

Role Profile:	Deputy Estates Manager (Devon)
Salary:	NJC22 – NJC27
Reporting to:	Estates Manager
Responsible for:	Devon Estates Team

Important Functional Relationships:

Internal - Staff within Wave Mat Academy

External - Principals and other academy-based staff; Pupils and their Parents/Carers; FE Colleges and other Outside Providers; Other outside agencies, both statutory and non statutory

Our Values:

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave MAT empower young people to succeed, these are the values we are looking for when we seek new staff.

Job Purpose

To support the Estates Manager in the operational management of all Trust estates functions across Devon, maintain a high standard of premises maintenance for our Academies. You will be required to organise and carry out both planned & reactive maintenance at the site ensuring compliance with both regulatory & health & safety standards. To ensure that staff and pupils are able to access safe, secure and well-maintained educational environments through:

- Supporting the safe and efficient day-to-day operation of estates services and resources
- Assisting with the coordination of estates staff and contractors across Trust sites in Devon
- Supporting the management of estates-related health and safety, fire and security compliance
- Providing practical and technical support to academies on estates matters



- The Deputy Estate Manager will be expected to have basic practical knowledge, skills and experience of building maintenance work within a school or similar environment and be able to demonstrate general working skills in carpentry, basic electrical work, plumbing, painting and decorating and general building maintenance.
- People management and supervision

Core Technical Competencies/Skills and Knowledge/Understanding

- The Deputy Estates Manager will be expected to have a good standard of practical knowledge, skills and experience of building maintenance work in a academy or similar environment. You should be able to demonstrate general working skills in carpentry, fixing locks, electrical, plumbing, drainage, painting and decorating.
- As the Deputy Estate Manager you will be part of our essential Estates Team ensuring that our buildings are maintained to a high quality and kept in a safe working condition. A good working knowledge/understanding of the challenges of maintaining an educational setting would be beneficial.

Roles and Responsibilities – Staff

- Support the effective operation of the estates workforce by:
- Assisting with the deployment of estates staff and/or contractors across Devon academies to ensure appropriate site coverage
- Supporting the Estates Manager in supervising staff and monitoring performance
- Contributing to the implementation of consistent working practices and procedures
- Supporting staff scheduling, including cover arrangements for absence, lettings and site use
- Ensuring a high quality of performance from the Multi-Site Maintenance team through supervision and quality checking

Roles and Responsibilities – Estates Management

- Support the provision of safe, secure, clean and well-maintained environments by:
- Assisting in the delivery of planned preventative maintenance (PPM) and reactive maintenance programmes
- Undertaking routine maintenance tasks in line with PPM schedules
- Liaising with site staff and contractors to ensure issues are resolved promptly
- Supporting the maintenance of accurate and up-to-date estates records
- Using IT systems to communicate and record information effectively
- Monitoring day-to-day maintenance work and escalating issues where necessary
- Reporting major repair requirements to the Estates Manager
- Assisting in ensuring that works are completed to required standards and timescales
- Organising and overseeing contractors working on site



Roles and Responsibilities – Risk Management

- Support compliance with health, safety and statutory requirements by:
- Demonstrating knowledge and understanding of Health & Safety policies and regulations
- Understanding and applying COSHH regulations
- Identifying hazards/risks and taking appropriate action to mitigate them
- Assisting with the completion, review and implementation of risk assessments
- Supporting compliance checks (fire alarms, emergency lighting, water hygiene, electrical safety, etc.)
- Maintaining accurate compliance records
- Supporting accident and incident investigation and reporting
- Ensuring fire and security systems are maintained and tested
- Assisting with statutory compliance relating to asbestos, legionella, gas and electrical systems
- Dealing with minor security and safety issues and reporting significant risks

Site Safety, Security and Grounds

- Operate routine security arrangements to prevent unauthorised access and minimise theft or vandalism
- Carry out procedures in emergency situations including fire, flood, break-ins or major damage
- Ensure external areas (hard surfaces, grassed areas, beds and borders) are kept clean, tidy and free from litter
- Maintain safe bin and waste areas
- Ensure external surfaces are free from slip and trip hazards, including ice (gritting) and leaves

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members
- Understand their role in order to be able to work collaboratively with Principals
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues
- Establishing constructive relationships and communicating with other agencies/professional

Whole-academy organisation, strategy and development



- Contribute to the development, implementation and evaluation of the academy's Five Year Plan, policies, practices and procedures, so as to support the academy's values and vision

Health and safety

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe
- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust

Professional development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager
- Take part in the academy's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside academy
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the academy community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal, SLT or line manager.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job

To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);



Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience in estates, facilities or site management, ideally in an school/academy or similar environment • Practical experience in building maintenance including carpentry, plumbing, electrical, drainage and decorating • Understanding of Health & Safety and COSHH regulations • Ability to identify risks and implement safe working practices • Experience supervising staff or contractors • Strong organisational and problem-solving skills • Ability to manage resources and stock control effectively • Good communication skills with a wide range of stakeholders • IT literate with ability to maintain accurate records 	<ul style="list-style-type: none"> • People management
Education & Training	<ul style="list-style-type: none"> • Level 2 or 3 Health and Safety • GCSEs at grades 9 to 4 (A* to C) including English and maths • Further qualifications relevant to post 	<ul style="list-style-type: none"> • Relevant qualifications in facilities management
Special Knowledge & Skills	<ul style="list-style-type: none"> • Good organisational skills • Good literacy and numeracy skills • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations 	



Personal Qualities	<ul style="list-style-type: none"> • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Must be comfortable working around children/young people • Ability to build effective working relationships • Must be able to undertake physically demanding work • Ability to work on own initiative • Strong team player 	
Any Additional Factors	<ul style="list-style-type: none"> • Current driving licence 	

To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job

