



## Job Description

# Estates & Facilities Manager

School: Thornden

**Salary:** HCC Pay Scale E (FTE £30,859.00-£33,951.00) depending on experience

**Hours:** 37 hrs a week, Monday to Friday, Daily working hours are negotiable for the right person

**Contract:** Permanent

**Working weeks per year:** 52 weeks a year

**Responsible to:** Rob Collar, Deputy Head Teacher

**Start date:** July / August 2024

### Principle Responsibilities

- To lead the estates and facilities function across the school, including direct line management of a team of site assistants and cleaning supervisors.
- To manage, maintain and develop the physical resources on site to optimise use for staff, students, and the community.
- To support the Senior Leadership Team and the Senior Finance Lead in their role in relation to the management and monitoring of the repairs and maintenance budget.
- To support the Senior Leadership Team and the Trust Estates Lead in their role in relation to the strategical running of the estate and successful delivery of all capital projects.
- To consistently promote a positive H&S culture across the school and be the school representative on the Trust Health and Safety Committee, helping to shape H&S policy across the Trust.

### Main Duties:

- To commission minor works from approved suppliers within the approved delegated budget.
- To ensure that any projects which do not come within the approved delegated budget are raised with the Senior Leadership Team to ensure they are correctly procured and reflected on the risk register.
- Responsibility for the control of keys across the school, including maintaining a register of keys issued and a key log.
- To monitor the condition of furniture, fittings and buildings, grounds, and environments, and to draw up schedules of repair, maintenance, and decoration with support from the Senior Leadership Team.
- To ensure all estates, facilities & health and safety paperwork is kept secure and up to date and is easily accessible for audit purposes.
- Responsibility for providing HR and School Administration Team with DBS letters of assurance for any contractors working on the site.
- To communicate with the subcontracted cleaning team regularly and raise any concerns as necessary with cleaning contractor.

- To proactively take ownership of school energy and take a proactive approach to ensuring that Trust Energy Strategy is adhered to.
- To take ownership of submitting energy meter reads via the online portal and ensuring these reads are logged on the central spreadsheet and monitoring any inconsistencies in reading.
- To oversee and undertake minor repairs in house where possible, always ensuring full H&S compliance.
- To create and maintain a small item asset management system.
- To engage with the Trust Finance system purchasing portal, to raise purchase orders and log goods receipts for work done when appropriate and within the delegated budget.

### Health and Safety:

- To carry out/oversee risk assessments and policies related to the operational, daily H&S work of the school, and ensure this fits within wider Trust policy.
- To ensure all items such as asbestos registers, fire risk assessments, EICRs, PAT Testing, Preventative Maintenance schedules are up to date and maintained.
- To ensure that all fire systems are regularly maintained and tested, appropriate records kept, and all related policies and procedures reviewed and updated regularly.
- To schedule appropriate fire and lockdown drills in coordination with SLT, and to take a proactive role in leading the response in these situations.
- To ensure that all estates staff H&S training records are kept up to date.
- To work with Trust appointed H&S Advisor on ad-hoc basis to ensure full site compliance.

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.