

Job Description

Teachers and Support Staff

Role: Estates Manager

School: Beckfoot Trust

Salary/Grade: PO3

Reporting to: Operations Director

Core Purpose of the Post:

The Estates Manager will work closely with the Operations Director, Central Improvement Team, School Leaders, and those employed in Trust schools to ensure its estates and facility management services support schools so they can deliver and sustain educational excellence.

The Estates Manager will need to lead people well, be a good team contributor and communicate effectively with a range of parties. They need to understand the Trust's vision for education and see clearly how the estates strategy supports the Trust's overall ambition.

Main Duties and responsibilities:

Key activities:

- Work with the Operations director on implementing and reviewing the Estates strategy
- Provide regular updates on Estates to the Operations Director and participate in SLA review meetings;
- Analyse service standards, identify areas for improvement and efficiency and work towards standardising practice across the Trust, and benchmark against industry standards;
- Assist the Operations Director in reviewing the arrangements for Estates & FM services and developing an organisational structure that allows for effective management and excellent service delivery.
- Work with school site and facility managers and staff to ensure their abilities are utilised to best effect to deliver high quality day-to-day service.
- Play a significant role in the Estates User Group to coordinate the work of Trust estates staff and to implement strategic priorities.
- Take a lead role in the specialist training of staff, working with the Compliance Officer and the AD Talent Management and AD Human Resources to develop training and CPD, and recruitment to ensure that each service has the necessary skills within its staff portfolio;
- Be the Trust estates specialist, providing solutions to complex technical issues and being the contact for higher level advice and guidance for the Cluster Business Managers and site teams;
- Work closely with the Compliance Officer to ensure sites are managed safely, and develop PPM schedules for each site and service, using Trust-wide software solutions (Every) as a platform for monitoring these activities;
- Working closely with the Operations Director, Headteachers and the Cluster Business Managers, take a lead role in developing a programme of capital works and planned major maintenance projects based on an analysis of condition surveys and maintenance activities across Trust Schools;
- Adopt a 'Clerk of works' type role in relation to the inspection and assessment of works for the Operations Director including works compliance with agreed specifications and contractual requirements. Maintain proper and adequate files and records at all times.
- Be responsible for managing contractors undertaking maintenance or project work on behalf of the Trust;
- Ensure systems are in place at each school to ensure contractors are working safely, that CDM regulations and responsibilities are understood by all parties;
- Provide regular updates on projects and building condition to the Operations Director;
- Manage and lead projects and institutional change, including major building projects, ensuring minimum disruption to core activities;
- Respond appropriately to emergencies or urgent issues and manage their consequences;
- Provide support to the Operations Director with any new schools joining the Trust in relation to due diligence work and onboarding schools on to Trust preferred platforms.

Supervision and range of decision making:	
<ul style="list-style-type: none"> You will be expected to make decisions autonomously and exercise considerable initiative in performing delegated duties, dealing with all complex issues as and when arises; including those outside of established policies and procedures. You will always have regard to the rules and regulations that govern the financial and corporate compliance requirements of a public sector organisation. You will ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust 	
Communications and working with others:	
<ul style="list-style-type: none"> To communicate with Central Improvement Team, Board of Directors and Trust school staff at all levels. Externally to communicate with suppliers and other schools and Trusts at all levels. As necessary to work with educational agencies including CBMDC, DfE, ESFA and Ofsted, professional advisors and regulatory bodies including HSE and ICO and Professional Associations. 	
Resources:	
<ul style="list-style-type: none"> Operate relevant equipment/complex ICT packages Manage and maintain storage of files, stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required Have responsibility for the management of financial resources, planning and monitoring budgets, securing external funding, cash management and implementing best practice as well as maintain and manage financial systems. Provide general advice and guidance to staff, students and others. 	
Professional development:	
<ul style="list-style-type: none"> To participate in training opportunities and professional development as required 	
Other Considerations:	
Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
Advanced Threshold Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can: <ul style="list-style-type: none"> Express themselves fluently and spontaneously at length effortlessly. Explain difficult concepts simply without hindering the natural smooth flow of language. Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school. 	
Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
Date:	18/01/2021

Person Specification
Teachers and Support Staff

Role:	Estates Manager	
	Essential Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 2 Degree or equivalent professional qualification in an appropriate discipline or appropriate work experience. Health and safety qualification/accreditation (IOSH Managing Safely or equivalent). Willingness to obtain other qualifications relevant to Estates Management, Building projects or Contract Management to retain or improve the level of qualifications and knowledge available to support the work of the Trust. 	Application
Experience	<ul style="list-style-type: none"> Experience working in an Estates or Facilities Management environment. A proven ability to specify and deliver construction projects on time, to budget and to the required quality. Demonstration of a creative approach to problem solving Experience in delivering projects across a wide selection of building types. Supervising contractors and managing professional consultants Working with budgets to deliver effective, cost-efficient projects Collaborative working in a large, multi-site organization would be beneficial. Conversant with a wide range of construction related legislation including specifically the CDM Regulations and planning and building regulations. Experience of contract administration (including but not limited to JCT contracts) would be beneficial 	Application References Interview
Training	<ul style="list-style-type: none"> Awareness of Multi Academy Trusts Recognised training in construction related safety (e.g. CDM regulations, Construction Skills Certification Scheme) and general workplace safety (e.g. IOSH) Recognised training or qualifications in relation to building related legislation e.g. Building Regulations, RRO (fire safety), DDA and similar. Evidence of continued and up to date professional development. 	Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Be up to date with current practice relevant to the role. To work constructively as a part of a team, understanding school roles and responsibilities and the post holder's position within these. Ability to lead teams effectively. To have excellent communication skills. Effective ICT skills. Full knowledge of relevant policies and guidance and awareness of relevant legislation, specifically the CDM Regulations and planning and building regulations. Ability to interpret information and to devise policy/practices. The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines. Ability to relate well to children and adults. Ability to self-evaluate learning needs and actively seek learning opportunities Evidence of continuing and relevant professional development. 	Application Interview

	<ul style="list-style-type: none"> To be responsible for promoting and safeguarding the welfare of children and young people within the school. 	
Personal Circumstances	<ul style="list-style-type: none"> Must have the ability to be flexible and work to the requirements of the Trust A willingness to travel between sites (all of our schools are Bradford-based). A valid full driving-licence and access to a motor vehicle is therefore beneficial. 	Application Interview
Disposition and Attitude	<ul style="list-style-type: none"> Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of others sensitivities; to have personal pride and lead by example. Be hands on. Don't ask people to do things you wouldn't do yourself. To like young people and be liked by them. Understand the importance of work/ life balance. Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. Desire for professional development. 	Application Interview References
Physical	<ul style="list-style-type: none"> Excellent attendance and punctuality. Be resilient. 	References Interview
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview