



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

ESTATES MANAGER

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide strategic leadership and development of the building and functions of the school and its estate.
2. Provide outstanding operational management for, facilities and estates management, catering, cleaning, security and health and safety.
3. Manage and oversee maintenance of the school building.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Effective Relationship with Star Academies

- 1.1. Liaise effectively with, and support the work of Star Central to enable it to ensure the effectiveness of the school alongside other the Star family of Free Schools and Academies.
- 1.2. Ensure that all activities within the school serve the vision, strategic direction and priorities outlined by the Trust.
- 1.3. Support the leadership of other schools within the Star family of Free Schools and Academies.
- 1.4. Share excellent practice and learn from, with and about other schools in the Star family of Free Schools and Academies.

2. Leadership and Strategy

- 2.1. Attend Senior Leadership Team (SLT) and Local Accountability Board meetings when required.
- 2.2. Provide outstanding strategic and operational leadership of all areas of responsibility.
- 2.3. Performance manage Site Staff and cleaners with respect to all areas of responsibility; through regular meetings, setting of appropriate targets for performance, providing support and challenge, and undertaking regular reviews for feedback.
- 2.4. Support the maintenance and enhancement of the school's ethos and mission statement through own outstanding professional conduct and high expectations of others.

3. Facilities and Estate Management

- 3.1 Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- 3.2 Ensure the safe maintenance and security operation of all school premises.
- 3.3 Manage the maintenance of the school site, including the purchase and repair of all furniture and fittings.
- 3.4 Oversee snagging issues for our new state of the art building ensuring all problems are resolved.
- 3.5 Ensure the continuing availability of utilities, site services and equipment.
- 3.6 Develop, establish and manage effective procedures for estate management and maintenance.
- 3.7 In accordance with the Trust's framework monitor, assess and review contractual obligations for outsourced school services.
- 3.8 Ensure a systematic procedure for asset management which ensures an accurate and current asset register.
- 3.9 Ensure a safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.
- 3.10 Ensure ancillary services e.g. catering, cleaning etc., are monitored and managed effectively.
- 3.11 Manage any letting of the school premises to external organisations, for the development of the extended services and local community requirements.
- 3.12 Ensure the Trust's arrangements for insurance are effectively managed within the school.
- 3.13 Act as the school's Lead Person for Health and Safety and as Fire Officer.
- 3.14 Manage Health and Safety issues associated with the premises, ensuring compliance with relevant legislation and Trust requirements.
- 3.15 Ensure the school's written Health and Safety Policy Statement is clearly communicated and available to all.
- 3.16 Ensure systems are in place to enable the identification and effective minimisation of hazards, including personally undertaking regular risk assessments.
- 3.17 Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors, Trust and where appropriate the Health and Safety Executive.

4. Other Responsibilities

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

5. Records Management

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	A minimum of 'A' Level Education or equivalent.	E	✓	
2.	Evidence of Continuous Professional Development.	E	✓	✓
3.	Middle or senior management qualification.	D	✓	
EXPERIENCE				
4.	Leadership within a public/private sector setting.	D	✓	✓
5.	Three years' experience in premises management.	E	✓	✓
6.	Experience of developing effective administrative systems and procedures.	E	✓	✓
7.	Experience of project management.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	A good understanding of the principles underpinning effective performance management.	D	✓	✓
9.	Good knowledge of effective IT administration systems.	E	✓	✓
10.	Good knowledge of building standards, and regulations in schools.	E	✓	✓
11.	Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies.	E	✓	✓
12.	Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomes.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
13.	Sound knowledge of policy and practice regarding premises management, Health and Safety.	E	✓	✓
14.	Ability to prioritise conflicting demands and thrive under pressure.	E	✓	✓
15.	Ability to take a problem solving approach to tasks, and develop well thought through sound solutions.	E	✓	✓
16.	Good knowledge of what constitutes 'Best Value' and the ability to translate this into all aspects of the attached job description.	E	✓	✓
17.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	E	✓	✓
18.	Ability to use computer systems, including word processing skills to produce tables and spreadsheets.	E	✓	✓
19.	Ability to build and maintain effective working relationships with a wide variety of people.	E	✓	✓
20.	Ability to maintain strict confidentiality in all matters.	E	✓	✓
19.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational / academies' developments.	E	✓	✓
PERSONAL QUALITIES				
22.	Committed to the professional development of colleagues and self.	E	✓	✓
23.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
28.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
29.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓
30.	A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency.	E	✓	✓
31.	Effective communicator, able to build and sustain positive relationships with all stakeholders in the school community.	E	✓	✓
32.	Commitment to the development of the school as a centre of excellence in the community.	E	✓	✓
33.	Adaptability to change and embracing of innovation and creativity.	E	✓	✓
34.	Energy, vigour and perseverance.	E	✓	✓