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**Job Description**

**Job Title: Estates Manager**

**Responsible to: The Headteacher**

**Salary: SO2 (scp 27 to 28)**

**36.25 hours per week, Monday to Friday (full year)**

**7.30 am to 3.30 pm**

**Ability to work flexibly to meet the needs of the school and attend**

**occasional call outs**

**Main Purpose of Job:**

* To be responsible for all aspects of the School’s facilities management to ensure the safety, security, maintenance and cleanliness of the school buildings and grounds at all times.
* To support the Governors and leadership team to provide effective facilities management of all school buildings and ensure a high quality learning environment for students and staff
* To support the Headteacher and Business Manager with Capital Projects, to ensure they are completed successfully, on time and within budget

**Management**

* To lead, manage and support all premises staff; drawing up individual programmes of work, and monitoring the quality and effectiveness of the work
* To ensure appropriate staffing levels and deployment of staff in all premises related departments. To review staffing establishment with the Business Manager
* To be responsible for the Estates budget - orders, checking of invoices, and keeping records of all site maintenance equipment , tool and supplies
* To monitor the work of external contractors and ensure that work has been carried out to specification, on time and within budget.
* Ensure orders placed for approved site works and services are in accordance with approved procedures, specifications, timescales and that work is supervised and completed satisfactorily.
* To be part of the lettings team to support the premises use by outside organisations and the development of all school facilities for out-of-school use ensuring high level of customer satisfaction.

**Fire and Security**

* Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems
* As primary key holder, be prepared to attend school outside of normal working hours, as and when required
* Ensure staff are aware of security and alarm systems and procedures. Manage contracts in place for security services, and on a site staff rota basis, as a primary key holder, be prepared to respond/attend any emergency call outs
* Test fire alarm call points and sprinkler systems weekly. Undertake regular checks of other fire equipment and maintain the Fire Risk Register

**Health & Safety**

* To be responsible for health and safety inspections and reports ensuring the school complies with all legal requirements on fire safety and other health and safety related matters.
* Ensure that all staff comply with Health and Safety legislation and procedures are continually observed in school.
* To be responsible for all aspects of the premises risk assessments ensuring all necessary risk assessments are completed and checks are in place to meet audit requirements.
* To be responsible for health and safety inspections and reports ensuring the school complies with legal requirements on fire and other health and safety matters.
* Ensure high standards of cleanliness throughout the school, and that the cleaning contract is value for money.
* To ensure the upkeep of playing fields, gardens, all weather surfaces and maintenance of boundaries, footpaths, roads and parking areas around the school premises are fit for purpose
* To liaise with the lead first aider to ensure first aid supplies and equipment are maintained
* To be responsible for the maintenance of all firefighting and fire alarm systems. Undertake the operation and periodic checking of the fire alarm system and equipment as detailed in the Fire Safety log book. To initiate and record regular fire drills.
* To monitor the safe storage and control of any potentially harmful materials and chemicals used within the School and ensure that such materials are appropriately marked and signposted.
* To be responsible for ensuring the safe and efficient operation of all premises related mechanical, electrical, heating services and other plant, including ensuring the completion of all required portable appliance testing. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.

**Site Maintenance**

* To be responsible for an effective Planned Preventative Maintenance Programme for the whole school site
* To manage the hoc maintenance and upkeep of the premises and equipment, including the required safety checks and liaise with contractors as required.
* To draw up maintenance schedules and set routine programmes of work for maintenance, facilities and cleaning staff to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of all school buildings and premises.
* To perform a wide range of work practices and trade skills within the concept of flexible, multi-skilled working
* To determine whether maintenance should be undertaken in-house or by commissioned contract services and to assist in the selection of contract services where appropriate, through consultation with the Business Manager and in accordance with the finance scheme of delegation.
* To liaise with contracting staff, contribute to specifications, monitor and review all premises contracts and services ensuring appropriate administrative processes are followed in accordance with established guidelines
* Maintain the site asset management register

**Additional:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Contribute to the overall ethos/work/aims of the school
* To maintain confidentiality of information acquired in the course of undertaking duties for the
* school
* To be responsible for your own continuing self-development, undertaking training as appropriate
* Support the work of teachers/support staff in running clubs and activities
* To undertake any other reasonable duties, as directed by the Headteacher
* This job description will be reviewed annually and may be subject to amendment at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the school in relation to the post holder’s duties and responsibilities

**Person Specification**

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| **Education/Qualifications/Training**   * Sound educational background including GCSE in Maths & English (A – C) or equivalent * Relevant professional qualifications (facilities management/project management or similar) * Experience of procurement of building contracts * First Aid qualification, or willingness to undertake training * Full driving licence | **Essential**  E  E | **Desirable**  D  D  D |
| **Knowledge/Experience/Understanding**   * Knowledge and understanding of health and safety, and risk management procedures * Experience and knowledge of property management including planned and preventative maintenance and capital build management * Experience of managing a budget * Excellent IT skills, including knowledge of Microsoft Office and Excel | **E**  E  **E** | **D** |
| **Personal skills and abilities**   * Commitment to undertake relevant training; to keep up-to-date and to share knowledge and expertise with other staff * Excellent communication skills at all levels * Ability to use initiative, evaluate information, exercise judgement and demonstrate a practical approach to problem solving * Able to manage change and adapt working practices * Able to devolve responsibilities, delegate tasks and monitor outcomes * Strong interpersonal skills and ability to work individually and within a team * Ability to negotiate with outside bodies/contractors/suppliers * Able to work flexibly and to meet deadlines * Experience of effective staff supervision and management * Calm under pressure, resilient, reliable and committed to inclusive education * Firm commitment to the school and its ethos | **All E** |  |

January 2022