



## Job Description

Post Title	Salary	Reviewed
Estates Manager	Grade 12	February 2025

**Managed by:** Director of Finance and Operations (DFO)

**Responsible for:** Premises team

### Job Purpose

- The Estates Manager is responsible for the management and development of all premises within the Trust. The postholder has overall managerial responsibility for premises management, ensuring the premises team is organised to deliver a secure and compliant estate that facilitates outstanding education and prioritises the health and safety of students, staff, volunteers, visitors, and the wider community. The postholder is required to maintain and develop a professional effective working relationship with all stakeholders.

### Key Job Outcomes

#### 1. Health, Safety and Compliance

To be responsible for ensuring that:

- all aspects of health and safety are managed according to current legislation, best practice standards and Trust policy and procedures;
- any contracted works being undertaken adhere to Health & Safety requirements and to establish a culture of safe working practice for all;
- scheduled health and safety audits are carried out in consultation with the H&S Link Governor and H&S external advisors;
- fire safety is maintained in line with fire safety regulations, including the testing and upkeep of fire alarms and organising and executing fire drills in collaboration with fire marshalls;
- door entry systems are in working order and maintained via weekly testing/checks;
- emergency alarm systems are in working order and maintained via weekly testing/checks;
- regular safety inspections of all site buildings, plant and equipment are carried out;
- all compliance checks and servicing are carried out in a timely manner and results recorded on the Trust compliance system (Every) including, but not limited to, legionella, fire equipment, portable appliance testing and emergency lighting systems;
- all services on site (oil, gas, water, electricity) can be identified quickly and easily and

- that the appropriate staff are able to operate effectively;
- the premises team are able to respond quickly and efficiently to any adverse weather conditions, even where this may require out of hours working;
- risk assessments relating to the estate are completed, reviewed, fully implemented, and communicated appropriately to staff and the promotion of a positive risk management culture within the schools;
- all premises (and other appropriate) staff are trained in using equipment and machinery, and that any accidents/incidents/near misses at work are reported in line with Trust procedures;
- there is oversight and management of the school's emergency and business continuity procedures in the event of a fire, flood, extreme weather, and security alerts;
- ensuring all staff undertake health and safety related training.

## **2. Security**

To be responsible for ensuring that:

- the overall security arrangements for the estates are robust, sufficient and periodically reviewed;
- school buildings are unlocked and locked appropriately and on time;
- the CCTV systems are maintained and monitored appropriately and in accordance with Trust policies;
- alarm companies are aware of nominated key holders who will respond to alarm activations (both in and out of hours) and to act as a key holder as part of such arrangements;
- an accurate and complete record of any security-related incidents is maintained;
- a key register is implemented that includes allocation to and retrieval from staff.

## **3. Project Management and Strategic Planning**

To assist the DFO in planning, creating, and implementing a strategic plan of estates development and capital works programmes, and to be responsible for the delivery of agreed projects. Specifically, to:

- formulate an Estates Vision, Strategy and Asset Management Plan;
- identify priorities for future capital spend across the Trust with reference to the ambitions of the school development plans;
- draw up specifications, plans and projected costs for planned works;
- identify suitable contractors and arrange for quotations in line with agreed specifications, adhering to the Trust competitive tendering policy;
- make transparent, justifiable and considered recommendations as to the best course of action in relation to tendered works;
- oversee the delivery of capital works, liaising closely with the DFO as required;
- ensure all contractors provide necessary documentation, such as DBS, RAMS and Permits to Work, prior to works commencing;
- inspect works and sign off when completed to an agreed standard;
- liaise with contractors to rectify any defects in line with agreed snagging periods;
- formulate a robust and thorough planned and preventative maintenance programme for the school estates;
- contribute to and collate information in support of funding applications;
- advise on matters related to energy control and conservation;
- champion sustainability and prepare a climate action plan;
- draft, review and update all premises related policies.

## **4. Budgets, Finance and Contracts**

Under the general direction of the DFO to be responsible for ensuring that:

- estate budgets are managed to best achieve the strategic aims of the Trust;

- all estates related contracts and services, including utility and insurance contracts, are managed to ensure best value at all time;
- the relationship between the schools and its contracted cleaning company is managed to ensure exceptional levels of cleanliness. This includes directly liaising with the daily on-site team and area managers to maintain the highest of standards at all times.
- Trust procurement procedures are followed at all times, including the preparation of business cases in support of expenditure requests for presentation to Trustees where necessary
- works are monitored and signed off once complete to ensure all obligations to the school are met;
- existing contracts are reviewed regularly and in a timely manner to ensure best value;
- the contract register held by the central finance team is updated regularly;
- the school's asset register is maintained effectively, liaising closely with colleagues who are responsible for assets in key business areas to ensure records are current and up to date;
- reports are produced for SLT/ELT/Governors/Trustees on aspects of estates management as required.

## **5. Managerial**

To line manage the premises team, being specifically responsible for:

- agreeing work patterns to ensure adequate site cover in operating and non-operating hours;
- the performance management and appraisal process of premises staff, including the setting of targets and monitoring progress towards these targets;
- participating in the recruitment of new premises colleagues as required;
- identifying the need for and arranging for colleagues to undertake essential, routine and ad-hoc training / qualifications;
- arranging and hosting volunteer groups, and ensuring there is a worthwhile and fulfilling programme of estate works available;
- working closely with education colleagues to support school students on work placements within the premises team.

## **6. COSHH**

To be responsible for ensuring that:

- all potentially harmful materials and chemicals used within the estates are appropriately marked, labelled, stored, and controlled;
- the COSHH register is up to date and accurate;
- safety data sheets are analysed prior to any materials/chemicals being authorised for use in school, and that COSHH risk assessments are carried out if required;
- COSHH inspections are carried out as appropriate, and follow up actions are implemented in a timely manner;
- colleagues are trained in the safe use of hazardous/harmful substances where necessary.

## **7. Site and Grounds Maintenance**

To be responsible for ensuring that:

- the school estates are maintained to the highest possible standards, performing routine maintenance and repairs as and when required;
- there is an organised and well managed programme of routine maintenance in all buildings and grounds;
- unplanned, ad-hoc, and emergency repairs are logged appropriately on Every and dealt with in a timely way;
- sound judgement is used in determining whether tasks can be completed by the premises team, or if third parties are required to carry out works;

- exceptional levels of site cleanliness are maintained at all times;
- playgrounds, gardens, trees, shrubbery, lawns, and car parks are maintained to ensure the health and safety of students, staff, visitors, contractors and the wider community;
- the boundary walls, fences, gates and footpaths are maintained effectively;
- play equipment and specialist surfaces are maintained, serviced and inspected in line with manufacturers guidance.

## **8. Lettings**

To be responsible for ensuring that:

- any school facilities used for out of hours lettings are presented appropriately to ensure maximum satisfaction and to sustain revenue from such lettings;
- lettings are managed in accordance with the Trust Lettings Policy;
- third party hirers are contacted directly if lettings might be affected by site specific issues and to follow up with the central finance team where this may impact invoicing.
- adequate levels of premises staffing are available to support lettings where required;
- where a hirer is a key holder, a full induction is given on the procedures for safe and secure use of relevant areas of the school site.

## **9. Vehicles**

To be responsible for ensuring that:

- the Trust fleet of minibuses and cars are fit for purpose and have undergone the necessary checks and maintenance, with the appropriate records maintained.
- all minibus drivers licensing requirements are met, including the organisation of tests, checking of licenses and maintaining appropriate records.

## **10. Portering**

To be responsible for ensuring that:

- goods and materials delivered to the schools are transferred to appropriate locations around the estate in a timely manner;
- sufficient supplies of cleaning, sanitary and caretaking items are maintained at all times;
- furniture, equipment and other items are set out and cleared away when required for meetings, lettings and training;
- all waste is disposed of in accordance with current legislation and good environmental practice.

## **Developing North Star Academy Trust**

- Contribute to achieving the vision and aims of the Trust.
- Contribute to the development of the Trust as an outstanding provider of SEMH provision.
- Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards.
- Contribute fully to the improvement of pupils' attitudes to learning and behaviour across the Trust.
- To lead cross trust initiatives.

## **General Accountabilities**

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trust's Health and Safety Policy and codes of practice.
- Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.

- To be responsible for their own professional development, undertaking training and attaining qualifications as are required by the nature of the role.
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
- Attend and contribute to relevant meetings as appropriate
- Undertake such other duties as required that are commensurate with the grade of the post.