

Deputy Estates Manager

APPLICATION PACK



JOB DETAILS HOW TO APPLY



Start Date	As soon as possible after completion of pre-employment checks
Working Arrangements	Full time 37hrs/week to be worked on a shift pattern e.g. 6am- 2pm, 12pm – 8pm. With flexibility for out-of-hours emergencies and occasional evening/weekend work Full year.
Salary	NJC Pay Point 12-14, £29,544 - £31,324
Pension Scheme	Local Government Pension Scheme
Contractual Terms	NJC Terms and Conditions for Support Staff in Sixth Form Colleges
Application Deadline	12 noon, 17 th November 2025
Interviews	Are expected to be held w/c 24 th November

How to Apply:

Download the application form and complete it electronically (please note we are unable to accept CVs).

Email your application to **hr@priestley.ac.uk** or, if you are unable to complete it electronically, hand it in at our reception or post to: **HR Department, Priestley College, Loushers Lane, Warrington, WA4 6RD.**

Incomplete applications will not be accepted.

It is important you complete all relevant sections of the form accurately. Providing false information is an offence and could result in your application being rejected or, if you are selected, to summary dismissal with the potential for prosecution.

If you require assistance completing your application, or require information in a different format, please email **hr@priestley.ac.uk**

JOB DESCRIPTION



Job Title: Deputy Estates Manager

Responsible to: Responsible To: Estates Manager

Job Description and Purpose:

- To be responsible for all aspects of the day-to-day reactive maintenance and support, They will ensure all aspects of our estate, including planned preventative and reactive maintenance, security, visual appeal and facilities management, are of the highest standards and in line with statutory and regulatory requirements, taking an active role in ensuring Health & Safety compliance across the College
- To ensure that the College campus is monitored in a professional manner, showing respect and politeness to all persons attending or visiting the College, whilst presenting a smart and reassuring presence to everyone at all times.

Job Duties and Responsibilities:

Maintenance of grounds, buildings, furniture and equipment

- Oversee and perform both planned preventative maintenance (PPM) and reactive maintenance tasks (including general repair and caretaking duties) to ensure the estate is maintained to a high standard, meeting current and future needs.
- Lead the effective use of the iAM Compliant CAFM system for all maintenance activities. This includes developing and delivering the prioritised PPM programme, maintaining robust compliance and asset records, recording all tasks, and managing the helpdesk feature.
- Conduct regular inspections and audits of the college buildings, grounds, furniture and equipment to identify maintenance needs, hazards, and areas for improvement and ensure processes and training are in place for the Estates and Cleaning teams to do the same.
- Support the development and implementation of replenishment/upgrade programmes for appropriate elements of grounds, buildings, furniture and equipment.
- Operationally manage and coordinate facility & estate contracts and arrangements pertaining to planned preventative and reactive maintenance as well as capital projects, ensuring compliance with specifications, health and safety regulations, and college protocols.
- Oversee the College's facilities operation arrangements to include the distribution and movement of goods and furniture, including for exams, and arrangements for deliveries, coaches and vehicles onsite

Job Duties and Responsibilities (cont'd):

Health, Safety, and Compliance

- Ensure the College estate fully complies with all relevant UK statutory regulations (e.g., Health and Safety at Work Act, Building Regulations, COSHH). Assist in Health and Safety audits and actively contribute as a key member of the College Health and Safety Committee.
- Support the Estates Manager in the development and maintenance of robust records for critical compliance areas including asbestos, legionella, fire systems, PAT testing, and other Estates-related health and safety requirements.
- Contribute significantly to the College's risk assessment processes and actively promote health and safety within the Estates Department, ensuring safe systems of work for both staff and contractors.
- Ensure that all estate related accidents, incidents or near misses are effectively investigated and arising actions dealt with accordingly.
- Act as a key Fire Marshal and contribute significantly to the college's emergency evacuation and lockdown procedures, drills, and equipment maintenance.
- Work with key colleagues on Health & Safety audits and arising action plans
- To assist in the clearing of snow/ice during inclement weather and to maintain, when required, clear routes around the College for students, visitors and staff

Management & Representation

- To provide direct line management for all staff in the Estates Team with responsibility for:
- support, coaching and development of staff, ensuring all site staff are adequately trained in Estates processes and systems to ensure consistency of service
- performance management of staff and reviews to ensure that the College has an effective, engaged and high performing team, with the right skills and experience to deliver a high-quality premises and estates management service
- Deployment of staff including arranging duties and rotas for day-to-day operations, special events and staff absence cover including holidays, maximising the effective use of the team's working hours
- To deputise for the Estates Manager when required
- To order supplies as directed by the Estates Manager, in order to maintain the necessary stock of appropriate resources

Job Duties and Responsibilities (cont'd):

Security and Site Management

- Oversee the security of the site, including
- Managing key systems, intruder alarms, CCTV, access control, and ensuring effective locking/unlocking procedures.
- Be a registered key holder for the College campus including out-of-hours call-outs
- The arrangements for the performance of security checks and securing, locking down and alarming the College buildings
- Lead on room setups and logistical arrangements including for college events, exams, open days, and lettings.
- Control of vehicle movement and parking whilst on campus
- To undertake porterage duties for deliveries
- To accompany visitors, contractors and others on the College campus when requested
- Ensure that the estates team appropriately supports other College teams to facilitate the supervision and safety of students in the public areas of the College's estate and in protecting the College from unauthorised visitors

Other

- Drive and promote a team culture focused on exceptional customer service, ensuring professional communication (especially via the helpdesk) and rapid, high-quality responses that meet the needs of all College staff and students.
- Proactively identify best value opportunities and implement sustainable practices and process improvements to enhance the estates management service, efficiency, and overall quality of the campus environment.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

PERSON SPECIFICATION



Deputy Estates Manager

Key: A = Application, I = Interview, R = References, C = Certificates

	Essential	Desirable	Identified by
Relevant Experience:			
Experience working in an educational or public sector environment		✓	A
Experience of working with young people (preferably 16-19)		✓	A
Significant proven experience in building maintenance, facilities management, or estates management, preferably within a complex site environment.	✓		A
Experience in supervising a maintenance team or external contractors, including managing workloads and performance.	✓		
Proven experience in managing compliance with statutory legislation (e.g., fire safety, water hygiene, asbestos) and maintaining accurate records.	✓		
Education and Training:			
Good standard of education (including GCSE Maths and English, minimum Grade C or equivalent)		✓	A
Qualification (e.g., ONC/HNC, NVQ Level 4, or equivalent) in a building, engineering, facilities management, or property related discipline		✓	A
Recognized Health and Safety qualification (e.g., IOSH Managing Safely, NEBOSH General Certificate).		✓	A
Full, valid UK driving license.	✓		A
Willingness to train as a First Aider	✓		A, I
Knowledge and Abilities:			
Excellent practical knowledge of building services, maintenance techniques, and compliance legislation relevant to commercial buildings in the UK.	✓		A, I
Proficiency in using IT systems for job logging, document management, and communication (e.g., CAFM systems, Microsoft Office Suite).	✓		A, I
Strong organizational and time management skills, with the ability to prioritize work effectively under pressure.	✓		A, I
Excellent communication and interpersonal skills, able to interact effectively with staff, students, contractors, and senior management.	✓		A, I
Ability to work autonomously and demonstrate initiative.	✓		A, I
Personal Qualities:			
Professional and reliable with a proactive, problem-solving approach.	✓		I
A positive, collaborative, and team-oriented attitude.	✓		I
Resilience and flexibility to respond to emergency situations and changing priorities.	✓		I
High level of attention to detail and accuracy	✓		I
Safeguarding:			
Suitable to work with children and young adults and/or vulnerable adults	✓		DBS Certificate
Willingness to apply for an Enhanced Disclosure and Barring Service check or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service.	✓		

ADDITIONAL INFORMATION



Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. All policies regarding safeguarding can be found on our website www.priestley.ac.uk

Priestley College uses the Disclosure and Barring Service to assess all applicants and complies fully with the DBS Code of Practice. For more details go to www.gov.uk/government/organisations/disclosure-and-barring-service/about and for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service. We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the Child Workforce (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their original certificate, and their registration number. All information will be treated in the strictest confidence and will not necessarily disqualify a candidate from consideration of appointment.

Equality and Diversity

As an equal opportunities employer we aim to promote and maintain equality of opportunity. We monitor the diversity of applicants and would therefore ask you to support us in completing and returning our Equal Opportunities Monitoring Form. Information will be treated in confidence and will only be used to assist our monitoring process.

Invitation to Interview

Applicants who are shortlisted will be emailed by the HR Department. If you have not been contacted you should assume that unfortunately you have not been shortlisted. Applicants who require any special arrangements or adjustments should contact HR. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support the candidate.

Evidence of Identity

At interview, applicants will be required to produce the following:

Evidence of identity

Current, valid passport

and / or

Current, valid driving licence

and / or

birth certificate (issued at time of birth, full or short form)

Confirmation of address

Bank / building society statement

or a utility bill

(mobile phone bill is not acceptable)

Qualifications relevant to the post (if not provided at interview must be provided prior to taking up an appointment. Failure to do so may result in a job offer being withdrawn).

References (Safeguarding Requirement)

If you are invited to attend an interview, the College will approach your referees prior to interview where possible. One of your nominated referees must be of a professional nature eg. current employer. Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people, but have been employed in such a capacity previously, we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment will be subject to mandatory pre-employment checks including all those outlined above as well as proof of health and physical capacity to undertake the role ie. an occupational role (ie. an occupational health check).



ABOUT PRIESTLEY



Priestley College's mission is to inspire, challenge and support young people to ensure they excel both in learning and in life.

As a founder member of The Challenge Academy Trust the College is part of TCAT's aim to deliver a cohesive education pathway from primary through to sixth form.

We are a friendly and inclusive college with a consistent record of high achievement, offering around 70 A-Level, Vocational and T-Level courses.

Priestley students have a consistent record of achieving a pass rate of 99% or better in A-Levels and each year around 30 A-Levels see a 100% success rate. Similar accolades are secured in Vocational subjects and in T-Levels.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

Priestley was one of first colleges in the country to provide T-Levels and we also boast the UK's first dual rugby academy acknowledging the level of coaching received by both girls and boys.

There are now more than 2,000 students at Priestley who learn on a modern campus that we are constantly looking to improve.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.



OUR CAMPUS



Priestley has a welcoming campus similar to one you would find at a university.

- C** CRESCENT BUILDING / MAIN RECEPTION
- P** PRIESTLEY ENTRANCE
- CT** COSTELLO THEATRE
- LRC** LEARNING RESOURCE CENTRE
- LC** LEWIS CARROLL BUILDING
- S** SPORTS CENTRE / ALL WEATHER PITCH
- D** DESIGN CENTRE
- A** ARTS CENTRE
- PA** PERFORMING ARTS
- VB** VIOLA BEACH CAFE



CAMPUS FACILITIES

Crescent Building

The Crescent Building is home to a wide range of subjects, everything from Health and Education to History and Public Services. It is also where you will find the Crescent Café and a Starbucks with space to relax outside.

Learning Resource Centre

The LRC has recently been refurbished to create some definitive spaces in which to learn including Wellbeing and Careers Hub.

Viola Beach Café & Costa Crescent Café & Starbucks

Visit the Viola Beach Café where there is space to relax and where we hold regular open mic sessions. Upstairs is The Mez where we serve Costa Coffee as well as seating for groups. The Crescent Café provides freshly-prepared food including a salad bar, sandwiches, wraps, soups and other hot meals including breakfast. Cashless Catering allows students to pay for meals using their ID card. Your account can be topped up online or at one of the top-up machines in college.

Outdoor Spaces

There are several spaces around the campus where you can relax outside. There is some undercover seating linked to the Crescent Café, a mini outdoor theatre surrounded by greenery that is very relaxing as well as a large space in the centre of campus with benches and tables.



OUR STAFF



ADAM BIRD

'My role allows me to work with people across the college and what always impresses me at Priestley is how everyone pulls together for the good of the students and the college as a whole. It is an inspirational place to work.'

Head of Marketing & Communications

LIBBY HOLT

'Priestley has a real sense of community and shared purpose. The focus is on how we work together, support each other and use our expertise to provide the best experience and opportunities for our students. There is a clear and thoughtful balance between academic rigour and pastoral support that enables students to achieve their potential both here and beyond.'

Head of Faculty
Humanities & Social Science

KIM PAYTON

'I was a student at Priestley and now as a member of staff I have worked alongside some of the most wonderful people as well as supported inspirational students. The experience has helped shape the person I am today.'

Administrator for Pastoral Heads

CHRIS JOHNSON

'I enjoy working at Priestley as teachers can get involved in project posts, allowing you to utilise existing/ develop new skills and knowledge, and work with other faculties.'

Teacher of Business Studies

OUR STAFF BENEFITS



There are many additional benefits to working at Priestley College. Below is a summary of some key perks.



Employee Assistance Programme

Access to comprehensive telephone helplines that are available all day, every day offering practical and emotional support including help with bereavement, trauma, relationship issues, stress and family matters. There are many other benefits to this service, which all staff are made aware of when joining Priestley.



Continuous Professional Development Programme

Priestley College runs a number of Continuous Professional Development Days throughout the year and is open to suggestions as to what you would like to learn on these days. Staff can also be supported in additional development outside of these days.



Free eye tests

Staff can apply to be reimbursed for the cost of an eye test where a significant part of their normal work is spent on a visual display unit (VDU) or display screen equipment (DSE).



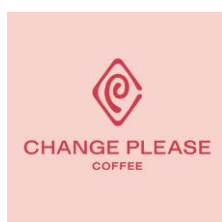
Staff wellbeing activities

There are several wellbeing activities that take place throughout the year as well as fun charity days and social gatherings that bring all staff who want to join in together.



Free parking and cycle storage

Free parking is available at Priestley College and there is a secure cycle storage area on the campus.



Cafes and kitchen

Staff have two cafes from which to choose, but both sell tasty coffee supplied by Change Please. This amazing social enterprise donates its profits to helping the homeless so every time you buy a drink you are making a difference!

TCAT STAFF BENEFITS



As a part of The Challenge Academy Trust, staff at Priestley are also eligible for the following benefits. Scan the QR code to find out more about TCAT's approach to workload, wellbeing and staff benefits.



Continuing Professional Development

Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



TCAT Plus (Health and Wellbeing and Staff Discounts)

TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



Cycle to Work Scheme

Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



Smart Tech

A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



Car Benefit Scheme

A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



Pension

A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



Hub Support Mode

Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



Workload Strategy

We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.



Maternity, Paternity, Adoption and Shared Parental leave

Enhanced maternity and adoption pay for eligible employees.



Entitlement to occupational sick pay

Up to six months full pay and six months half pay in the event of being unable to work.



Enhanced annual leave for support staff

8 bank holidays plus up to 31 days annual leave.



PRIESTLEY
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WARRINGTON

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