



Job Description

Estates Coordinator

Reporting to	Compliance Manager/ Trust Director of Estates
Salary/Grade	Grade 14

Purpose	<p>To coordinate repairs and cyclical maintenance across the Wessex Learning Trust Estate to provide quality, safe estates where people are proud to learn and work.</p> <p>To effectively coordinate the workflows of caretakers and facilities services operatives across the Trust, optimising the use of their skills and time.</p> <p>To effectively coordinate external contractors to ensure estates compliance and achieve best value, while consistently delivering exceptional customer service.</p>
Key Responsibilities	<p><u>Repairs</u></p> <ul style="list-style-type: none"> • Monitor reported repairs on 'I am Compliant' system and communicate with the school/setting to inform them of when repairs will take place. • Ensure data and information is correctly logged on appropriate systems. • Allocate and schedule repairs with caretakers, facilities services operatives and external contractors. • Supply caretakers, facilities services operatives and external contractors with a 5-day rolling repair schedule of works using a Microsoft excel format or outlook calendar. • Coordinate the purchasing of materials. • Coordinate any work requiring further attention, following the initial repair. • Inform the Senior Site Manager if jobs are not being updated/logged correctly. • Coordinate all parties to ensure a smooth and efficient service. • Report any substantial health and safety issues to the Senior Site Managers, or issues which are unable to be rectified imminently. • Take calls on emergency repairs. <p><u>Cyclical Maintenance</u></p> <ul style="list-style-type: none"> • Coordinate caretakers and facilities services operatives' diaries. • Arrange access to the school/setting for work to take place (often in school holidays). <p><u>Compliance</u></p> <ul style="list-style-type: none"> • Arrange and schedule external contractors to complete compliance tasks working with the procurement manager to get best value for all schools/settings in the trust. • Coordinate remedial works following compliance surveys and inspections. • Communicate with the schools/settings operations teams to let them know when visits are taking place. • Upload documentation onto 'I am Compliant'.

Other

- First point of contact on the phone for estates enquiries.
- Produce reports for the finance team regarding any recharges to school budgets.
- Raise requisitions/purchase orders for estates works
- Initial processing of invoices for estates works
- Run and monitor appropriate reports to ensure targets are being achieved and operatives are fully utilised.
- Complete estates administration as required as part of the role and for the Estates team.
- Participate in learning and development activities that develop personal effectiveness and assist in improving compliance and performance in the role.

The Trust recognises that the following skills are required for this post:

Relating to others

- *Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others.*
- *Team working: the ability to work with others to achieve shared goals.*
- *Understanding others: the drive and ability to understand others, and why they behave like they do.*

Reflecting

- *Reflect on personal and professional development.*
- *Be aware of your own skills of self-management as regards time and prioritising workload.*

Inspiring

- *Be able to inspire staff and pupils with the highest standards and expectations.*

The post holder will be based at Wessex Learning Trust Headquarters in Cheddar but will be expected to travel to other Wessex settings, as necessary, therefore a driving licence is essential. Mileage will be paid accordingly.

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.

Estates Coordinator – Person Specification

	Essential (E) Desirable (D)
QUALIFICATIONS	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
EXPERIENCE	
Experience of working in school or similar environment	D
Experience in scheduling repairs	D
Awareness of estates compliance tasks	E
Awareness of health and safety procedures and what is required to complete repairs task safely i.e. manual handling, working at height, asbestos rules.	E
SKILLS	
Skilled in Microsoft Word and Excel	E
Ability to use initiative and prioritise work to meet organisational needs	E
Skilled at working under pressure to meet deadlines whilst maintaining a calm and professional manner	E
Able to work collaboratively and take instruction	E
Strong interpersonal and organisational skills Confident communicator with the ability to build credibility, trust and respect	E
PERSONAL QUALITIES	
High professional and personal standards	E
Enjoy working as part of a team	E
Work on own initiative and have a pro-active approach to problem-solving	E
Respect for young people and their needs and passionate about enhancing opportunities	E
Demonstrates resilience, high level of motivation and 'can do' attitude	E
Advise and develop practical solutions to address issues that impact the effectiveness of a project	E
OTHER	
Comply with safer recruitment checks including enhanced DBS	E

Signature (employee):	
Date:	
Signature (line manager):	
Date:	