**JOB DESCRIPTION**

**Post:** Trust Estates Manager

**Salary Level: Grade 7**

**Reports To:** Head of Estates

**Job Purpose**

The Estates Manager will work with the Head of Estates to overseeing the day-to-day management and maintenance of the school’s physical assets and facilities. This includes buildings, grounds, equipment, and utilities. The role ensures the school environment is safe, secure, and conducive to learning by managing the upkeep of school premises, supervising staff, and ensuring compliance with health and safety regulations.

**Main Duties and Responsibilities**

1. Support the Head of Estates with activities around recruitment, induction, performance management and covering of shifts.
2. To ensuring building compliance records are updated and electronically stored correctly.
3. Coordinate the recommendations following statutory inspections, maintenance and surveys.
4. Support the Head of Estates with small works and capital building projects such as sourcing contractors, designing specifications, procurement and quality assurance.
5. Support the Head of Estates with maintenance and service contracts from procurement, implementation and management.
6. Support the Head of Estates implement planned preventative maintenance programmes.
7. Assist the Head of Estates with implementing sustainability targets and initiatives including monitoring site utility usage.
8. Support the Head of Estates review building condition surveys and plan for asset lifecycles.
9. To continuously improve H&S through audits, and follow up actions raised.
10. To ensure all contractors undertaking work in a safe manner, reporting concerns to the Head of Estates.
11. Have oversight of the Estates electronic helpdesk system, and support schools to resolve issues quickly and efficiently.
12. Act as a keyholder, and be willing to support in the event of an emergency.
13. Maintain School minibuses, ensuring statutory compliance is met.
14. Undertake risk assessments for work activities, COSHH etc.
15. Undertake repairs and maintenance reducing the reliance of contractors.

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

**Date Reviewed:** December 2024