



The King's School Job Description

ESTATE MANAGER	
Purpose:	<p>The management and operation of premises related functions at the school (including site maintenance, waste disposal, caretaking, grounds services, security, vehicle maintenance and cleaning) to ensure that that school facilities and premises are maintained in a safe, clean, and secure condition. To take a lead role in:</p> <ul style="list-style-type: none"> ▪ Developing and operating, structures and systems for the effective maintenance and operation of the school's premises ensuring the school is a clean, healthy, and a safe environment for all. ▪ Maintaining and developing the school's premises and grounds. ▪ Maintaining appropriate documentation and record keeping for all aspects of the site operation including meeting statutory obligations. ▪ Developing and implementing a rolling programme for repairs and maintenance within agreed budgets, ensuring value for money. ▪ Driving services forward to ensure that consistent quality is continuously achieved. ▪ Responsible for negotiating service contracts that offer value for money. ▪ Ensuring that all services meet with legislative and best practice guidelines. ▪ Developing best practice in all aspects of health and safety across the school both on and off the premises for staff and contractors. ▪ Developing the site's efficiency in its use of utilities.
Reporting to:	Director of Finance and Operations
Working time:	37 hours per week, Monday-Thursday, 08:00-16:30, Friday 08:00-16:00 52 weeks per year 1 hour lunch break and some out of hours work
Salary / grade:	Support Staff Grade F17-21. Actual Salary: £37,584-£41,414
Disclosure level:	Enhanced
Organisation:	<ul style="list-style-type: none"> ▪ Managing efficiently and effectively the school site, buildings, grounds, and vehicles. ▪ Ensuring the safety of staff, students, and visitors to the school by the effective use of staffing, equipment, policies, and processes. ▪ Ensuring that the security of the premises and equipment is maintained at all times (24 hours a day, all year) by having all doors locked, all windows closed, and all intruder alarms set etc.; including attending site as necessary to deal with security emergencies (including out of hours). ▪ Producing and maintaining a costed refurbishment and maintenance plan that is updated annually. ▪ Establishing and maintaining a proactive health and safety provision across the whole school including designation as the 'responsible person' for health and safety. ▪ Line managing three caretakers (currently on split shifts), including issuing instructions for maintenance and all other caretaking tasks, and monitoring the quality and quantity of their workload. ▪ Line managing the cleaning supervisor and cleaning team, including issuing instructions for cleaning, and monitoring the quality and quantity of the site cleanliness. Take an active role in staff recruitment and performance management in the cleaning team. ▪ Controlling the selection, supervision, quality of work and ensuring a safe system of work for all staff and external contractors working at the school site including the operation of the contractor induction and permit to work schemes. ▪ Ensuring that minibuses operate an efficient service and are maintained in compliance with legal requirements including appropriate driver certification and training. ▪ In partnership with the Director of Finance and Operations, negotiate and ensure provision of all utility, cleaning, grounds, servicing, and maintenance contracts for the site. ▪ Undertake maintenance duties as and when required.



The King's School Job Description

Administration:	<ul style="list-style-type: none"> ▪ Managing financial budgets and purchasing resources in line with value for money practices by ensuring that approved works are completed in accordance with procedures, specification, and timescales. ▪ Managing the administration and outcomes of our maintenance and health and safety tracking system (Every). ▪ Manage the process and administration for health and safety associated with trips and visits, approving risk assessments and acting as the EVC (Educational Visit Coordinator). ▪ Develop and maintain policies, systems, and procedures for the management of health and safety risks in school such as fire, COSHH, asbestos, legionella, trips and visits etc. ensuring statutory compliance and maintaining statutory documentation, logs and records. ▪ Managing the external environment of the school to ensure a professional focus is maintained at all times. ▪ Producing statement of work and requirements for premises alterations for contractors to quote against. ▪ Managing and developing the premises and cleaning teams within the guidelines of the school's staff policy and procedures. Ensuring that appraisals are undertaken, and staff development plans are implemented.
Quality:	<ul style="list-style-type: none"> ▪ Ensuring that the service provided to the school by the site and cleaning teams are consistent, comparable and of high quality across the site. ▪ Planning and controlling a rolling programme of maintenance, redecoration, periodic and deep cleaning, renewal, and alteration to premises within agreed budgets and timescales and priorities agreed with the Director of Finance and Operations. ▪ Ensuring best practice is shared between staff. ▪ Ensuring that products and services procured to 'best value' principles and are of specified quality, are safe and compliant and are from sustainable and reputable sources. ▪ Monitoring the effectiveness of the site maintenance and making adjustments as necessary.
General:	<ul style="list-style-type: none"> ▪ To develop, implement and monitor departmental procedures and processes. ▪ To oversee and manage the school's 24-hour call out process. ▪ To develop and then manage a business continuity plan for Site in line with the organisational disaster recovery and continuity plan. ▪ To ensure all aspects of legal and best practice guidelines and compliance are understood, met, and objectively measured and audited e.g., health and safety, CDM regulations, etc. ▪ To forge a good working relationship with the local agencies including fire officer, local police and be the official point of contact for any visit from an EHO or the HSE as well as other key responsible persons. ▪ Support the application of CIF bids and administering the tender process. ▪ Comply with and assist the development of policies and procedures relating to safeguarding, health & safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person. ▪ Be aware of and support difference and ensure equal opportunities for all. ▪ Contribute to the overall ethos, work and aims of the school. ▪ Share expertise and skills with others; participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others. ▪ Set a good example to students and other staff in their presentation and personal conduct. ▪ Undertake any other duties commensurate with the level of responsibility of the post as required. ▪ Fully participate in the school's appraisal system.



The King's School Job Description

Other specific duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To provide a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade.
- To promote actively the school's policies.
- To continue personal development as agreed.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's **Safeguarding and Child Protection Policy** and the **DBS Disclosure Policy**, which can be found on our website (About Us – Policy Documents). Safeguarding the students is of the highest importance to use - **all staff will require an enhanced DBS disclosure.**