



HIVE
FAMILY OF SCHOOLS

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CEO: Mrs M Staley, BA, QTS, NPQH

Job Title	HIVE Estates Manager
Scale / Point:	Scale 8
Responsible to:	CFOO
Liaison with:	CFOO, Finance Manager, Headteachers and Site Team

Duties & Responsibilities:	<p>Premises</p> <ul style="list-style-type: none">• Oversee the Trust buildings and premises are maintained to appropriately high standards that comply with all relevant legislation.• Assist with refurbishment and capital programmes and support the CFOO in the Trusts Estates Management Plan.• Proactively support the CFOO and the wider team to ensure the estate and its operations are supported to meet their goals effectively.• Ensure the appropriate placing of all service contracts and monitor the work of onsite contractors / liaising with the CFOO on trust wide contracts.• Ensure the terms and conditions of the Trust insurance policy are communicated and adhered to.• Have insight of all premises lettings across the Trust and liaise with the schools to maximise lettings income.• Provide effective line management for school site staff, ensuring clear communication of expectations, responsibilities, and performance standards.• Manage site-based tenders/contracts, procurement and monitoring of premises-based contracts from cleaning to statutory maintenance.• Support the CFOO in other site-based tenders/contracts in Estate Management Services.• Maintain the Trust Asset Management system.• Consolidate a cycle of facilities works into Trust programme and liaise with the CFOO• Build effective, professional relationships with academy teams as well as local and central teams.• Assist with project management on CIF/SCA capital funded work.• Project manage work as funding is secured for substantial premises and building improvements.• Identify opportunities to secure funding for other initiatives going forward and liaise with the CFOO in relation to required expenditure.• Support Trust- wide initiatives and events with budget and finance and work within the set budget.• Raise orders using the Trust Ordering process.
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Health and Safety	<ul style="list-style-type: none"> • Oversee the completion of weekly tasks on the Health and Safety compliance system and support the compliance team in site-based Health & Safety Matters • Ensure all aspects of Health and Safety (legislation and implementation) are reflected in the highest of standards, ensuring all schools in the trust are safe and legally compliant. • Lead on health and safety across the trust, having overall management of the H&S portal that drives compliance across the Trust • Engage and support with the Health and Safety Audits and Fire Risk Assessments, communicating and Collaborating with the teams if there are any required action plans. • In conjunction with the schools, ensure that the regulation of all Risk Assessment procedures are adhered to. • Oversee that all statutory inspections are carried out. • Advise the Academy Leadership teams on Health & Safety matters, seeking advice from the Central Team as appropriate. • In conjunction with the Central Team and Headteachers, ensure the school Business Continuity Plans are up-to-date. • Develop the trust's emergency procedures. • Oversee that all schools are advising their staff on Health and Safety matters as appropriate. • Manage policies and guidance regarding health and safety, and co-ordinate advice and support to the trust. • The postholder will be expected to comply with any reasonable request from the CFOO, CEO or their nominee to undertake work of a similar level that is not specified in this job description.
General:	<ul style="list-style-type: none"> • Be responsible for continuing self-development, undertaking training as appropriate. • Understand the nature of this role and ensure confidentiality. • Take personal responsibility for identification of learning, development, and training opportunities in discussion with your line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • HIVE Family of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September. • Reasonable travel will be required in the post holder's own vehicle.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Person Specification

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"> Qualification in Facilities Management, Building Services, or a related discipline. Recognised Health & Safety qualification (e.g., NEBOSH, IOSH Managing Safely) Relevant training or certification in compliance areas such as asbestos management, fire safety, and water hygiene. Estates Management, Facilities Management, or a related field. Membership of a relevant professional body (e.g., IWFM, RICS). 	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
Knowledge & Experience	<ul style="list-style-type: none"> Proven experience in managing estates or facilities, ideally within an educational or public sector environment. Demonstrable experience in planning, managing, and delivering small to medium-scale capital projects. Knowledge of managing statutory compliance in areas such as health and safety, fire safety, and environmental sustainability. Experience in budgeting, financial planning, and cost management related to estates and facilities operations. Experience in managing site teams and working collaboratively with contractors and service providers. Strong understanding of statutory compliance requirements within educational premises (e.g., DfE guidelines, ISI, Ofsted). Knowledge of best practices in estates and facilities management, including sustainability and energy efficiency. Familiarity with building maintenance, mechanical and electrical systems, and property management. Awareness of environmental and sustainability initiatives, such as waste management and carbon reduction. Previous experience managing estates or facilities across multiple school sites or within a multi-academy trust. Understanding of educational funding streams, particularly capital funding for school estates. Familiarity with the Construction (Design and Management) Regulations (CDM) 2015. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
Skills and abilities	<ul style="list-style-type: none"> Strong leadership skills with the ability to manage and motivate a multidisciplinary team. Excellent project management skills, with the ability to prioritise tasks and manage multiple projects simultaneously. Financial acumen, including budget management, forecasting, and procurement. Ability to assist with develop and implement strategic plans for estates management. High level of IT literacy, including experience with Microsoft Office suite. Strong communication and interpersonal skills, with the ability to build relationships with internal stakeholders, contractors, and external agencies. Problem-solving ability, with a proactive approach to identifying and addressing issues. 	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>

Personal qualities	<ul style="list-style-type: none"> • Commitment to the ethos and values of the Trust. • Adaptability and flexibility in responding to the changing needs of the organisation. • Professional, with a high level of personal integrity and commitment to confidentiality. • Strong organisational skills with attention to detail. 	D D D D
Other requirements	<ul style="list-style-type: none"> • Full, clean UK driving licence. • Flexibility to travel between school sites within the trust and attend meetings as required. • Willingness to undertake further training and development. 	E E E