

The Blue Coat School



Estates Manager

Salary Range:	Scale 6
Accountable to:	Assistant Director of Resources
Responsible for:	Estates Co-ordinator

Job Purpose:

Under the guidance of the Assistant Director of Resources, the Estates Manager is responsible for the management and development of facilities and services that support the core business of The Blue Coat Community to ensure that the most suitable working environment exists for all students, staff and visitors.

The post holder will support the Assistant Director of Resources in planning by focusing on using best practice to improve efficiency, reducing operational costs while increasing productivity.

Areas of responsibility will include:

- estates related procurement and contract management;
- building and grounds maintenance;
- liaising with the school's cleaning service contractor;
- liaising with the school's Health and Safety Co-ordinator to ensure high standards of estate related health and safety;
- security;
- monitoring usage and seeking ways to reduce energy costs

Principal Duties and Responsibilities

Typical work activities will include:

- line management responsibility for the Estates Co-ordinator;
- support the Assistant Director of Resources with planning for future development in line with strategic objectives outlined in the School Improvement Plan;
- supervising and coordinating work of contractors;
- calculating and comparing costs for required goods or services to achieve maximum value for money;
- managing and leading change to ensure minimum disruption to core school activity;
- directing, coordinating and planning essential services such as, energy, security, maintenance, cleaning, waste disposal and recycling;
- ensuring estates and cleaning services meet health and safety requirements and comply with legislation;
- checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies;
- responding appropriately to emergencies or urgent issues as they arise.

The Estates Manager will work under the direction, support and challenge of the Assistant Director of Resources. In this context, the post holder will assist with:-

Leadership

- support and secure the commitment of others to the vision, ethos, direction and policies of the school and promote high levels of achievement in the department;
- support the Assistant Director of Resources in the creation and implementation of Area Improvement Plans and to take responsibility for areas relating specifically to the department;
- support all staff in achieving the priorities and targets of the department;

Leading and Managing Staff

- direct, support and challenge the management of the Estates Team;
- support the Senior Leadership Team in developing a positive working environment;
- lead groups of staff in development activities and work with the Assistant Director of Resources to evaluate outcomes;
- support the appraisal process and use the process to develop the effectiveness of staff within the department;
- provide support to staff as part of an induction process;

Effective Deployment of Resources

- ensure the efficient and effective deployment of staff within the department;
- ensure the effective deployment of other resources within the department;
- support all staff within the department to have responsibility for their own work life balance;
- work with the Senior Leadership Team to establish priorities for expenditure and monitor the effectiveness of the use of resources in the department;
- ensure all department resources are obtained in accordance with approved financial procedures;
- monitor and suggest efficient ways to reduce energy costs within school.

Other

- engage with appropriate training and development opportunities to promote the professional effectiveness of this role.

Person Specification

As a professional, the Estates Manager will:

- have relevant experience of Health and Safety;
- have a clear view of what constitutes effective management of staff and demonstrate practice consistent with the objectives and ethos of the school;
- have the ability to work effectively under pressure;
- have the capacity to manage change in an appropriate, professional manner;
- ensure high levels of teamwork with staff and senior leaders;
- be a role model for staff within the department;
- have the ability to work flexibly as some out of hours work may be necessary;
- have relevant experience, success and interest in:
 - estate management
 - leading, managing and motivating teams
 - working with senior staff
 - deployment of staff
 - providing challenge, support and accountability to ensure high standards

Disclosure
The Board of Trustees are committed to safeguarding and promoting the welfare of students. According to the statutory regulations of safeguarding, the post holder is subject to enhanced disclosure from the Disclosure and Barring Service (DBS) and any other statutorily required checks.
Other
<ul style="list-style-type: none">• This appointment is with the trustees of the school under the terms of a contract signed with the trustees as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.• All employees of The Blue Coat School have a responsibility to comply with school policies and procedures, including those relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.• All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request 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 for disabled members of staff or continued employment for any member of staff who develops a disabling condition.• This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.