



Job Description

Post Title:	Deputy Estates Manager
Purpose of Post:	<p>The organisation and management of a team of Premises Officers and working as part of that team to prioritise and undertake daily set ups and tasks.</p> <p>Supporting in the following areas of responsibility:</p> <ul style="list-style-type: none"> - Premises & Grounds - Health & Safety - Cleaning & Hygiene - Security - Management of on-site contractors - Management of estates related contracts - Managing Hirers and Lettings <p>Acting as Estates Manager in their absence.</p>
Reporting To:	Estates Manager
Responsible For:	<p>A team of Premises Officers</p> <p>In the absence of the Estates Manager: you will be responsible for the Cleaning Supervisor, Estates Administrator, casual and agency staff.</p>
Grade:	Grade 9 (Points 19 - 22)
Hours:	<p>Full time, 37 hours per week: 7.30am – 4.00pm Mon – Thurs, 7.30am – 3.30pm Fridays</p> <p>Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs.</p>
Main (Core) Duties	
Premises & grounds:	<ul style="list-style-type: none"> • Management of and working within a team of Premises Officers to ensure: <ul style="list-style-type: none"> • there is always a presence on site during opening hours to oversee day to day requirements and respond to any premises matters, maintaining high standards of security across the site. • arrangements are in place in good time to cover additional duties (supporting open evenings/car parking/snow clearing etc). • arrangements are in place to provide cover for each other during periods of absence. (Sickness/Annual leave/training etc) • Proactively identify areas requiring attention and put in place remedial works before further deterioration occurs. • Ensure that all requests for repairs and maintenance are carried out in a timely manner and that the work is being checked and signed off. • Ensure that the Premises Officers are trained to cover all key aspects of the school premises operations.

	<ul style="list-style-type: none"> • Support the groundsman in ensuring the grounds are presented to a high standard. • Ensure the site is safe and accessible and meets any legislative requirements (e.g. Disability Discrimination Act). • To carry out first aid on a rotational basis across the school week along with the other members of the Estates team.
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Other Duties:	<ul style="list-style-type: none"> • Provide operational support to the Estates Manager in delivering a safe, secure, and well-maintained school environment by ensuring compliance with Health & Safety legislation, including acting as the competent person under the Management of Health and Safety at Work Regulations 1999 in their absence. • Promote a strong safety culture across the site by supporting risk assessments, incident reporting in line with RIDDOR, fire safety management, evacuation procedures, staff training, and the maintenance of accurate compliance records including COSHH documentation, permits to work, and maintenance logs. • Assist in the management of cleaning and hygiene operations by organising staff schedules, maintaining high cleaning standards through quality assurance checks, coordinating periodic deep cleaning programmes, and overseeing cleaning budgets and contracts when required. • Support the security of the premises by maintaining alarm systems, CCTV operations, key registers, and responding to security incidents while liaising with relevant external agencies. • Ensure all contractors comply with site policies, safeguarding requirements, and safety documentation including risk assessments and method statements. • Contribute to the effective management of estates-related expenditure, contracts, and planned maintenance programmes while supporting the delivery of approved works to agreed specifications and timelines. • Assist in managing school lettings by ensuring hirers comply with statutory requirements, maintain appropriate insurance and risk assessments, and that all external events align with the school's ethos while maximising facility income opportunities.
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Additional duties to include:

<ul style="list-style-type: none"> • As part of a team of support staff, aid with the invigilation of examinations if required. • As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students. • To ensure awareness of and compliance with personal responsibilities and requirements of The School's policies and procedures including Health & Safety – reported to the Line Manager and Health and Safety Committee. • As a member of staff in an organisation that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations. • May be required to accompany and supervise students on educational visits. • As a member of staff in a school setting you will have the opportunity to participate in programmes for mentoring students and to participate in extracurricular activities. • To carry out such other duties which may be required from time to time within the grading of the post.
