

LIPA
MULTI-ACADEMY
TRUST

Job Description

Job Title	Estates Manager
Salary Scale	£34,834 to £36,648 (NJC point 26-28)
Responsible To	Chief Financial Officer
Responsible For	Estates Assistant
Number in Post	1
Date Drafted	August 2024

Job Purpose

To be responsible for the day-to-day operation of all estates-related services and equipment relating to the LIPA Multi Academy Trust, which is currently comprised of the LIPA Sixth Form College and the LIPA School.

Additionally, the postholder will be responsible for the project oversight of minor projects and is required to maintain appropriate and accurate records relating to the usage of the buildings, including completion of relevant data returns to funding bodies.

Furthermore, the individual will be responsible for the oversight and management of the Trust's cleaners and will work in conjunction with the CFO and the Executive Leadership Team to ensure that the Trust's estate is well-maintained and meets the needs of students and staff.

Major Tasks

1. To be responsible for the supervision of work being carried out on all Trust sites by our own staff and contractors, communicating with other colleagues as necessary.
2. To monitor the physical and environmental condition of the Trust's buildings and to manage, plan and co-ordinate the general maintenance of the buildings and associated plant, both proactively and reactively. This will involve a hybrid approach of hands-on involvement, support from an in-house assistant (caretaker) and the use of outsourced specialist providers where necessary.
3. To be responsible for the maintenance and adherence to the estates budget, including the ordering of goods and services and authorising expenditure, with oversight from the Chief Financial Officer.

4. To develop and maintain appropriate records to facilitate reporting on the appropriate functioning of the estate both internally and externally.
5. To manage cleaning resources across all sites to ensure that the estate can meet the demands of all users and to ensure that they are resourced in an efficient and economical manner.

Job Activities

Major Task 1: Supervision of onsite work

1. Be responsible for the supervision of work being carried out by our own staff and contractors in terms of building maintenance, repair, upgrade and associated testing.
2. Be the first point of contact for buildings related matters.
3. Liaise with approved suppliers and contractors as necessary.

Major Task 2: Monitor the physical and environmental condition of the Trust's buildings and manage, plan and co-ordinate the general maintenance of the buildings and associated plant, both proactively and reactively.

1. Develop and maintain appropriate systems for reporting and responding in a timely fashion to maintenance issues / buildings faults.
2. Supervise and co-ordinate the ongoing maintenance and repair of buildings and related equipment through in-house staff and contractors including the development of a formal, documented system of planned preventative maintenance.
3. Ensure that statutory inspections and risk assessments of operational assets are carried out and appropriate records kept, particularly in relation to health and safety matters.
4. Manage the site caretaker(s), ensuring that they are employed effectively at all times.
5. Respond to out-of-hours emergencies as and when required.
6. Contribute to environmental / recycling policies.
7. Ensure the environmental condition of the buildings are kept to optimum levels via the Buildings Management System.
8. Manage relevant grounds maintenance contract.

Major Task 3: Budgetary oversight

1. Be responsible for buildings maintenance and cleaning budgets and ensure that they are adhered to over the course of the academic year.
2. Implement systems for the procurement of contractors, materials and parts in accordance with the Trust's Financial Regulations, ensuring good value is achieved.
3. Develop and implement systems for monitoring and controlling consumption of gas, electricity and water, trying to minimise waste wherever possible.
4. Develop and maintain a list of preferred contractors through regular market testing and develops systems for monitoring and assessing their performance.

Major Task 4: Reporting

1. Maintain accurate records in relation to the inspection of equipment and planned maintenance.
2. Provide timely, accurate and relevant data to underpin the estates strategy as required.
3. Contribute towards submission of any reporting to Government, funding bodies or any other associated body as required in terms of estates-related information.
4. Produce ad hoc reports as and when required.

Major Task 5: Cleaning oversight

1. Manage the cleaning team, ensuring that they are employed effectively at all times.
2. Ensure that operational cleaning standards are met.
3. Approve staffing and overtime amounts for additional time worked by members of the cleaning team in line with the overall budget.

Other duties:

1. Carry out all duties with due regard to confidentiality and data protection regulations.
2. Undertake such additional duties as are reasonably commensurate with the level of this post.

Location:

The job is initially located across our main sites on Upper Duke Street and Hope Street. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

37.5 hrs per week, Monday – Friday, although some evening work may occasionally be required as may some weekend working.

Person Specification – Estates Supervisor

Criteria	Importance	To be identified by:
Education and Qualifications:		
A degree or similar qualification in a construction or engineering-related discipline	Desirable	Application / Certificates
Experience / Knowledge:		
Extensive experience of property / estates matters (over five years)	Essential	Application / Interview
Experience of working in the education sector	Essential	Application / Interview
Knowledge of Department for Education reporting	Desirable	Application / Interview
Working knowledge of CDM regulations	Essential	Application / Interview
Working knowledge of Building Management Systems	Desirable	Application / Interview
Working knowledge of cost control procedures and setting and monitoring budgets	Essential	Application / Interview
Experience of using database systems in relation to estate management	Essential	Application / Interview
A proven track record of delivery of maintenance programmes	Essential	Application / Interview
Experience of managing staff (desirable over five years of experience in this area)	Essential	Application / Interview
Experience of managing projects	Desirable	Application / Interview
Working knowledge of health and safety issues and legislation	Essential	Application / Interview
Skills and Abilities:		
Strong prioritising and time management skills and ability to meet deadlines	Essential	Application / Interview
Computer literate (particularly MS Excel and Outlook)	Essential	Application / Interview
Methodical, numerate and well-organised	Essential	Application / Interview
Ability to create good working relationships at all levels	Essential	Application / Interview

Criteria	Importance	To be identified by:
Ability to work flexibly and be on call	Essential	Application / Interview
Ability to obtain or provide DBS clearance, satisfactory to LIPA MAT	Essential	Application / Interview
Personal Qualities:		
Ability to work on own initiative and have confidence in to dealing with problems as they arise in a professional manner and able to manage changing priorities.	Essential	Application / Interview
Capacity to work under pressure to meet deadlines and organisational priorities	Essential	Application / Interview
Understanding of the principles of confidentiality and the ability to handle sensitive data appropriately	Essential	Application / Interview
An enthusiastic and flexible approach to working routines and practices	Essential	Application / Interview
Team-player, personable, with a sense of humour	Essential	Application / Interview
Enthusiasm and flexibility in the role, with a 'can do' approach	Essential	Application / Interview
Commitment to equality of opportunity and anti-discriminatory practice	Essential	Application / Interview