



the
LatimerArts
College

INFORMATION PACK

Deputy Estates Manager

Temporary

Job Description: Deputy Estates Manager with responsibility for compliance

Job Description

Role:	Deputy Estates Manager (Temporary)	Postholder:	
Scale:	NJC Grade H, Points 14-20	Hours:	37 hours per week / 52 weeks per year
Line Manager:	Estates Manager	Direct Reports:	Site team (as required)
Date:	November 2025	Reviewed:	

General Responsibilities

The Deputy Estates Manager with Compliance responsibilities involves a range of duties aimed at ensuring the safe, efficient, and compliant operation of our large site.

Specific Responsibilities

- To understand and be fully committed to the responsibilities in relation to child protection and safeguarding young people.
- To become a designated key holder.
- To lock or unlock the premises at designated times in the absence of other staff and to maintain the security of the premises during working hours.
- Carry out minor, semi-skilled, maintenance tasks including plumbing, painting, decorating, electrical and carpentry works and to react to requests for minor works.
- Proactive surveys of all buildings, plant and equipment to identify defects or potential maintenance issues.
- Manage and monitor compliance with health, safety, environmental, and estates-related statutory legislation.
- Support the Estates Manager and Business Manager in ensuring high-quality, safe, efficient, and compliant services.
- Ensure compliance with current and forthcoming statutory legislation.

- Manage compliance systems and maintenance services in accordance with statutory obligations and departmental guidelines.
- To organise, manage and maintain the school's COSHH register and ensure the correct implementation, practices and protocols are followed.
- Conduct assessments, contractual audits, and inspections to ensure quality checks are carried out and reported.
- Review and monitor compliance targets as part of the Estates Strategic Plan.
- To store, move and set out furniture and equipment in accordance with activities in the School, or the requirements of persons/groups using the premises outside School hours.
- To work with the Estates Manager to prepare, implement and maintain a programme of planned maintenance.
- To assist the Estates Manager and be involved with the planning of capital projects and to project manage these and to help project manage internal improvement projects.
- To assist the Estates Manager in ensuring that all drives and approaches to premises are kept clear of snow, ice and obstructions and apply grit/salt as appropriate.
- To clear and make good following minor emergency situations, e.g. sickness or spillages.
- All other duties which may arise from the daily, evening and weekend use of the building not covered by above, as directed by the Principal, Business Manager and Estates Manager.
- To ensure that all the School facilities are in a clean and acceptable state prior to all lettings and that they are returned to School use in an acceptable state following outside use.
- To maintain good relations with students, staff, visitors and users of the School facilities.

Other duties

- During the absence of the Estates Manager for reasons of holiday, sickness etc, the Deputy Estates Manager will deputise for the Estates Manager and may be required to perform appropriate duties within the terms of the Estates Manager's job description as necessary. This will be agreed with the Principal.
- During the absence of other site team members, the Deputy Estates Manager will be required to cover or arrange to cover, those other duties normally carried out by the absent team member. This will be agreed with the Principal.
- To ensure site safety and security are maintained at all times.
- Such other duties as may be reasonably required by the Principal.

The job involves outdoor working but the job holder is generally able to plan for this work to avoid extremes of weather other than to tend to emergency situations. They will use safety tools and equipment and follow health and safety policies and procedures.



Person Specification: Deputy Estates Manager (Temporary)

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Appropriate level of Literacy and Numeracy skills, equivalent to at least Level 2	X		Application form / Verified at interview
Comfortable and conversant with ICT packages, in particular Microsoft	X		Application form / interview
Working with Children and Young People	Essential	Desirable	Method of Assessment
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference / interview
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Interview
Knowledge and Experience	Essential	Desirable	Method of Assessment
Prior experience in working in Facilities Management	X		Reference / interview
Prior experience of working in a school setting		X	Reference / interview
Experience in a range of activities relevant to estates management, such as knowledge of plumbing and ventilation systems, experience of driving diggers and dumpers and the ability to erect scaffolding and working with cherry pickers		X	Application form / interview
Recognised facilities or Health and Safety management qualification (IOSHH or NEBOSH) and of managing Health and Safety within an organisation	X		Application form / Verified at interview
Experience in the management of COSHH	X		Application form / interview
Recent and up to date training in relevant areas of Health and Safety	X		Application form / interview
Experience of Fire Marshalling and completing Fire Risk Assessments	X		Application form / interview
Completion of Asbestos awareness qualification	X		Application form / Verified at interview
A clear understanding and management of risks against Legionella	X		Application form / interview
Experience in dealing effectively with emergency situations particularly fire, but also could include gas leak, fire, flooding, power cuts	X		Application form / interview
Prior experience of successful project management		X	Application form / interview
Ability to use a CAD system to provide a design package and working drawings for external contractors and internal projects		X	Application form / interview
Knowledge and experience of successfully managing a budget		X	Application form / interview
Experience of managing a professional support team, including the measurement and management of customer service levels	X		Application form / interview



Experience of working effectively in collaboration with external partners and contract management	X		Application form / reference
Skills	Essential	Desirable	Method of Assessment
Ability to think strategically and analyse options	X		Application form / interview
Ability to be flexible and problem solve, using initiative and prioritising tasks where needed	X		Application form / interview
Ability to lead a team, organising self and others so that time is managed effectively to deliver best value for money	X		Application form / interview
Willingness to constructively challenge the work of self and others to continually improve own and team performance	X		Application form / interview
Strong interpersonal skills with the ability to communicate effectively with a variety of stakeholders and work as part of a team	X		Interview
Ability to work under pressure and meet deadlines	X		Application form / interview
Evidence of commitment to professional development	X		Application form / interview
Additional Requirements	Essential	Desirable	Method of Assessment
Honesty, integrity and reliability: someone who is willing to work hard!	X		Interview
High physical fitness	X		Interview
Willingness to work outside normal hours if required	X		Interview
Willing to embrace and suggest change, including modernisation of processes	X		Interview