutory inspections, servicing and checks are planned, recorded and evidenced.
- Undertake routine estates, health & safety and security audits across the primary schools, monitoring findings and ensuring remedial actions are completed within agreed timescales.
- Assist with investigations relating to accidents and incidents (including near misses).
- Manage school level maintenance and repair budgets in line with Trust financial obligations.
- Maintain accurate records and logs relating to external services and internal maintenance activities.
- Engage in the Trust's appraisal system to fulfill personal goals and achievements, as well as encouraging the development of others, to achieve the Trust's ambitions.
- Attend regular meetings and play an active role in those meetings, contributing to key decision making and tactical implementations.
- Attend any training courses relevant to the role, or personal development within the role.
- Report any safeguarding concerns immediately to a named person.
- Assist with the management of third party lettings.
- Deputise for the Capital Projects and Estates Manager, where applicable, particularly in relation to the primary school estate.
- Operate relevant ICT packages (e.g. Microsoft Office applications, email and compliance software).

#### **Additional Expectations**

- In the absence of the Caretaker(s), there may be the following requirements:
  - Unlocking and locking of schools, unsetting and setting of security alarms, and other security systems where applicable.
  - Routine and ad-hoc maintenance tasks.
  - Undertaking and participating in the organisation and movement of furniture and equipment with schools.
  - Undertaking activities to maintain a safe and clean environment.
  - Co-ordinating deliveries and maintenance services to the school.
- Use all provided equipment and materials in a safe manner, following manufacturers' guidelines where applicable.
- Maintain, clean, and ensure all equipment and materials after use.
- Ensure you understand and comply with the Trust health and safety policy by following all relevant policies and procedures.
- Read, uphold, and promote the safety and well-being of students as set out in the Trust safeguarding procedures.
- Promote and uphold high standards of personal and professional conduct in accordance to the Trust employee code of conduct.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns

to an appropriate person.

- Be aware of and support equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Work effectively as part of a team.
- Treat all users of the academy with courtesy and consideration.
- Be proactive in seeking appropriate advice and guidance where required.
- Be flexible and willing to work between different sites as required.
- Maintain a flexible attitude towards working hours and duties.

#### **Performance Management and Review**

- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Policies and Procedures.
- Objectives and Professional Development Plans will be balanced between Trust, personal and academy-focused objectives and will be formally agreed between you and the Capital Projects and Estates Manager at the start of each review period.
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust performance management policy.

#### **Other Duties and Responsibilities**

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.
- This is an all-year-round post and there will be a requirement to co-ordinate annual leave with the estates management team to ensure supervision of contractors during holidays is in place.
- The nature of the post may involve considerable physical effort, for example manual handling of furniture and equipment.
- There may be some exposure to disagreeable, unpleasant, or hazardous environmental working conditions or substances. Training will be given

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

### Person Specification

No.	Categories	Essential or Desirable	Assessed by:	
			App Form	Interview or Task
<b>Qualifications</b>				
1.	Good numeracy/literacy skills GCSE (or equivalent) in Maths and English at Grade at C or higher or equivalent).	E		
2.	Cleaning and support services N/SVQ Level 3 OR equivalent experience or equivalent qualification, or willingness to train to achieve these.	D		
3.	Support Work in Schools (SWiS) Level 2.	E		
4.	Relevant Health and Safety qualifications/accreditation;	D		
<b>Experience</b>				
5.	Significant experience working in a relevant discipline i.e. senior caretaking or site keeping experience in a school or similar environment.	E		
6.	Management/supervisory experience.	E		
<b>Abilities, Skills and Knowledge</b>				
7.	Knowledge of basic plumbing, electrical and decorating repair procedures.	E		
8.	Knowledge of health and safety procedures and precautions.	E		
9.	Knowledge of COSHH regulations.	E		
10.	Awareness of health and hygiene procedures.	E		
11.	Knowledge of moving and handling procedures.	E		
12.	Knowledge of cleaning procedures required to meet specified cleaning standards.	E		
13.	Ability to organise, lead and motivate a team.	E		
14.	Ability to safely use equipment and resources and demonstrate these to others.	E		
15.	Ability to work as part of a team.	E		
16.	Ability to relate well to children and adults.	E		

No.	Categories	Essential or Desirable	Assessed by:	
			App Form	Interview or Task
<b>Personal Qualities</b>				
17.	Willingness to use relevant equipment.	E		
18.	An excellent record of attendance and punctuality.	E		
19.	Reliability, integrity and stamina.	E		
20.	Think clearly in emergency situations.	E		