

# Portico Academy Trust



## Job Description

**Position:** Estates Operations Manager

**Grade:** Level 7, point 21 to 27

**Hours:** 37 hours per week, Monday to Friday, 9am to 5pm, 52 weeks per year

**Responsible to:** Director of Estates

### Purpose of Job:

To be responsible to the Director of Estates for the operational oversight of Premises staff and for the quality, safety and general maintenance of the buildings, grounds, services and facilities for all the sites within the Trust.

To ensure statutory servicing and compliance activities are carried out, recorded and any remedial actions are completed.

In the Director of Estates absence, the post holder will be required to deputise the function.

### Duties and Responsibilities:

To support the Director of Estates by managing facilities operations effectively, including but not limited to activities such as:

To instruct the site teams over their maintenance and efficiency to ensure sites are well maintained and safe for employees and pupils.

To be aware of legislation relating to Health and Safety (e.g., HASAW, COSHH) and to assist the Director of Estates in ensuring that the school's practices are compliant. Work closely with the Director of Estates to ensure all areas of safety and compliance are accounted for.

To be responsible for the Planned Preventative Maintenance (PPM) schedule and ensure all PPM activities for the trust schools are carried out in accordance with Trust SLA's. This would include ensuring remedial actions are completed and servicing records are maintained.

To ensure an up-to-date Pre-Qualification Questionnaire (PQQ) register is maintained for all contracted services, and to escalate any unresolved requests to the Director of Estates as needed.

In consultation with the Estates Director, raise work orders to complete any PPM remedials, repairs or reinstatement works ensuring best value for the Trust is maintained.

To be proactive in suggesting improvements or opportunities for cost savings identified while carrying out normal duties.

To liaise with contractors on site over the completion of PPM activities and to ensure the safety of operations.

To periodically check site teams are maintaining on site logs (such as contractor signing, Asbestos register and Water Hygiene) as required by the Director of Estates.

To monitor all contracted services and to provide regular reports to the Director of Estates on contractor performance and PPM activities. To be accountable for managing any PPM contractor issues that arise in consultation with the Director of Estates.

To ensure in house PPM activities are completed by the site teams (emergency lighting flick test, outlet temperatures etc.) at set intervals and maintain up to date internal compliance reports.

Utilise workflow approval for in house compliance reports and ensure any associated actions are managed, completed or escalated appropriately.

To undertake regular compliance reviews and report findings the Director of Estates to ensure in house PPM is being accurately recorded and carried out.

To conduct regular site visits and schedule regular time with the Director of Estates to ensure good operational communication is maintained.

To maintain an accurate and up to date asset register for all plant equipment across Trust Schools, and to support the Director of Estates in delivering improvement initiatives.

Support the Director of Estates with monthly Principal meetings as required.

To be a main point of contact in regards to the maintenance and operation of the swimming pool and plant equipment within the trusts remit. To maintain an awareness of Pool Safety Operating Plans and pool risk assessments.

To monitor and report on the Facilities Helpdesk used to manage the premises workload, ensuring this is up to date and accurately reflects the current position across the trust schools. If tickets falling outside functions required SLAs investigate and resolve the matter where possible.

In the absence of Lead Caretakers, ensure helpdesk tickets are appropriately assigned to site team members to action.

Be the day-to-day contact with the external cleaning contractors to ensuring effective deployment of the cleaning staff to include both day-to-day cleaning and more extended cleaning routines in periods of school closure and reporting back any reoccurring problems.

To work closely with Lead Caretakers to produce and manage a proactive schedule of internal maintenance and rolling programs (such as painting and decorating) works at each of the sites, and ensure these are completed.

Design and manage the delivery of a rolling program of contracted updates to all sites (such as carpet or blind renewals), escalating any concerns or issues to the Director of Estates where necessary.

To be proactive in ensuring site security and safety, including being part of all intruder and fire call lists.

To process and monitor annual leave for site staff, ensuring cover is in place, allowing Director of Estates to authorise leave. In cases of last-minute site team leave, ensure cover is arranged for site.

To act as site cover as needed due to leave, planned or otherwise.

Report performance or conduct issues to the Director of Estates where appropriate and to support the Director of Estates to undertake return-to-work, performance management and annual appraisal meetings where needed.

To support the Director of Estates in arranging and/or delivering training to site teams in respect of Health and Safety, and ensure the training matrix is kept up to date.

To support the Director of Estates and Lead Caretakers in onboarding new team members as needed.

To assist the site teams with any ad-hoc ordering tasks as required.

To support the Director of Estates and wider Estates Team in the delivery or organisation of, any other Estates Projects, tasks or initiatives as and when required.

## General

Hours of work will need to be flexible to meet shifting requirements and to support important school events.

This role may include working outside of normal hours when required and the ability to cover site staff where required in cases of absence (if it cannot be covered by another site team member).

The post holder will need to be available to take calls outside of normal school working hours in emergency or urgent situations.

Post holder will be based at Portico House; however, they will need to travel to all schools within the Trust on a regular basis to effectively undertake role and manage the sites and the site team. This will generally be self-directed, but from time to time you may be requested to attend a particular school/site by management. You will not be permitted to claim expenses for travel between sites as this is deemed as part of the role's remuneration.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

The duties may be varied to meet changed circumstances in a manner compatible with the post held. The above is the indication of the requirements of the post, and is not meant to be inclusive or exhaustive. Any task that needs to be reasonably undertaken, should be undertaken whether or not included in the above.

The post holder will undertake any relevant training.

The post holder is expected to show a responsible attitude toward Health and Safety and have due regard for their personal safety and that of others.

The post holder will support, uphold and contribute to the development of the Trust's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The Trust is fully committed to providing opportunities for your continuous professional development in the form of training, mentoring, shadowing, role enrichment, coaching, peer development, etc.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the school and your current and future roles and responsibilities throughout your professional career.

Portico Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.