



**St Ralph
Sherwin**
Catholic Multi Academy Trust

Estates Area Manager Job Description

The St Ralph Sherwin Catholic Multi Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to: Estates Director

Grade and Salary: Band 6 SCP 25 – 29

Contract type: Full time, Permanent

Hours of work: 37 hours per week over 52 weeks per year. *Core hours are Monday to Friday but due to the nature of the role, the postholder is expected to attend out of hours emergency calls and be on call at weekends on a 7-week rota.*

Location: The postholder will be required to work closely with Trust Academies and will be based at different Academies throughout the week but will be required to work over multiple sites within regional hubs.

Job Purpose

To take day-to-day responsibility for the provision of efficient and effective caretaking support to the Academies, under minimum supervision, across the region. Conducts some planning and reporting of estates activities and may manage others. Responsibilities may include developing and managing delivery of the asset management plan, management of estate projects, managing health and safety compliance, and managing estates staff.

Strategic estate management

- Helps to develop the estate vision, strategy and asset management plan to support the organisation's needs and requirements
- Manages the programming and delivery of activities identified in the asset management plan
- Manages the allocation and procurement of resources to undertake all estates related activities
- Supports the assessment and analysis of data to ensure all space is used effectively and identify opportunities for improvement



- Supports the development, promotion and implementation of strategic estate management within the organisation
- Monitors, collects and assists in producing information for reporting to senior leadership and governing body

Planning and organising your estate resources.

- Helps define roles and responsibilities, reporting lines and levels of authority within the organisation's leadership and governance structure
- Ensures that governance rules and procedures are followed at the operational level in line with the organisation's objectives and industry and regulatory standards
- Identifies capital budget requirements to align with strategic plan priorities
- Prepares financial data to inform revenue budget planning
- Ensures that all budget submission deadlines are met
- Supports investment need forecasting for the short, medium and long term
- Supports the implementation of effective budgeting policies and procedures
- Supports the delivery of asset management plan and ensures updates are undertaken to budgets and key priority projects based on up-to-date data
- Uses control and governance procedures and practices appropriately to ensure operatives use resources efficiently and keep wastage to a minimum

Understanding and managing your land and buildings

- Is responsible for ensuring staff and third parties, such as contractors and specialists adhere to set processes, practices and procedures relating to legal interests and other restrictions when managing and operating the estate
- Manages relationships with stakeholders based on accurate and up-to-date knowledge of legal interests held by the school and others
- Provides support to leadership in capturing and ensuring key documentation relating to legal interests and restrictions is effectively obtained, stored and continuously kept up to date and accurate through asset registers and database systems
- Oversees the delivery of maintenance and sufficiency plans
- Identifies and prioritises work against need and budget
- Identifies any potential risks and issues with forward planning of works and budgets
- Undertakes analyses of proposed works and ensures these align with budgetary constraints and priorities
- Ensures robust data management processes are in place to capture an accurate picture of the condition of the estate
- Reviews and updates data management processes and communicates across estate team to maintain compliance
- Undertakes regular reviews of condition, compliance and sufficiency data to understand estate and formulate plans for both condition and sufficiency
- Produces reports in required formats



Procurement and Performance management and sustainability

- Pursuing collective buying opportunities
- Oversees and promotes good practice operation and maintenance of the estate, across facilities and risk management systems
- Updates performance delivery records on a routine basis
- Promptly identifies negative trends in performance
- Manages staff responsible for delivery of estate performance, reporting and auditing
- Regularly reviews building operations to identify opportunities for improvement
- Actively supports site users in understanding how to reduce energy consumption, minimise waste and enable cost-effective recycling
- Manages and maintains systems and resources to provide routine information on consumption of utility supplies and waste outputs across the estate
- Monitors safety in use of new energy-efficient and wastehandling practices.
- Manages delivery of planned works to reduce waste
- Ensures correct documentation and training is in place to enable buildings and assets to be operated and maintained as intended
- Promotes sustainable use measures to building/site users
- Undertakes data management activities to evaluate the delivery of efficiencies across the estate
- Promotes adherence to good estate management for schools' guidance

Maintaining your estate

- Conducts and records termly premises inspections, arranging works for high priority items
- Oversees the delivery of planned preventative maintenance and reactive maintenance within time and budgetary, time and health and safety requirements
- Raises awareness of strategic plan and budget requirements to maintenance personnel
- Manages the operationalisation of lifecycle plans for assets that ensure best value for money
- Operationalises the strategic asset maintenance plan
- Makes suggestions to inform and improve strategic decision-making and budget planning
- Obtains and reviews relevant compliance, maintenance and operational data that will support and inform future investment and prioritisation
- Ensures all operation & maintenance (O&M) manuals and wider documentation is in place to ensure buildings and assets are operated and maintained as intended
- Monitors and manages the delivery of compliance, inspection and maintenance services across planned and reactive works in line with regulatory, statutory and site security requirements
- Manages compliance, inspection and maintenance service contractors to ensure they meet expected performance standards
- Coordination, review and management of contractor quotations where applicable for compliance, inspection and maintenance services to keep buildings safe, warm and compliant



- Updates systems to measure delivery and effectiveness of maintenance regimes
- Supports the accurate and timely completion of risk registers for any works undertaken on site
- Raises awareness among maintenance staff of updates to statutory, regulatory and site security compliance requirements affecting the school estate

Managing your estate projects

- Supports the development of project briefs, engaging relevant stakeholders as appropriate
- Identifies, addresses or escalates any concerns as appropriate
- Manages projects in line with statutory requirements and budgetary constraints
- Ensures projects are planned to minimise impact on school operations
- Records all risks and issues with mitigations
- Ensures there is appropriate and regular engagement with all stakeholders

Health and Safety and compliance

- Promotes a zero-tolerance culture of health & safety/compliance breaches and safe channels to report concerns
- Manages the implementation of health & safety and premises compliance policies and planning
- Facilitates training and refresher sessions on health & safety/compliance
- Procures and manages any health and safety related contracts and support services
- Manages and monitors health and safety standards across the organisation
- Ensures own and others' actions reduce risks and comply with health & safety compliance requirements, actioning or escalating concerns as appropriate
- Collects and collates risk information for reporting and escalates any hazardous situations or defects in premises or equipment
- Ensures appropriate risk assessments are in place for all departments
- Undertakes training and refresher sessions on the actions required to ensure statutory and regulatory standards and applies learning on an ongoing basis
- Informs and implements an action plan to ensure all statutory and regulatory standards will be met in accordance with required timescales
- Supports the development and production of management reports on health & safety and premises compliance
- Supports procurement of technical expertise to ensure statutory and regulatory standards are met
- Reviews records, actions any issues or gaps and escalates any failings
- Promotes and advocates a safe culture of working across the organisation



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Wider Responsibilities

- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the Estates Director.
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Cover for other colleagues at the direction of the Estates Director.

The St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



Estates Area Manager Person Specification

A Training and Qualifications	Essential	Desirable
Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in Mathematics and English		Y
Degree, HND or equivalent qualification in a relevant discipline or relevant experience at this level		Y
Evidence of commitment to continuing professional and personal development of self and others	Y	

B Experience	Essential	Desirable
Experience of working in a management/operational role.	Y	
Experience of working in a business support role for an academy		Y
Experience of facilities management, including planning and implementing maintenance/capital build projects, preferably in a school/academy/Trust	Y	
Experience of managing the provision of soft services including catering and cleaning		Y

C Professional Knowledge and Skills	Essential	Desirable
Ability to manage a varied and complex workload as well as delivering to timescale	Y	
Excellent verbal and written communication skills		Y
Excellent planning, organisation and negotiation skills	Y	
Experience in managing programme of works and monitoring performance against agreed time and cost targets		Y
Experience of planning, prioritising and scheduling estate activities and producing a clear, documented action plan, minimising impact on the school operation		Y
Understands the organisation's long-term priorities and objectives, and how the estate supports these needs		Y



Experience of managing programme of works, maintaining asset management plan, and undertaking annual reviews		Y
Experience of ensuring appropriate escalation and delegation with clear accountabilities across the organisation		Y
Experience of implementing and overseeing effective risk management systems that align with governance arrangements	Y	
Understands how to work with condition and wider estate and cost data to monitor and update asset management plans and priority project lists	Y	
Knowledge of financial policies and procedures and how they drive value for money and waste reduction across the organisation		Y
Ability to be rigorous in questioning whether enough is being done to drive financial efficiency and waste reduction		Y
Experience of managing works and services contracts to ensure performance expectations are met.	Y	
Good knowledge and experience of suitable procurement routes for services, works and supplies		Y
Can identify when deliverables and/or services derived from a commercial arrangement are not being delivered to the required level of quality or standard and take appropriate action	Y	
Ability to manage business disruption and protect people/premises in an emergency		Y
Ability to review business continuity and emergency plan and identify and mobilise competent, qualified and experienced personnel and external parties to support with key roles and actions		Y
Experience of developing and working with asset registers and database systems for estate management documentation based on the legal interests and restrictions across the estate		Y
Experience of developing and implementing organisational policies, practices and procedures with regards to legal interests and restrictions across the estate		Y
Experience of resource and budget management		Y
Experience of collecting accurate data for the effective management of the estate	Y	
Good IT skills and ability to work with estate database systems for monitoring, uploading and managing documentation		Y
Detailed understanding of the efficient use of buildings and systems to achieve energy efficiency		Y



Experience of implementing and monitoring energy efficiency and waste-handling practices		Y
Good knowledge of statutory compliance and effective building maintenance	Y	
Promotes and encourages efficient use of buildings to all users of the estate		Y
Detailed knowledge and understanding of health & safety legislation, premises related statutory compliance requirements, corporate standards and best practice	Y	
Ability to effectively communicate and engage with various internal and external parties regarding health, safety and compliance matters		Y
Awareness of the importance of condition surveys and other available information in maintaining the estate		Y
Experience of managing the delivery of preventative maintenance and reactive maintenance within budgetary, time and health and safety requirements		Y
Experience of managing external contractors and taking appropriate action when issues arise	Y	
Knowledge and experience of project management systems and tools		Y

D Personal Attributes	Essential	Desirable
Willingness to support Catholic life across the Trust	Y	
Demonstrate emotional resilience	Y	
Ability to self-evaluate and reflect	Y	
Be able to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	



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E Safeguarding	Essential	Desirable
Understanding the responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	