

Diocese of Chelmsford Vine Schools Trust

Job Description -Estates and Facilities Manager

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| Reports to: | Director of Finance & Operations |
| Arrangement | Full time 37 HoursAll year round (including school holidays) 26 days annual leave.Working Hours: to be confirmed at interview  |
| Location | The Vine Schools Trust Diocesan Offices 53 New Street Chelmsford Essex CM1 1ATThe role will require frequent travel between the trust schools’ sites |
| Salary | Scale 12 points 43-48 depending on experience  |
| Main Purpose | To lead the implementation of an estates strategy and to manage all aspects of theSchools’ properties including upkeep, care, maintenance, security, health and safety andfacilities management in line with statutory and regulatory requirements.To Develop an estates management plan for refurbishing and remodeling all trust estate.To work closely with the trusts professional building advisors and appointed contractors.To hold to account the catering and cleaning staff/service through business KPI’s inorder to ensure effective delivery of services to trust schools.To lead, support and develop site teams across the TrustTo provide support and advice to the CEO & DFO |
| Main Activities | **Strategy*** Provide strategic advice to the Trust Central Team and Trust Board on issues relating to

 Health & Safety and statutory compliance.* To strategically oversee the safety and security of all schools within the MAT working

 closely with the schools Headteachers and school admin.* To monitor, review and devise new systems and procedures to improve efficiency and

 meet/maintain quality standards* Complete all statutory returns relating to estates and facility management in liaison

 with the Director of Finance & Operations * Write and oversee the estates 3–5-year management plan based on the estate condition surveys
* Source and be responsible for monitoring the quality and specification compliance of

 the cleaning services to include liaising with the contracted service providers and/or direct management and supervision of Trust staff delivering such services* Provide advice to Head teachers on statutory compliance for catering
* Lead on bids for capital funding including Condition Improvement Fund
* To manage all Site and H&S budgets, including the writing of action plans and budget

 bids, taking responsibility for procurement (ensuring best value), tendering and supplier management.* Perform due diligence checks and create reports on any potential schools who may

 join the Trust in the future.* Monitor Site team’s performance and ensure internal compliance and H&S audits are

 carried out regularly which are shared with all stakeholders* To assist/manage the design and build of new projects from minor works to major

 projects.* To develop strong and positive working relationships with school staff and contractors

 to maximize the potential of the estate and its development* To advise and support the Chief Executive office and Trustees on the long-term capital

 strategy* Ensure that the estate buildings are suitable for the curriculum to be delivered to all

 Pupils.* Ensure sustainability and eco-friendly ideas are considered with all aspects of estates

 and facility management* Ensure that buildings keep pupils and staff safeguarded and secure.

 Implement and test the Trust Critical incident and business Continuity plan.* To develop and maintain H&S Policies and other relevant policies.

**Buildings and Site*** Liaise with all relevant bodies, DFE, ESFA and the Local Authority in the planning and

 programming of projects.* Ensure all projects reflect the needs of the Trust and achieve value for money and are

 compliant with procedures and financial regulations.* Co-ordinate works carried out to determine design detail specification and estimates

 prior to approval. Prepare reports for submission to Trust board, presenting/reporting as necessary* Control tendering procedures for authorized schemes and prepare necessary reports

 for submission to the appropriate authority.* To manage & monitor the performance of contracts and record performance against

 specified standards and KPIs* Draw up and monitor the Asset Management Plan
* Be responsible for medium- and long-term plans and maintenance schemes
* Lead on assessment of future improvement and maintenance needs, and developing

 medium/long-term plans to deliver value for money* Ensure the maintenance of work/inspection and testing schedules, standard operating

 procedures for all maintenance works, inspection and testing of plant, equipment, tools, facilities, vehicles etc. Ensure all estates and facilities paperwork is kept secure and up to date.* Working in conjunction with the CEO, DFO and Headteachers to plan work

 programs, agree budget priorities, and prepare maintenance and capital expenditure plans* Review and make recommendations to the Trust with regard to the Trust’s Energy

 Procurement.**Health & Safety*** To ensure sites are managed proactively, all activities undertaken and works carried

 out align fully with all relevant health and safety legislation.* To ensure appropriate safeguarding, DBS certificate checks, RAMS, and contractor

 safety checks are carried out before work starts on trust estate.* To ensure actions from audits and H&S meetings are delivered operationally whilst

 liaising closely with any relevant bodies.* To regularly manage, devise, review, and update site-based risk assessments, develop

 appropriate action plans to mitigate potential hazards and communicate updates to staff.* To oversee all mechanical and electric equipment and systems ensuring they are

 maintained, tested, and serviced in accordance with health & safety legislation and recommended practices and that appropriate records are kept.* To write and maintain a business plan for all catering equipment that sets a clear

 timeline, linked to the trust financial plan for maintenance and replacement of key equipment.* To be responsible for the management of asbestos across all sites, ensuring that the

 control of asbestos regulations 2012 and the management of asbestos in school is complied with* Undertake H&S inspections and work with the Site Teams to devise school based

 action plans* To be responsible for managing all aspects of health and safety matters within the

 Trust including the Trust risk assessments, Trust risk register, health, and safety policy, fire safety and emergency planning* Responsible for the development, implementation, monitoring and evaluation of Trust

 health and safety plans to ensure legal compliance, including health and safety strategic development and staff training* Ensure general and specific risk assessments are carried out and recorded in line with

 all health and safety requirements and that a culture of positive risk management is embedded across all areas.* Ensuring that accident/near miss incidents are effectively investigated and reported

 and those accidents are collated to view trends* Prepare and maintain fire risk assessments, fire evacuation testing and testing of fire

 equipment* Ensure Trust and non-Trust personnel are fully aware of all fire safety procedures
* Development of personal emergency evacuation plans (PEEP) for people with

 disabilities* Ensure the reporting of all RIDDOR to the HSE and accurate RIDDOR records are

 maintained.**Security & Access*** Ensure appropriate critical incident plans are in place and fully understood by staff.
* Ensure all sites are appropriately alarmed and monitored by external monitoring.
* Be responsible for the development and management of appropriate measures for the

 security of the Trusts sites and buildings and the prevention of theft or damage to Trust property* In the event of loss ensure all RPA requirements are carried out fully
* Ensure regular audits of each site are undertaken and any potential risks have been

 reported to the DFO and Headteacher* Report to the DFO on all loss of assets

**Strategic Leadership across the MAT*** Ensure that all policies and procedures are fit for purpose, in date and followed by

 yourself, team, and staff working across the MAT.* Deliver first class training to your department and appropriate training to meet the

 needs of the Trust and its schools.* Conduct Performance Management reviews of all department staff.
* Facilitate and lead regular network meetings for your department.
* Understand that you are a senior member of the Trust and as such be exemplary

 role model for all other staff.* Be actively involved in shaping the future direction of the MAT, contributing to and

 driving the Trust’s vision.* Be a proactive contributor to MAT Central Team meetings.
* Take ownership with other departmental leads on the Trust risk register, Trust Strategic

 Plan and all other action plans for the Trust where appropriate.* Ensure that there is effective communication with other departments and schools

 across the MAT, both at a strategic level and functional day-to-day level.* Ensure effective financial management, meeting the needs of audit whilst realizing cost

 savings wherever possible.* Effectively support and hold to account staff within your department where the need

 arises following relevant HR procedures.* Be on call in any emergency to support the team in need.
* Be strategic in responding to incidents, working with other senior leaders under

 pressure: you will be able to prioritize effectively when there are conflicting demands. |
| Skills | * Interpersonal, relationship building and networking skills.
* Procurement and negotiation skills.
* The ability to multitask and prioritise your workload.
* Time management skills.
* Project management skills
* Research skills and ability to draw information from various sources.
* Keeping to budget
* IT skills
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| Additional | * To play a full part in the life of the trust community, to support its distinctive

 Christian ethos and to encourage and ensure staff and students to follow this example * Operate with the limits of the trusts Financial Procedures regulations.
* Must have a clean driving license
* Any other duties as directed by the DFO & CEO
* Developing and understanding of trust policies and procedures,

 complying with their contents and raising concerns in a timely manner* Actively participating in the Performance Management processes with in the trust
* Identify personal training needs and participate in training and

 performance development whenever required* Be aware of, support and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the trust
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* To undertake any other duties appropriate to the grade of the post.
* In addition to the above the post holder must be committed to

 safeguarding and promoting the welfare of children and young people* The duties above are neither exclusive or exhaustive and the post holder may be required by the CEO/DFO to carry out appropriate duties within the context of the job, skills and grade.
* Job descriptions are subject to annual review
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Person Specification

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|   | Essential/Desirable |
| Educational Qualifications1. Educated to a degree standard or equivalent2. Management and/or Facilities related qualification(s)3. NEBOSH General Certificate or equivalent (L3 C&G NVQ in Health & Safety or NRRQ Certificate in Applied Health & Safety)4. IOSH or ROSPA approved COSHH training certificate5. IOSH or ROSPA approved asbestos awareness training certificate6. Member of IOSH at Associate / Technical Level | DEDDDD |
| Experience7. Experience of managing a facilities service8. Experience of managing staff9. Building maintenance10. Budget management11. Experience of Emergency planning and Contingency12. Procurement Management13. Drafting and contribution to the development of policies,procedures and work practices.14. Advising on legislative compliance15. Project Management | EEEEEEDEE |
| Knowledge16. Service delivery17. Facilities management18. Building systems and Security Management19. Energy management20. National Acts of Government and Policy in the facilities setting21. Facilities role within the safeguarding agenda | EEEEED |
| Skills22. Resource management & strong problem-solving skills23. IT skills24. Use of Data management databases25. Strong organisation and administration skills | EEEE |
| Personal qualities26. Excellent communicator27. Proactive and positive outlook | EE |
| Equal opportunities28. To be sensitive to any matters relating to discrimination and take Positive steps to ensure that equality of opportunity is provided to all. |  E |