

Tove Learning Trust

Estates & Assets Co-ordinator



Role: Estates & Assets CoOrdinator
Responsible to: TLT Estates & Asset Manager
Based at: One of the trust schools
Hours: 37hrs a week, 42 or 52 weeks a year
Grade: Grade H, Points 14 to21

Job Context

The Trust currently has 15 schools including a central base at one of the schools. The trust has ultimate responsibility for the development and safety of all the school estates although each individual site has a school based site team. The TLT Estates & Assets Strategy Manager (EASM) will oversee all statutory responsibilities relating to the operation , development and strategy of the estates using information collated and provided by this role. There is a central site software solution and outsourced access to Health & Safety professionals.

Key Responsibilities

- To manage the information flow down to schools and up to the Trust management team and Trust Board in relation to the compliance, planning, projects administration connected to managing the estate.
- Maintenance, management & development of the software and systems relating to compliance and Health & Safety monitoring & reporting including data input, extraction, reporting & training.
- Responsibility for the tracking and recording of all capital projects and grants to facilitate smooth reporting information for monthly and year end accounts.
- Co-ordinate the contracts sourced by the central team ensuring they are recorded on a central contracts register and renewed / reviewed in a timely, appropriate and effective way. Share details of these contracts with schools and Headteachers to ensure maximum benefit is obtained.

Job Description

General administration

- 1) Assist EASM with all aspects of monitoring, administration & record keeping for the central trust, including but not limited to, the oversight of the registers & logs relating to:
 - Crime references and incidents
 - Insurance claims
 - Licence applications
 - planning applications
 - Utility administration & contract support
- 2) Manage the standing agendas and minutes for the weekly Estates meetings as required ensuring any forward actions are noted and dealt with.
- 3) Assist EASM with preparation of reports for Trustee meetings. This includes the Estates Manager report, Energy cost analysis, compliance & risk reporting and progress on capital projects.

- 4) Act as first point of contact for estate issues for all schools by phone, email and premises log, and pass them on to the EASM with appropriate speed and priority.
- 5) Oversee all matters relating to RPA Insurance including claims, renewals and queries.
- 6) Support the EASM and CFO with all surveys, returns and requests for information about the estates to the DFE and other external bodies as required including the annual Land & Buildings update.
- 7) Support EASM and CFO with capital reports to Governors and with the reviewing and updating of the trust Business Continuity Plan, Risk Register (for Premises) and other related documentation.
- 8) Maintain the central project log and SCA planning document to ensure easy retrieval of information relating to timescales, costs and refurbishment details of current and past projects as required.
- 9) Arrange the update of CAD plans to reflect the current status on a regular basis and update the capacity surveys as required.
- 10) Under the direction of the EASM, ensure the training matrix is updated and copies kept of all relevant qualifications are obtained from SBM's.
- 11) Review procurement arrangements to ensure the most appropriate routes to market and that frameworks are effectively utilised.
- 12) Review estates KPI's and undertake benchmarking to ensure we are achieving best value and optimum efficiency.

Software, Compliance and Health & Safety

- 13) Overview the schools individual schedules for Fire Risk Assessments and remedial works to ensure the trust is complying with all statutory requirements.
- 14) Overview the schools individual Asbestos Register and Asbestos Management Plans to ensure the trust is complying with all statutory requirements.
- 15) Overview the schools Legionella and water testing arrangements to ensure the trust is complying with all statutory requirements.
- 16) Lead on the compilation, retention and maintenance of correct statutory Health & Safety inspections and documentation relating to all the individual sites as set out by the EASM.
- 17) Arrange trust wide inspections, visits or services as required with external contractors and obtain best value, following the trust procurement policy.
- 18) Gather information from selected contractors including copies of insurance, DBS, safety plans etc and retain them in the central folder.
- 19) Manage the implementation and data population of the CAFM system and embed fully across all schools.
- 20) Become the Superuser of the selected CAFM system and provide training or assistance to others as required.
- 21) Enter core data from each school site onto the central system to aid easy retrieval as required including the communication to Trustees via regular reporting.
- 22) Develop the Asset management side of the system and ensure all key assets are linked to inspection schedules and maintenance instructions.
- 23) Assist the EASM and SBM's with the population of the system in relation to Condition Surveys and maintain the information as works are carried out.
- 24) Update the google drive or other software with the annual premises contracts and term maintenance schedule updating with order numbers, invoices, costs and visits as appropriate.
- 25) Obtain quotations on the above prior to budget setting in order to ensure best value and inform the EASM in good time.

Capital Projects Administration

- 26) Keep a record of all capital income and grants and work with the central finance team to reconcile the capital accounts on a regular basis.
- 27) Raise appropriate estate wide orders for the central team and sign off invoices for processing by the finance team.
- 28) Track and arrange sign off for orders and invoices for significant projects happening at school level that will have an impact on the capital budgets.

Central Contract Management

- 29) Support central team colleagues with the comprehensive register of central contracts procured on behalf of the trust. This may span IT, Finance, HR and other support services.
- 30) Collate, maintain and monitor the contract register to alert colleagues in good time for renewal or termination.
- 31) Gather appropriate information around the services, costs and scope of the services and commence the appropriate route to market.
- 32) Communicate any choices, support with task groups and lead on the co-ordination of administration.
- 33) Work with other central colleagues to create a comprehensive list of services, how to access them and how to measure impact then communicate this to the service users, usually the SBM's or Headteachers.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.