

## **JOB DESCRIPTION**

<b>POST:</b>	Estates Manager
<b>SALARY GRADE/SCALE:</b>	Grade K NJC SCP 29 – 32
<b>CONDITIONS:</b>	Full time 37 hours
<b>RESPONSIBLE TO:</b>	Business Manager

### **Core Purpose of the Role:**

- Support the aims of the College, ensuring that the philosophy of inclusion continues to be the experiences of all pupils, students, and members of the school community, through positive relationships and courtesy.
- Manage the safety and security of the school premises, grounds, and contents, undertaking regular assessment of facilities/resources and associated risk assessments and ensuring the school's adherence to the latest Health and Safety standards and practices.
- Manage facilities planned preventative maintenance and site development plans.
- Manage all reactive maintenance, undertaking regular site inspections and supervision of contractors.
- Lead further development of the site, in conjunction with the Principal and School Business Manager including the adoption of energy and cost-efficient systems wherever possible.
- Conduct initial and review Visual Display Unit (VDU) Assessments for VDU users.
- Report accidents to the Corporate Safety Section and carry out accident investigations to monitor trends and analyse causes.
- Responsible for the management of the college lettings diary and associated arrangements for access and egress.
- Liaise with potential hirers to agree hire of facilities and ensure lettings agreements, insurance and child protection policies in place.
- Carry out the invoicing of all lettings and to ensure, through the college's Finance Manager that these are paid on time.

### **Strategic Direction and Development:**

- Maintain a 5-year asset plan to record proactive servicing and improvements and ensure this is approved by the school's governing body at least annually.
- Lead the maintenance and development of the school premises, planning and programming work as required.
- Manage effectively premises-related budgets, in conjunction with the line managers, ensuring value for money through a balance of efficiency and quality.
- Ensure the school is compliant with Health and Safety regulations, through regular checks and keeping up to date with changes to legislation.
- Advise on energy control, maintaining meter readings, checking invoices before payments, and reviewing options.
- Actively seek new methods and technologies to reduce the college's energy consumption.

### **Teaching and Learning:**

- Carry out training in First Aid and Health & Safety courses, including delivery of First Aid at Work qualifications to all relevant staff and maintain records of first aid and safety qualifications to ensure relevant staff are trained to carry out these roles/responsibilities.
- Maintain the site, facilities, and resources to ensure a purposeful, orderly, and productive, positive learning environment.
- Promote and ensure the health and safety of pupils, students, staff, and visitors always, undertaking all necessary duties within the school policies.

### **Leading and Managing Staff:**

- Lead the Estates Team by planning workloads, schedules, and rotas, monitoring the quality of work undertaken and associated reports.
- Lead by setting high professional standards and challenging/supporting staff under your directions as appropriate.

- Ensure an effective on-call system is in place.
- Plan and monitor a range of premises related training for the Estates Team, ensuring the necessary certification for specific roles/jobs, and for the wider school staff, ensuring compliance for health and safety regulations and regular updates on aspects such as fire regulations, risk assessment, management of COSHH, provision of PPE, working at height and management of work equipment.
- Escort and monitor external contractors whilst on site, ensuring compliance with school health and safety and safeguarding policies, liaising with the College admin department, especially if working unsupervised, including monitoring and approving the quality of the work undertaken.
- Oversee the housekeeping contracts and the quality of cleaning liaising with the external cleaning services supervisor.
- Proactively promote health and safety within the school environment and to use your skills and knowledge to assess and remove any potential hazards.
- Assist with the organisation of school functions/events.
- Continue personal professional development for self, engage with the school's appraisal process and keep up to date with the statutory guidance and legislation.
- Undertake weekly team meetings to ensure robust communication and collaboration.
- Regularly liaise with the Business Manager and/or Principal.

### **Efficient and Effective Deployment of Resources: Security**

- Act as principal key holder.
- Ensure the site is opened and closed at the times required for operational use, including extended activities and call outs, in line with the school's safeguarding policy and procedures.
- Maintain the security of the site using the various installed security systems and procedures, undertaking regular risk assessments, security checks and offering advice on how security risks can be minimised.
- Manage fire alarm testing, fire safety equipment provision and scheduling of fire drills, checking routes and timing evacuation efficiency, including associated record keeping.
- Operate and respond to alarm systems managing an effective emergency call out system and liaising with emergency services as required.
- Manage and supervise external contractors on site as required.
- Support College lettings in conjunction with the School Finance Manager.

### **Efficient and Effective Deployment of Resources: Maintenance**

- Work with the Estates Team to undertake general care-taking duties.
- Manage routine maintenance and service tenders.
- Complete risk assessments pertinent to the effective, operational running of the school's maintenance.
- Ensure COSHH Assessments are carried out on all relevant chemicals used and these records are communicated to all staff, ensuring appropriate training is given in the use of all chemicals.
- Undertake regular site inspections, identifying defects and risks.
- Ensure regular checks of water, gas, and electric services, maintaining correct levels and ensuring the school is compliant against potential threats, such as legionella.
- Manage the reporting of meter readings and upload these onto the Local Authority's "SystemLinks" programme.
- Monitor and amend the BMS system and ensure this system is operating effectively.
- Undertake appropriate repairs and decorations, 'in-house' wherever possible and appropriate.
- Organise and carry out minor improvement works wherever possible.
- Plan and operate a preventative maintenance programme to cover all buildings, fixtures and fittings, furniture, premises, and grounds.
- Co-ordinate deliveries to the school site and provide emergency access and undertake portage duties when required.
- Maintain a working knowledge of plant and services required for the smooth running of the school.
- Carry out internal portable appliance testing in line with the local authority's policies.
- Maintain the school minibuses ensuring the vehicles are insured, MOT'd, serviced, legally roadworthy and safe for staff, pupils and students to use.
- Ensure safety checks are carried out on minibuses prior to use and the reports are documented.
- Manage the driving licensing checks of all registered drivers every six months and ensure these are recorded.
- Raise proactive orders through the local authority's property services department.
- Ensure that all planned maintenance and servicing requisitions are completed within the times specified.

- Raise purchase orders to reactive maintenance.
- Manage and operate the Parago asset management systems which support facilities management.

**Accountability:**

- Maintain and audit the college's Asset Register ensuring all assets are security marked, securely stored, and accounted for.
- Arrange disposal of assets once approval has been confirmed and maintain an audit of these to meet the Local Authority's and local finance regulations.
- Produce an annual snapshot of the Asset Register for Audit purposes.
- Support the College's ethos and mission statement.
- Responsible for all aspects of the premises management role and the overall health and safety of the site, completing punctual documentation and acting as the school's health and safety officer.
- Responsible for the safe evacuation or lock-down of the site, operating as a Fire Warden.
- Manage records, information, and data for production of analysis and reports, including production of an annual review of accidents and incidents to be presented to governors.
- Develop, manage and keep track of budgets ensuring financial procedures are followed, supported by the Finance Manager.
- Report regularly to the Business Manager and provide formal written updates/attend meetings as required.
- Manage the smooth operation of day-to-day school opening.
- React promptly and effectively to any changes in provision or facility damage, especially where there is a risk to health and safety.
- Undertake all duties with due regard to confidentiality, safeguarding and data protection regulations.
- Undertake any other duties and tasks as directed by the Business Manager or Principal.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification at any time subject to discussion with the post holder. The postholder will undertake the professional duties of a member of the College staff as circumstances may require.

**Postholder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Business Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_