

John Taylor Multi-Academy Trust

Location	Central Team	
Post Title	Estates Manager	Grade 11

Reporting Relationships

Responsible to: JT MAT Chief Operating Officer

Responsible for: At least one other member of staff

Key relationships/ JT MAT Headteachers/ Business/ Office/ Premises Managers

Liaising with: JT MAT external service providers and contractors

Statement of Purpose

To play a key role in supporting the Chief Operating Officer to ensure the Trust delivers operational and strategic excellence in all matters relating to the estate and facilities management of its schools and is compliant with all current legal and regulatory requirements.

Specific key responsibilities include to:

- responsibility for developing comprehensive long and short-term estate strategy plans;
- be responsible for planning, implementation, procurement and delivery of a high quality service in relation to all estate, facilities and health and safety related Trust work;
- source additional funding opportunities for Trust and school development projects;
- contribute to the prioritisation and allocation of capital funds in line with Trust objectives;
- provide advice to schools/Trust and support the project management and monitoring of major and minor building project/repair work across the estate including SCA, self-funded and new build projects;
- commit to the growth and maintenance of a positive risk management culture within the Trust, taking a leading/supportive role in connection with risk assessments for all related aspects of work;
- monitor and assess current provision and tender and procure contracted services such as catering, cleaning and utilities as required;
- support the Strategic IT Network Manager regarding tendering and procurement of other contracted services such as telephony, IT and reprographics equipment;
- line management of at least one other member of staff.

Core duties:

Facilities management

- Assist the Chief Operating Officer in ensuring that the Trust is compliant with all relevant legislation giving professional recommendations and implementing action plans to address any inconsistencies of approach.
- To provide timely and accurate information and advice to the Trust Board on estate performance and strategy for each school including programming of expenditure against capital allocations.

- To undertake all aspects of the annual ESFA Land and Buildings Collection Tool return.
- To undertake all aspects of the annual Capital Spend survey for SCA funding.
- To liaise with site personnel and designated staff at all Trust sites and ensure that they receive necessary training to comply with all health and safety rules, procedures and requirements.
- Develop and manage a trust-wide planned preventative maintenance schedule.
- Develop and manage a trust-wide asset register.

Support Services and External Partners

- Responsible for sourcing reputable suppliers where required and monitoring to ensure a high quality value for money service is provided to the Trust by all its suppliers and external partners.
- Contribute to Business/Office Manager Network meetings as required and establish effective relationships/network meetings with site staff at all Trust schools.
- To provide advice and guidance to schools through e-mail, phone and site visits, ensuring that advice given is consistent, accurate and of high quality.

Contracts and Procurement

- Responsible for the tendering of services (ie catering, cleaning, utilities etc) and for monitoring tendered and other providers of estate services.
- Ensure all legal agreements for services suppliers, leases, SLAs etc are structured appropriately and in the best interests of the Trust.

Health and Safety, Fire and Security

- Prepare half-termly updates and annual H&S report for Trust Board reporting on information compiled from all schools.
- Ensure school-based H&S policies and procedures are up to date.
- Contract oversight for external providers of health and safety services and monitoring of service agreements and SLAs.
- Responsible for ensuring that all estate critical assets (eg electrical and gas services, boiler plant, water storage and distribution systems and firefighting equipment) are maintained, safe and compliant with current relevant legislation.
- Assist schools with preparation for external audits including site walks, and maintain schedule of audits due.

Lettings

Ensure all hirers of school premises are operating in line with appropriate regulations.
Advising and supporting schools re lettings procedures and how to maximise lettings income.

Other duties

- To provide updates to the CEO, Strategic Network Manager and/or other senior Trust staff relating to the Trust's estate, upon request.
- To participate in induction training and staff probation and review processes as required.
- To actively engage in own professional development and participate in the Trust's performance management arrangements via the School IP system.
- The post-holder must maintain high standards of professional conduct and personal appearance.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements.

- The post will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and in particular the regulations relating to GDPR, reporting all concerns to an appropriate person. In addition they will contribute to the achievement of the Trust’s objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people’s health and safety, protects external and internal environments and that promotes welfare in accordance with the JTMAT Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the Trust’s performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union.

Person Specification Estates Manager - Level 5

Criteria	Essential/ Desirable	Measured by
Experience		
Minimum of 3 years experience of multi-site Estate Management and able to demonstrate strong business and financial acumen In an academy educational environment	E D	AF/I AF/I
Demonstrable experience of Health and Safety legislation and security management processes In an academy educational environment	E D	AF/I AF/I
Demonstrable experience of development, management and operation of efficient and effective administrative systems including direct experience of tendering/procuring and managing major contracts	E	AF/I
Experience of people management and managing a range of situations	E	AF/I
Experience of analysing and interpreting data and presenting such information to a variety of audiences	E	AF/I
Qualifications/Training		
NEBOSH at Certificate or Diploma level or equivalent qualification, knowledge, skills and experience at an appropriate level plus IOSH Certificate	E D	AF AF
Good understanding and working knowledge of Health and Safety regulations including risk assessment and COSHH and how they apply in school settings	E D	AF/I
Good level of numeracy/literacy skills at GCSE Level C or above or functional skills equivalent	E	AF/I
Evidence of continuous professional development demonstrating up to date relevant knowledge	E	AF/I
Full driving licence and access to a vehicle for travel to Trust schools	E	AF
Skills		
Knowledge and understanding of relevant policies, codes of practice/procedures and relevant legislation	E	AF/I
Ability to interpret advice/statute and to devise policy/practice and translate into actions which are followed through to ensure compliance	E	AF/I
Excellent negotiating skills	E	AF/I
Good ICT skills with advanced knowledge of Microsoft Office to analyse data	E	AF/I
Ability to persuade, motivate, negotiate and influence to implement good practices across the Trust and ensure compliance.	E	AF/I
Methodical with a good attention to detail	E	AF/I
Excellent communication and interpersonal skills - able to relate well to a wide range of people including those with limited technical knowledge	E	AF/I
Handles sensitive or contentious issues constructively to resolve conflict	E	AF/I
Excellent organisational, planning and prioritising skills	E	AF/I
Self-motivated with ability to manage own workload and work with minimal supervision	E	AF/I
Ability to work well with others contributing to an inclusive work environment which values everyone's contribution	E	AF/I
Identifies and promotes best practice in all site matters across the Trust	E	AF/I

Personal Qualities		
High level of personal and professional integrity	E	AF/I
Interacts professionally and appropriately with all colleagues and other professionals, building productive working relationships	E	AF/I
Values diversity and the opinions of others, adapting approach to meet individual needs	E	AF/I
Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk	E	I
Able to maintain confidentiality when dealing with sensitive or confidential matters	E	I
Personable with a high level of professional generosity ie demonstrating a willingness to share knowledge with others	E	I
Demonstrates a proactive approach taking responsibility for areas of work and finding solutions	E	AF/I
Anticipates need for change, proactively introducing systems to bring about improvements in effectiveness and efficiency	E	AF/I
Is adaptable to change/embraces and welcomes change	E	I
Takes quick and effective action, acting with pace and urgency when required whilst remaining calm under pressure	E	AF/I
Self-motivated to seek opportunities to increase job knowledge and understanding and develop skills	E	AF/I
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills	E	AF/I

AF = Assessed by Application Form

I = Assessed at Interview/Selection Activity

Note 2:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated.