



## DEVONPORT HIGH SCHOOL FOR GIRLS

### JOB DESCRIPTION

### ESTATES MANAGER

<b>Job Title:</b>	Estates Manager
<b>Scale:</b>	Grade F, Points 22-25
<b>Hours:</b>	37 hours per week, All Year Round.
<b>Responsible to:</b>	Director of Finance and Resources
<b>Responsible for:</b>	Site Assistants, Cleaning Supervisor, Catering Manager and Mealtime Assistants
<b>Job Purpose:</b>	To ensure a safe working and learning environment in accordance with relevant legislation. To be committed to the highest operational standards for the premises and grounds, and to be proactive in achieving such standards of excellence, taking direct and personal action when appropriate and necessary.

#### Duties and Responsibilities:

1. Ensuring compliance with relevant legislation and school policy in all aspects of health and safety, including asbestos, COSHH, fire, security, electrics. Maintaining appropriate records.
2. Proactive management of the school site and grounds, ensuring they are maintained to a high standard and in a safe and healthy condition.
3. Creation and maintenance of a rolling premises development plan with clearly identified priorities, timescales and estimated costs.
4. Line management of the premises staff, ensuring continual coverage within specific times during both term time and school holidays. Carrying out performance management and ensuring that staff receive appropriate and adequate induction and training.
5. Ensuring the operational effectiveness of the school lunchtime, including the line management of the mealtime assistants, that the catering provision is adequately resourced and equipment maintained. Monitoring the food service and the induction and training of all lunchtime staff.
6. Procuring and managing contracts to ensure that safety tests are carried out at the requisite intervals including PAT, fire safety, gas safety, lift safety, water safety and specialist teaching equipment.
7. Maintenance of premises budgets to ensure adequate stocks of caretaking supplies for staff safety and maintenance tasks.
8. Management of the premises ticketing system, including responsibility for allocation of tasks, communication and problem-solving.
9. Attend regular meetings with site assistant, cleaning supervisor and Director of Finance and Resources.
10. Review school calendar to ensure all events are prepared for and resources in place. Support site team in helping set up rooms for events, and clear up afterwards.
11. Key-holder management and site security, being part of the team responding to emergency call-outs as required. In this connection, the Estates Manager may be called out in unsocial hours or at weekends to deal with security problems. To attend to the opening and closing of the premises at designated times.
12. Undertake occasional letting duties: ensuring that the agreed user requirements are fully met. To carry out security duties and associated clearing up.
13. Manage all closed periods to ensure that improvements and developments can be achieved to time and to budget.

14. Co-ordination, oversight and monitoring of the performance of external contractors
15. Manage the safe and efficient operation of the school minibuses.
16. Carry out administrative processes relevant to the job.
17. To implement the school's health and safety policy. Note and report as necessary on matters affecting the health and safety of persons on site. As far as possible to ensure compliance of all staff within health and safety regulations.

**General Responsibilities:**

18. To be aware of and comply with all policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
19. To participate in the school's support staff appraisal scheme, attend meetings and training sessions when required e.g. first aid, manual handling, working at height.
20. To support in the kitchen with general duties at lunchtimes, such as use of the tills, queue management etc.
21. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, reporting any concerns to an appropriate person.
22. To be aware of and support difference, and to ensure equal opportunities for all.
23. To contribute to the overall work and aims of the school.

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.