



## **St George's Academy**

**“Aiming high to achieve excellence for all”**

### **Estates Manager Job Description**

<b>Salary:</b>	NJC Scale 6
<b>Hours:</b>	37 hours per week
<b>Contract type:</b>	52 working weeks per year
<b>Responsible to:</b>	Director of Finance & Estates

### **PURPOSE OF JOB**

- To lead and manage the school's estates functions across both sites, ensuring a safe, secure, and well-maintained environment for pupils, staff, and visitors.
- To lead and support the deployment of the Academy site maintenance and cleaning teams across the Sleaford and Ruskington campuses.
- To manage contractors, maintenance staff, and service providers to deliver high-quality estates management.
- To work closely with the Academy Health and Safety Compliance Manager to ensure that all Health and Safety plans are in place and adhered to across the Academy.
- To contribute to the strategic development of the school's estate, supporting capital projects and long-term planning.

### **MAIN RESPONSIBILITIES, TASKS AND DUTIES**

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies.

#### **The management of staff involved in site security, building and grounds maintenance**

- Line manage site maintenance and cleaning staff, providing clear direction, training, and performance management.
- Involvement in the appointment of Academy staff responsible for the security, maintenance and cleaning of the buildings and of external contractors involved in such activities.
- Devising and implementing schedules of work; monitoring the quality of work undertaken and taking appropriate action in the event of unsatisfactory performance.
- To undertake emergency cleaning duties which may arise during the Academy day, e.g. clearing up hazardous substances such as spilt chemicals, broken glass, vomit, blood etc.

#### **The management of a maintenance budget (working in conjunction with the Finance Director)**

- Involvement in setting and costing priorities.

- Involvement in annual budget setting process.
- Work with the Finance team to ensure that correct procurement processes (quotations/tenders, ordering of goods, materials, authorisation of invoices etc) are carried out in accordance with the Academy's financial regulations and value for money is achieved.
- Devising and implementing a schedule of planned maintenance.
- Ensuring that work is completed within budget.

### **Working at a strategic level with the Principal and Finance Director**

- Contribute to the school's long-term estates strategy, including capital projects and funding bids.
- Support the development of estates facilities that enhance teaching, learning, and community use.
- Involvement in short and medium planning and the implementation of maintenance, servicing re-decoration and capital programmes.
- Ensuring that the Principal and Director of Finance & Estates are kept fully informed and advised about all aspects of site security, cleanliness, maintenance and refurbishment.
- Monitoring the quality of cleaning undertaken by contractors or others and reporting back to the Director of Finance & Estates on a weekly basis.
- Responsibility for organising and monitoring of all service and maintenance contracts e.g. security, fire alarm systems, pest control, legionella, lift and boiler maintenance etc.

### **Practical (hands-on) involvement in aspects of security, maintenance and refurbishment**

- Practical hands-on involvement in security, maintenance and refurbishment when this is necessary or offers the most cost-effective solution.
- Keeping corridors and stairwells clear of all rubbish and obstructions; removing furniture cardboard and rubbish to the appropriate skips or bins for recycling or waste.
- Keeping the grounds tidy, clear of rubbish, build-up of leaves etc.
- Carry out cleaning duties in the absence of estates staff or contracted cleaners.
- Being a key holder of the Academy.
- Responding to unforeseen events and emergency call-outs and take responsibility for the installed alarm system, making sure the system is activated at times when the Academy is closed.
- Ensuring the fleet of Academy vehicles are maintained and are roadworthy, acting as the nominated contact with the vehicle hire company.

### **The management of the CCTV and Alarm Systems**

- Maintain a working knowledge of the Intruder and Fire security alarms installed.
- Manage the Academy's CCTV network and to assist staff in reviewing/recording incidents.
- Contact and liaise with police and alarm company in the event of any unauthorised entry/security risk.
- Responsibility for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and use of alarm

systems; that periodic reviews of site security are conducted and that appropriate progress action is followed through.

- Set and disarm the intruder alarm at times laid down and report any faults or failures as requested.
- Organising fire drills in conjunction with the Principal and Finance Director.
- To maintain an accurate and complete record of all security-related incidents including a Fire Safety Log Book.

### **General**

- To take on specific tasks related to the day to day administration and organisation of the Academy as requested by the Principal.
- To take on additional responsibilities which might from time to time to be determined.
- To create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Governing Board.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- To assist in the co-ordination and implementation of Academy events/ meetings in liaison with relevant staff, ensuring they run efficiently.
- Responsible for providing relevant reports and documents in relation to any special projects as may be requested by the Principal.
- Collate all necessary information needed for insurance claims to be passed to the insurance company.
- Liaison with all staff, Reception, external contractors, members of the public etc, as required, to provide an efficient and effective service.

### **GENERAL**

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice
- To work flexibly, including travel, as required, to meet the needs of the role

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be

prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- **Cover of the school's needs throughout the day**
- **Appropriate cover for colleagues when absent for any reason**

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

### **Job Description Agreement**

<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>I declare that I have read and understood the Job Description and Person Specification for the role and have sought clarification of any points where required.</b>	
<b>Signature:</b>	
<b>Date:</b>	

## **PERSON SPECIFICATION**

### **Estates Manager**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Proven track record of working within a trade or estates.</li><li>• Experience in managing building maintenance, contractors, and service providers.</li><li>• Demonstrated ability to oversee statutory compliance (fire safety, asbestos, water hygiene, electrical testing, etc.).</li><li>• Experience in budget management.</li></ul>	<ul style="list-style-type: none"><li>• Experience working specifically within a school environment.</li><li>• Experience of procurement.</li><li>• Experience of estates management</li><li>• Experience in project management, including capital works and refurbishment projects.</li></ul>	Application form  Application/interview  Application/interview  Application/interview
<b>2. KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Understanding of building systems (mechanical, electrical, security, and ICT infrastructure).</li><li>• Ability to implement policies, risk assessments, and compliance monitoring systems.</li><li>• Strong ICT skills, including use of Microsoft Office.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of sustainability practices and energy efficiency measures.</li><li>• Knowledge of health and safety legislation, safeguarding requirements, and statutory compliance relevant to schools</li></ul>	Application/interview  Interview  Interview

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>3. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills with the ability to prioritise competing demands.</li> <li>• Effective communication skills, both written and verbal, with the ability to engage staff, governors, contractors, and external agencies.</li> <li>• Flexible with effective time management skills</li> </ul>		<p>Interview</p> <p>Interview</p> <p>Interview</p>
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Relevant professional qualification in estates management or equivalent experience.</li> <li>• Evidence of relevant continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a relevant professional body (e.g., IWFM – Institute of Workplace and Facilities Management).</li> <li>• Experience in a professional trade e.g. plumbing, joinery or electrics</li> <li>• A relevant health &amp; safety / compliance management qualification</li> </ul>	<p>Application</p> <p>Application</p>
<b>5. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Proactive, solution-focused, and able to work independently.</li> <li>• High level of integrity and commitment to safeguarding and promoting the welfare of children.</li> <li>• Strong leadership qualities with the ability to motivate and manage staff.</li> <li>• Flexible and adaptable approach to changing priorities.</li> <li>• Attention to detail and commitment to maintaining high standards.</li> <li>• Calm and patient when dealing with others</li> <li>• Demonstrates a 'can do' approach, self-motivation, ability to prioritise work and the ability to work autonomously</li> </ul>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
	<ul style="list-style-type: none"><li>• Ability to travel to work across the Academy's two campus sites</li></ul>		Application/interview