Job Title: **Estates Manager**

Reporting to: Director of Finance and Operations

Hours: 37 hours per week

Working day: Monday - Friday, 8am - 4pm (some flexibility may be required)

Salary: £40,642 to £45,077per annum

# Job Purpose:

To lead and manage the continued development and maintenance of the school estate, health and safety and community operations.

# Key Responsibilities:

**Estate Management**

* Strategic management of the estate and preparation of the Estates Strategy supporting the Director of Finance and Operations.
* Lead on Estates and Health Safety Operational Planning.
* Ensure the Good Estate Management for schools (GEMS) framework is adhered to and complete the annual self -assessment form for discussion with the Director of Finance and Operations.
* Oversee the environmental performance of the estate, developing and implementing strategies to improve sustainability, and ensuring compliance with relevant regulations.
* Ensure effective systems are in place to identify the risks arising from the estate are controlled and recorded in the Premises Compliance Management Documents.
* Ensure effective management of both capital and revenue expenditure of the estate including the repair and maintenance budgets ensuring that all expenditure is within budget limits, that all purchasing is in accordance with best value guidelines and regularly reviewed, and that all necessary procedures are followed before any commitments are made. Ensuring best use of resources and maintaining all paperwork directly connected with these areas.
* Maintain an up to date understanding of the land and buildings, including legal interests, restrictions, condition, suitability and sufficiency of the estate.
* Develop, review and implement the estate Asset Management Plan in line with recommendations arising from the 10 year Long Term Maintenance (LTM) plan.
* Develop, review and ensure implementation of the site maintenance plan to ensure the site remains a safe and secure environment to support teaching and learning.
* Review and track the performance of the estate to ensure it meets the needs of school and is value for money, including robust energy and water management.

# Health & Safety

* Ensure there is a complete understanding of the school’s statutory compliance requirements.
* Maintain appropriate Health & Safety procedures, relating to all work undertaken by external contractors e.g. site services, grounds, cleaning staff in line with current legislation.
* Ensure Health and Safety regulations, relevant to site services and grounds, are adhered to at all times.
* Effectively monitor and document the school’s compliance within statutory requirements and implementing best practice.
* Act in an investigatory capacity in relation to reported incidents, accidents and near misses to get to the root cause and mitigate future occurrences.
* Manage the outcome of annual and or external audits e.g. Health & Safety and Fire Safety audits to ensure all follow up actions are completed in a timely manner.
* Oversight of all aspects of the school’s risk management, ensuring all necessary risk assessments are completed and the necessary checks are in place to meet audit requirements.
* Provide a point of contact for the Trustee responsible for Health & Safety.
* Chair the Health & Safety School Improvement Group (SIG) Committee meetings.
* Act as the Fire Safety Officer for the school and including the role of FSC in the event of emergency evacuation.
* Act as the Asbestos Responsible Person for the school.

# Project Management

* Effectively plan for estate projects outlined in the asset management plan to accurate costings and a detailed project specification.
* Plan and deliver estate-related projects to ensure they meet the strategic objectives.
* Ensure that method statements and risk assessments are requested, evaluated and monitored for all works carried out by contractors.
* Work with the Director of Finance and Operations with the preparation of CIF bids and monitoring and work with appointed contractors to ensure timelines are achieved.

# Security

* Undertake the security audit as required and monitor the implementation of the Action Plan.
* Ensure the effective operation of the CCTV.
* Liaise with the Site Manager on all matters of security during the school day and out of hours.

# Estates Team

* Overall management of the Estates Team to ensure that the school remains safe and compliant.
* Line manage the Site Manager and Community Co-coordinator, ensuring opportunities for regular and effective meetings and 1:1s.
* Lead on the recruitment and selection of all Estates staff.
* Ensure appropriate levels of staffing and deployment of staff.

# Contracts and Services

* Manage all site and services contracts including cleaning, catering and M&E contractor.
* Lead on Estates related procurement, including tenders.
* Regularly review the provision of goods, services and utilities to ensure they remain appropriate to the needs of the school and good value for money.
* Monitor and review all site and facilities fixed term contracts in a timely manner.
* Manage the school’s insurance policies and any subsequent claims.

# Community

* Regularly review lettings procedures and documentation.
* Ensure all lettings arrangements are adequately covered in terms of security and Health & Safety.
* Financial oversight of community lettings arrangements.

# General

* Monitor and maintain the school’s policies and procedures in relation to all aspects of your areas of responsibility.
* Develop the use of estates management software and ensure it is kept up to date.
* Attend committee meetings as appropriate.
* Prepare reports for Trustees on Estate Management as and when required.
* Maintain a robust and current knowledge of relevant developments and legal issues in respect of your areas of responsibility to ensure the school meets its obligations.
* Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* Design appropriate training content for delivery across the school, as needed.
* Ensure Estates team are appropriately trained to undertake tasks.
* Carry out other duties, consistent with the post and job description, which may be required from time to time.
* Work collaboratively with the Operations team in co-ordinating events across the school.