



Job Description

JOB TITLE	Deputy Head of Estates
JOB FAMILY	Thinking Facilities
PHASE	Central
PAY GRADE	Pay Group 7
REPORTING TO	Head of Estates and H&S
RESPONSIBLE FOR	Site Managers

Job Purpose

1. Reporting directly to the Head of Estates you will be responsible for supporting the leadership of the Estates team for the Trust and your region. The role will need to recognise the specific challenges of leading individuals across a variety of settings and how to work at distance.
2. To be accountable for the delivery of Estates services through a team of Site Managers and Facilities Officers, supporting both internal and external service delivery.
3. You will provide a strategically focused Facilities service, supporting those who work within the service to achieve and exceed our targets.
4. Partnering with school senior leadership teams and Thinking Facilities to positively participate in the process of delivering TSAT strategy and key objectives. This includes being an advocate for the values of providing Trusted, Solution Focused, Approachable and Timely services.
5. You will support the development of the Trust capital strategy with the Head of Estates and Head of IT Systems and Infrastructure and ensure that a sustainable solution is designed to enable the Trust to meet its requirements.
6. Act as a budget manager for the estates spend across relevant schools.
7. To take the Trust wide lead on (one of the following):
 - Compliance strategy
 - Capital project planning
 - Planned Maintenance schedule



Duties and Responsibilities

Estates Management

- Develop effective working relationships with school/TSAT leadership teams to enable a first-class Estates service to be delivered.
- Provide an expert professional point of contact for school leadership teams on matters relating to Facilities policies, practices and procedures, offering advice, guidance, support and information as required.
- Line management responsibilities for Site Managers in your designated region.
- Manage the delivery of Thinking Facilities school KPIs and Facilities Service Level agreements.
- Scope and challenge practices and processes to continuously improve the Facilities service to ensure it adds value.
- To set support priorities, balancing response to service requests with the need to follow planned monitoring and maintenance, in the context of staff availability and wider operations demands for facilities and ensuring they are fit for purpose.
- Liaise with external providers, contractors, engineers and manage external contracts as appropriate.
- To manage and oversee the development of estate project plans and resource allocation for the successful delivery of projects and services.
- To support the financial planning for capital projects to achieve best value for the Trust.
- Overseeing the capital and maintenance program for the Region and leading on large capital projects.
- Managing the outsourced cleaning contracts within the Hub and quality assuring the work.
- Working with the Head of Business and Operations to ensure that the hubs premises are fit for the current educational needs of the school.
- To ensure that each Academy has an up-to-date condition survey that links to an associated site development plan.
- To identify capital projects across the Trust Academies.
- To ensure that sites have adequate staffing and provide site management coverage when required.
- To ensure that there is an effective structure for maintenance to ensure all Academies within the Hub can meet operational requirements.

Health & Safety

- Work with the TSAT H&S Advisor and Site Manager's to ensure that statutory inspections and checks are carried out, recorded, and follow up actions delivered.
- Support Health and Safety training initiatives and deliver components where required.
- Commit to the growth and maintenance of a positive risk management culture within the Trust, assisting staff where necessary.



- To ensure all duties carried out by premises staff are carried out according to the Trust's Health and Safety policies, undertaking risk assessments where appropriate.
- To ensure Trust buildings and external areas are maintained to ensure good health and safety practices.
- To be proactive in reducing the potential for Health and Safety issues arising.
- To respond to all instances where Health and Safety issues are raised or noticed and where possible ensure they are made safe, working in conjunction with the TAST H&S Advisor.
- To work with the external and internal Health and Safety consultants to ensure that a programme of audits are established and action plans are developed from these audits.
- To review the Health and Safety policy and procedures to ensure they remain fit for purpose and are implemented across all Trust Academies.
- To work with the Trust H&S Advisor and Site Managers ensure that all working practices are conducted in line with the Health and Safety policy.

Procurement

- To develop appropriate procurement frameworks for use within the Trust to support increased value for money (with Head of Procurement).
- To review contracts and purchasing across the Trust and identify savings that could be generated (with Head of Procurement).
- To ensure that all legal requirements linked to procurement are adhered to (with Head of Procurement).

Strategy and Leadership

- To line manage the relevant Site Managers to plan, implement and develop systems, service and operating procedures in conjunction with the Head of Estates.
- To manage and oversee the development of estate project plans and resource allocation for the successful delivery of projects and services.
- To support the financial planning for capital projects to achieve best value for the Trust
- Scope and challenge practices and processes to continuously improve the Facilities service to ensure it adds value;
- Work with the Head of Estates to oversee budgets for the relevant teams and Thinking Facilities department ensuring value for money and ROI.

Generic Duties relevant to all members of Staff

Within the Trust, there are certain generic duties which are an expectation for all staff to adhere to and these include the following:



The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims.

Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.
- Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead/ Headteacher.

Health and Safety

- Employees are required to work in compliance with the Trust’s Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), 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.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Data Protection

- The Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

Sustainability

- The Trust is committed to improving sustainability, therefore where possible the reduction of paper use is encouraged.



- The Trust also encourages employees to make sustainable decisions to support our aim to improve sustainability.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with their 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 the Trust.
- Actively participate in the Trust Professional Growth cycle.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside of the Trust.
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community.
- Respect individual differences and cultural diversity and work in line with the Dignity at Work framework.

The post holder will be required to comply with organisation's policies and procedures.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the position.

I understand and agree to the job description of a Deputy Head of Estates:

Name:

Signed:

Date: