



Estate Manager Job Description

Position	Estate Manager
Salary	Grade JK, Scale Point 27 – 32 (£38,220 to £42,839)
Tenure	Established
Time	Full-time 37 hours per week; all year round
Responsible to	Headteacher
Managing	School Office Manager / Site Manager and other site resources

This is a full-time post working 37 hours per week all year round. The appointee will work flexibly to ensure the school's needs are met and may be asked to vary those hours occasionally, for example to cover locking up and securing the site at the end of the day in the absence of site staff.

Main Purpose of the Role

- Provide comprehensive management and support to Headteacher and governors in the strategic development of the school site, in income generation, and in school administration.
- Oversee the day-to-day management of the site and school office, including ensuring full compliance with legislation and other statutory requirements, and managing the delegated Estate's budget.
- Lead the school office, site team and other site resources.
- Manage contracts for the school – for example, catering and SLAs – as delegated.
- Oversee the development and implementation of the Estate Management policies
- Be involved in the development of relevant school policies, including emergency planning.

Key Responsibilities

Operational Management

- Provide information and analysis to support school planning and improvement.
- Review and assess school priorities for planning, preparing and forecasting delegated budget.
- Continually analyse information to ensure cost efficiency.
- Responsible for operational aspects of school lettings
- Leads on development of administrative systems in their area of responsibility.
- Responsible for submitting returns on time.
- Write reports as required for the headteacher and/or governors.
- Undertake effective procurement processes to ensure value for money.

Site development

- Work under the direction of the Headteacher and Governors on site development plans.
- Identify areas and facilities needing repair and organise the same.
- Take the lead on behalf of the School in site development projects.
- Investigate and propose plans to introduce alternative sources of energy supply.
- Explore opportunities for additional use of the School's facilities (including lettings).

Site operation

- Ensure compliance with Health and Safety legislation procedures and record-keeping.
- Ensure efficiency and savings in the use of energy across the School site.
- Manage the relationship with external catering providers, including organising and overseeing the servicing, repairs and replacement of equipment.
- Servicing and maintenance of infrastructure such as boilers, laboratory equipment.
- Manage cleaning operations (either employed directly or outsourced).

Maintenance

- Organise and oversee condition surveys, service visits, and contractors on site, ensuring checks are in accordance with risk assessments, asbestos register, method statements and insurances.

- Help maintain logs and reports on maintenance and repairs.
- Prioritise premises works within the school and around the site.

Security

- Take overall responsibility for school security, directing site staff in daily routines, ensuring the site is safe but accessible at agreed times.
- Operate the school's intruder alarms as required.
- Ensure pupil safety and safeguarding through continued vigilance whilst undertaking general duties or patrolling school at all times.
- Ensuring that school safeguarding policies and procedures are adhered to at all times in respect of contractors and visitors.

Health & Safety

- Advise governors on the development and implementation of the School's H&S Policy.
- Be aware of and implement your H&S responsibilities as an employee and where appropriate any additional specialist or managerial H&S responsibilities as defined in the H&S policy and procedure
- To work with colleagues and others to maintain health, safety and welfare within the working environment
- Take a lead role in H&S management, ensuring effective risk management across the site
- Participate in the fire drills and emergency evacuations and be aware of and respond to any emergency arrangements and to ensure that relevant safety requirements are in place and functioning.

Management

- Line manage a team of staff, including recruitment, performance management, training and supervision as required.
- Attend staff meetings and training days.
- Assists in development and implementation of relevant HR policies.
- Set clear targets and challenge underperformances where appropriate.

Communication

- Develop and maintain effective communication, liaison and relationships with all staff.
- Introduce contractors to school site and check clearances.

Safeguarding

- Be committed to safeguarding and promoting the welfare of children, young people and adults.
- Maintain confidentiality as appropriate

Systems and Information

- Share information appropriately – in writing, by telephone, electronically and in person.

Data Protection

- The post holder will comply with the school's policies and supporting documentation in relation to the Information Governance; this includes Data Protection, Information Security and Confidentiality.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility, the post holder will work in accordance with the aims of the Equality Policy Statement

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headmaster. These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Headmaster.

Signed: _____

Estate Manager

Signed: _____

Headteacher

Date: _____