



Estates Manager

Job Description & Person Specification

Job Description

Job Title:	Estates Manager
Pay Grade / Scale / Range:	SCP 37 - 40 £48,226 - £51,356 per annum
Benefits & Perks:	Occupational Pension Scheme, Occupational sickness scheme, Healthcare Scheme
Working hours:	36 hours 40 mins per week / Full year. Flexibility in working hours will be required on occasion to support projects and the needs of the Trust.
Location:	Across all New Bridge School Sites. Employees may be based within any site of the New Bridge MAT
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Head of Estates
Staff responsible for:	None
Accountable to:	Chief Executive Officer
Probationary period:	26 working weeks

Job Purpose

1. To be responsible for the overall safety and security of designated Trust sites through liaison with site premises staff.
2. To proactively provide central estates support across the Trust with the aim of delivering high quality learning environments.
3. To be responsible for providing cover during periods of absence of the Head of Estates.

Main Duties and Responsibilities

1. To ensure that the management and maintenance of designated buildings and environments across the Trust are effectively undertaken and reflect the requirements of the academy trust deed, Articles of Association and the scheme of delegation.
2. To audit the security of Trust sites ensuring effective measures are in place and recommending improvements if required.
3. To manage all Trust contractors, ensuring that all Health and Safety requirements are met.
4. To regularly assess the performance and quality control of contractors' works being undertaken.
5. To inspect completed works undertaken by contractors.
6. To meet half-termly with the school premises teams and/or business manager to review the premises maintenance schedule and ensure work is undertaken to deliver the best learning environment for the pupils and staff.
7. To assist schools in obtaining quotes and tenders in line with value for money principles and advising on centrally organised SLAs.
8. To assist the Head of Estates with the update of the 3-5-year Trust asset maintenance plan.
9. To provide effective leadership and challenge for the implementation of an agreed asset management plan for each academy site that details how buildings and maintenance will be prioritised.
10. To manage a lettings strategy for the Trust, maximising income where possible and assisting schools with effective use of facilities available in optimising potential income.
11. To liaise with the Health & Safety team to ensure risk assessments are approved and implemented for all aspects of facilities management.
12. To work with school premises teams to regularly check and assess all mechanical and electrical plant to ensure the reliable and efficient provision of heating, lighting and water services with full regard to energy conservation.
13. To be fully responsible for and undertake prompt repairs / replacement of all security devices/access doors etc.
14. To undertake pool plant repair and maintenance responsibilities.

15. To log data on energy consumption and provide quarterly reports to the Head of Estates.
16. To comply with, promote and act in accordance with all Trust policies.
17. To identify, implement and maintain services in accordance with the standards set out in service level agreements.
18. To continually assess the quality and value for money of the services provided via SLAs.
19. To liaise with the Trust central Health & Safety team to ensure, that the premises and grounds meet all safety requirements and accountable for taking corrective action where necessary.
20. To be responsible for monitoring and ensuring that all contractors submit risk assessment / health & Safety documentation for all projects.
21. To assist all Trust sites with obtaining quotes and tenders in line with value for money principles.
22. To liaise effectively with contractors involved in major Trust projects and ensuring that Trust/contractor liaison is effective.
23. To complete annual maintenance inspections and condition surveys for each site.
24. To be the emergency call-out contact and deal with call out issues if required.

Health & Safety

1. In partnership with the central Health & Safety team to review COSHH/ risk assessments and ensure equipment being used is in a safe condition ready for use.

Financial Management

1. Checking and approving contractors' work for central projects, authorising invoices for payment within allocated financial limits.
2. Raising any financial discrepancy with sub-contractors and resolving the issues.

Personnel Management

1. To assist in the recruitment of premises staff at Trust sites if required.

Standard duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the organisation.
3. To implement and uphold the policies, procedures and codes of practice of the organisation, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.

4. To take a pro-active approach to health and safety, working with others in the organisation to minimise and mitigate potential hazards and risks, and actively contribute to the security of the schools, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the organisation's training plan, working to continually improve own performance and that of the team/organisation.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.
8. The New Bridge Group is making increased use of computer technology and the majority of staff should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable timely and accurate information and communication. The Group will provide any necessary training.

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this post.

Person Specification	
Selection Criteria	Assessed By
Education, Qualifications & Training	
<p>Educated to Level 4 or above in Estates Management, Facilities Management, Building Services, Construction, or a related discipline, or equivalent experience.</p> <p>Recognised Health and Safety qualification such as NEBOSH General Certificate, IOSH Managing Safely, or equivalent.</p> <p>Evidence of continuing professional development (CPD) relevant to estates management, facilities management, property, compliance, health and safety, or project management.</p> <p>Training in statutory compliance areas such as CDM Regulations, Fire Safety, Asbestos Management or Legionella Control.</p>	Application Form & Interview
Knowledge & Experience	
<p>Experience of undertaking all forms of inspection, maintenance and repairs</p> <p>Experience of implementation and maintenance of access security systems</p> <p>Experience of submitting tenders, quotes and bids and appointing external contractors to carry out works</p> <p>Experience of maintaining and repairing pool plant</p> <p>Experience of undertaking and building projects</p> <p>Experience of monitoring budgets and accounting for expenditure</p> <p>Experience of organising and planning maintenance schedules</p> <p>Experience of completing paperwork, maintaining records and producing reports, including financial reports</p> <p>Experience of undertaking a range of line management duties with a team of staff, e.g. recruitment, allocating work and performance management</p> <p>Experience of monitoring external contractors/ specifications, and contributing to planning and progressing buildings projects</p> <p>Experience of communicating and exchanging information with a range of audiences, including giving advice and guidance to others on a range of health and safety issues</p>	Application Form & Interview

<p>Knowledge of health and safety procedures and regulations e.g. COSHH, including moving, lifting and handling regulations and the writing of risk assessments, and mitigation of potential hazards</p> <p>Knowledge of cleaning procedures required to meet specified standards</p> <p>Understand and recognise the importance of ensuring a secure and safe environment for children and young people</p> <p>Knowledge of the planning and implementation of service level agreements</p>	
<p>General Skills and Abilities</p>	
<p>Ability to be move between sites by car if required</p> <p>Ability to work as part of a team.</p> <p>Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training)</p> <p>Understanding of health & safety including moving and handling</p> <p>Understand and recognise the importance of having a secure and safe environment in the school</p> <p>Understanding the importance of safeguarding and confidentiality to protect pupils.</p> <p>Ability to be a key holder on occasions and attend to “callouts” outside normal working hours</p>	<p>Application Form & Interview</p>