

JOB DESCRIPTION

Senior Estates Business Partner

Salary: PO6 NJC 42-44

Responsible to: Director of Operations

Hours of work: 8am to 4pm (3.30pm on a Friday) with half an hour lunch

Line Management: EMET Estates and Catering Business Partners

Location: EMET HQ based at either West Bridgford/Kimberley/Rainworth (from Jan 2025) offices

Other Information: Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for this post and the outcome of the enhanced check to be carried out through the Disclosure and Barring Service.

Overview:

Manage the day to day running of the Estates and Catering Team in the Trust.

To manage the expenditure of the capital grant and all capital works.

To be responsible for the strategic overview of Estates and Catering across the Trust.

To support the estates work in a number of named schools.

To oversee Health & Safety and sustainability responsibilities on behalf of the Trust.

Whole Trust Responsibilities

- Be responsible for the strategic overview of all services, sites and buildings within the Trust, ensuring the continuous improvement of the Trust's services and facilities.
- Liaise with the legal team to process the CTA and other statutory documentation as required for any TUPE processes when new schools join the Trust or bring services in-house.
- Ensure fair distribution of capital funding which is transparent for schools and is auditable by the DfE, prioritising areas of need in line with the Strategic Premises Development Plan and condition surveys.
- Manage and monitor the Schools Capital Allocation spend in line with DfE guidance, Academy Trust Handbook and Trust policies and contribute to the finance audits when required.
- Responsible for the preparation of Trust wide strategic estates plans.
- Arrange Service Managers Meeting on a regular basis with both primary and secondary schools to ensure good communications across the Trust regarding compliance, premises and capital funding.
- Responsible for all estates related communication across the Trust.
- Ensuring that schools within the Trust submit appropriate returns and information required by the DfE, including Asbestos Returns, Land & Buildings Returns.
- Work with Service and Office Managers in schools to ensure that the sites and buildings across the Trust contribute to the "climate for learning".

- Work with Service Managers and Head Teachers in schools to develop understanding of areas of need, and support schools in developing plans for improvements to services and estates, including proposed refurbishment works.
- Be responsible for a group of schools and meet with the Head Teacher or Service/Office Manager on a regular basis to ensure good estates management is taking in place in line with the Department for Education guidance GEMS.
- Ensure proactive maintenance and development and efficient use of all school sites and buildings. Working with others to coordinate use of the facilities including lettings where appropriate.
- Working with school staff to put in place systems to ensure buildings are safe and secure at all times and adhere to both Health & Safety requirements and statutory Ofsted guidelines for health and well-being of staff, students and visitors.
- Ensure schools use Every system to record all statutory compliance checks.
- Operate the Trusts finance system for capital orders and invoices

Health and Safety

- Audit specified schools within the Trust to ensure that all H&S risk assessments are in place including Fire, Asbestos and the Local Asbestos Management Plan, Legionella, School's Business Continuity Plan, Risk Register etc.
- Ensure that schools within the Trust are aware of the H&S risks posed within their own school and address these as necessary.
- Ensure schools have in place a process for Display Screen Equipment risk assessments for regular users of PCs/Laptops.
- Advise schools of any changes of H&S legislation.
- To create and monitor action plans from risk assessments completed by the schools within the Trust.

Income Generation

- Support schools with maximising capital funding income, applications for Grants, fundraising initiatives and making best use of the school site for income generation including lettings.
- Work directly with the Central Finance Team to monitor income generation activities against targets set.

Trust Services

- Work with school Services Managers to ensure the smooth operations of all in-house services, including Cleaning, Caretaking, Catering and Site teams.
- Advise schools on bringing services in-house where appropriate, and work with schools to successfully implement any changes to services.
- Be responsible for a group of schools and meet with the Head Teacher or Services Manager on a regular basis to ensure good estates management is taking in place in line with the Department for Education guidance GEMS.
- Ensure proactive maintenance and development and efficient use of all school sites and buildings. Working with others to coordinate use of the facilities including lettings where appropriate
- Working with school staff to put in place systems to ensure buildings are safe and secure at all times and adhere to both Health & Safety requirements and statutory Ofsted guidelines for health and well-being of staff, students and visitors.
- Identify with Heads and Service/Office Managers areas for inclusion in the Trust Capex application process.
- Audit use of Every in schools for policy and compliance checks.
- Monitor the agreed spend of the capital funding allocation, across the Trust, ensuring all costs are within the Trust SCA grant or other grants received.

Catering

- Line manage the Trust Catering Business Partner.
- Support schools in meeting the requirement of Environmental Health legislation and inspections.
- Responsible for the implementation and monitoring of the Trust Catering Strategic Plan.

Strategic Risk Management

- Ensure that the Trust Risk Register is continually up to date.
- Ensure each school has their own Risk Register in place that is relevant and specific to their school.
- Responsible for the production of a template Trust Business Continuity plan.
- Implement risk management and loss prevention strategies across the Trust to reduce insurance costs.
- Audit the schools Business Continuity Plans for content and accuracy ensuring the schools update them at least annually.

Other

- Working in collaboration with the Trust Central Team and all Trust staff as appropriate.
- Developing and maintaining strong relationships with Leadership teams.
- Covering for absent colleagues and undertaking other duties commensurate with the grade.
- Willingness to travel to any Academy within the Trust as required.
- To comply with the requirements of Data Protection, Health and Safety, Equal Opportunities, Financial Procedures and other relevant legislation or Trust policy.
- To be responsible for your own professional development and attend training where required.
- The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

The East Midlands Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

PERSON SPECIFICATION
Senior Estates Business Partner

<u>Qualifications</u>	
GCSE A*-C English and Maths, or equivalent	Essential
Degree level qualification, or higher	Desirable

<u>Training</u>	
Health and Safety at Work	Essential
Site Management	Desirable

<u>Knowledge</u>	
Excellent awareness of child protection and safeguarding policies	Essential
Working knowledge of GDPR	Essential

<u>Experience</u>	
Working at a senior level	Essential
Premises management	Desirable
Contract management	Desirable
Writing and amending policies in line with legislation	Desirable
Working within the Education sector	Desirable

<u>Skills</u>	
Ability to create, implement and develop an appropriate Estates strategy	Essential
Ability to develop and maintain effective and efficient policies and processes	Essential
Ability to analyse data for use in decision making	Essential
Good working knowledge of Microsoft Office, including word and excel	Essential
Attention to detail	Essential
Ability to communicate effectively with people at all levels by telephone, face to face and in writing	Essential
Ability to maintain confidentiality	Essential
Good interpersonal skills	Essential

<u>Qualities</u>	
Ability to work with accuracy under pressure	Essential
The ability to manage conflicting priorities	Essential
Well organised	Essential

Reliable	Essential
Suitable for work with children	Essential

<u>Other</u>	
Be able to work at times and locations aligned to service provision	Essential
Be able to work in schools, academies or colleges	Essential
Full driving license and ability to travel as required to Academy sites	Essential