

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 Hours  All 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 1AT  The 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 the  Schools’ properties including upkeep, care, maintenance, security, health and safety and  facilities 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 Trust  To 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 |
| 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 |

Person Specification

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|  | Essential  /Desirable |
| Educational Qualifications  1. Educated to a degree standard or equivalent  2. 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 certificate  5. IOSH or ROSPA approved asbestos awareness training certificate  6. Member of IOSH at Associate / Technical Level | D  E  D  D  D  D |
| Experience  7. Experience of managing a facilities service  8. Experience of managing staff  9. Building maintenance  10. Budget management  11. Experience of Emergency planning and Contingency  12. Procurement Management  13. Drafting and contribution to the development of policies,  procedures and work practices.  14. Advising on legislative compliance  15. Project Management | E  E  E  E  E  E  D  E  E |
| Knowledge  16. Service delivery  17. Facilities management  18. Building systems and Security Management  19. Energy management  20. National Acts of Government and Policy in the facilities setting  21. Facilities role within the safeguarding agenda | E  E  E  E  E  D |
| Skills  22. Resource management & strong problem-solving skills  23. IT skills  24. Use of Data management databases  25. Strong organisation and administration skills | E  E  E  E |
| Personal qualities  26. Excellent communicator  27. Proactive and positive outlook | E  E |
| Equal opportunities  28. To be sensitive to any matters relating to discrimination and take Positive steps to ensure that equality of opportunity is provided to all. | E |