

Job Description

Estates and Premises Manager

Job Title: Estates and Premises Manager

Reports To: Principal and Senior Estates Manager

Main purposes of the job

- Carry out operational activities of the Trust inclusive of Real Estate / Premises, Health & Safety, Security, Procurement and Facilities Management ensuring that the Trust delivers compliant services to operational excellence standards.
- To provide an onsite presence and carry out the duties required to support team in the delivery of Services to the Avanti Schools.
- Supporting role in developing the future operational requirements of the Trust, ensuring operational business planning meets the need of the strategic Trust expansion plans and that investment and expenditure is proven value for money leveraging economies of scale across the Trust.

Responsibilities and Roles

1. Keeping premises, grounds and car park tidy, swept and free of leaf and litter accumulation and ensure hard surfaces are free from weeds, including providing an emergency ad hoc response in the event of adverse weather conditions to undertake snow clearance and gritting. Keeping external rubbish bins emptied.
2. Receiving incoming goods and mail, receipting, sorting and ensuring correct distribution and dispatch. This does not include specialist equipment which should be organised by the responsible department.eg art displays, IT deliveries, Science chemicals, exam and confidential papers etc.
3. Setting up of all scheduled room layouts, equipment and the setting up during open evenings and weekends.
4. Providing janitorial duties, including ensuring sufficient consumables, materials and equipment are available to support the delivery of Services, in particular cleaning.
5. Monitoring of car park at specified intervals, ensuring that only authorised users (from the list provided by the School) are parked. Ensuring that gates and entrances are kept clear, supervising car parking during Additional School Periods when required.
6. Assisting in ad hoc cleaning to deal with spillages etc. in conjunction with the cleaning staff when available.
7. Carrying out minor maintenance and handy person duties which include fabrics and redecorations (paintings).
8. Ad-hoc duties such as moving furniture/equipment/goods around the site. Moving heavy goods after appropriate training and with due attention to Risk Assessment.
9. Ensuring the delivery of robust periodic HSE audits in the schools.
10. Identify and evaluate HSE risks and to provide recommendations to Trust Exec & Management teams to avoid, mitigate, or reduce the potential impact of these risks to the business.
11. Security activities covering the unlocking and locking of the School premises, setting/un-setting intruder alarms, patrolling the site at regular intervals, reporting intruders on site and responding the security incident callouts as directed by the Senior Premises Officer.

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12. Completing weekly fire alarm tests and assisting with the organisation of fire drills, etc. Providing the agreed response to emergency alarm activations and to fulfil the duties as required in the School's fire emergency plan.
13. Opening and locking up for evening lettings, weekends and during school holidays. Additional school periods and participating in the emergency call out rota.
14. Assist the Senior Estates Manager in the implementation of service standards, KPI's and reporting for the Estates and Premises operational functions.
15. To undertake such other duties appropriate to the level and character of work as may reasonably be required within the Department / Service. Significant permanent changes in duties will require agreed revisions to be made to this Job Description.
16. Manage the Accident reporting logs and assist with first aid where required.
17. Be point of contact for all Estate related matters, represented the standard of the Trust.
18. Ensuring that all procurement is made in line with budgetary levels.
19. Action Purchase Orders in a timely fashion, undertaking stock checks and record keeping.
20. Where required, manage junior staff and apprentices. Manage all contractors according to SOP.
21. Highlight areas for self-development and ensure training is requested from Trust.

Person Specification – Estates and Premises Manager

Skills and Abilities	Essential	Desirable	Assessed By
Good communication and interpersonal skills.	√		Application/Interview
Full, clean driving licence.	√		Application/Interview
Craft skills e.g., plumbing, electrics, decorating.	√		Application/Interview
Good written, verbal, ICT and technical skills.	√		Application/Interview
Ability to work with minimal supervision.	√		Application/Interview
Good organisational skills- ability to meet deadlines and make decisions in emergencies.	√		Application/Interview
Willingness to undertake personal development and training.	√		Application/Interview
Flexibility – prepared to work some hours outside normal working hours.	√		Application/Interview
Ability to relate well and form good working relationships with staff, governors and pupils.	√		Application/Interview
Ability to maintain accurate records.	√		Application/Interview
Ability to fault find and resolve.	√		Application/Interview
Excellent self-management, to include time management, working under pressure and to deadlines.		√	Application/Interview
Commitment, drive, innovation and integrity.		√	Application/Interview
Understanding of the Trust ethos, values and vision.		√	Application/Interview
Commitment to professional development, learning and development to improve own practice/knowledge.		√	Application/Interview
Qualifications and experience			
NVQ Level 2 or equivalent in Numeracy and Literacy. Working experience of ICT packages (e.g., MS Office, internet, intranet, E-mail), Knowledge & use of mobile devices.	√		Application/Interview
Previous experience in a caretaking role including repairs and maintenance	√		Application/Interview

Experience of line management and staff development. Management of external contractors.	√		Application/Interview
Previous experience of working in an educational establishment.		√	Interview
NEBOSH or IOSH Certificate in Environmental management, Legionella Prevention, Fire Marshall, Safeguarding Training, Working at Heights, Risk Assessor, PAT testing.		√	Application/Interview
Team leadership		√	Application/Interview
Knowledge			
Understanding of the context in which schools are working.	√		Application/Interview
Understanding of Health and Safety and security issues.	√		Application/Interview/Test
Ability to understand and apply school policies related to the post, including those that relate to pupil's safety.	√		Application/Interview
General knowledge of building maintenance procedures and relevant skills.	√		Application/Interview

***Evidence Key:**

A = Application Form I = Interview T = Task/Test