

Shaftesbury Education Job Description

Job Title:	Shaftesbury Education Facilities & Compliance Manager
Unit/Directorate:	Education
Reports To:	Shaftesbury Education Commercial Business Manager
Supervises:	Site Managers Estates and Compliance Administrator
Hours:	37.5 hours per week, Full time
Location:	Based within a Shaftesbury Education Setting (Bromley/Poole Some regular travel is expected)

Purpose of the job

To be the strategic lead for Estates and Compliance Management for Shaftesbury Education (SE):

- To work collaboratively, as a member of Shaftesbury Education, across all education settings and their associated sites.
- To contribute to the Shaftesbury Education self-assessment, quality assurance and review processes.
- To work in conjunction with the Commercial Business Manager, local Site Managers and local Headteachers/Principals to ensure that high standards of compliance and health and safety are maintained at all settings.

Main Duties

Strategic Leadership

1. Develop and maintain the Shaftesbury Education Estates Vision, Estates Strategy and the Asset Management Plan in accordance with current Good Estates Management for Schools guidance.
2. Ensure the strategic and operational management supports the educational priorities of the directorate.
3. Co-ordinate and manage reviews of the estate documentation to ensure they meet organisational and educational requirements, deliver value for money, and effectively prioritise expenditure.
4. Lead and report on Shaftesbury Education (SE) Estates Compliance with input from local Site Managers.

Shaftesbury Education

Job Description

5. Develop, maintain & review SE H&S policies, procedures and training requirements.
6. Ensure that building and site data is kept up to date to ensure informed decisions are made on project priorities and oversee the assessment and analysis of data to ensure space is utilised effectively.
7. Ensure that all changes to the school/college estate are subject to the relevant due diligence inspections.
8. Leads on ensuring leadership teams are aware of their responsibilities and role in managing the estate.
9. Identifies and procures external expertise to support the delivery of strategic objectives.

Estates Resource Management

1. Assigns roles, responsibilities and levels of authority to appropriate personnel.
2. Sets out training plans based on roles and responsibilities of personnel across the estate and wider organisation.
3. Line management of local Site Manager's and the Estates & Compliance Administrator.
4. Uses financial data to interrogate expenditure and resource allocation, ensuring alignment with the strategic plan and ensures value for money is achieved at all levels.
5. Takes responsibility for mitigating risk across the estate.
6. Ensures the organisation has a process for resource allocation and focuses allocations on impact and outcomes.
7. Lead on ensuring that all work is of a professional standard in line with Shaftesbury policies and procedures and high standards of repairs, cleaning and infection prevention are maintained.
8. To coordinate the development, implementation, and maintenance of the BCMS, and ensure compliance with ISO 22301.
9. Forecasts the capital investment required in the short, medium and long term based on key estate needs and priorities with input from local Site Managers and Headteachers/Principals.
10. To be responsible for reviewing the effective allocation and deployment of staff within the domestic and estates departments to meet the varying demands and workloads throughout the year.

Shaftesbury Education

Job Description

11. Monitors resources against budgets and identifies any variances and notifies the Commercial Business Manager.
12. Conducts regular revenue expenditure reviews, with the Commercial Business Manager, to improve value for money.
13. Take responsibility for the online management of risk assessments.
14. Identifies opportunities to generate income through the estate.
15. Coordinate and develop an efficient and effective organisational contract management and procurement strategies.
16. Leads the development, implementation and monitoring of business continuity and emergency planning processes.
17. Responsible for tendering and selecting, engaging and managing external contractors to ensure that work undertaken on site is carried out to company standards and complies with contractual commitments the site operating procedures and required budgets and timescales.
18. Development of detailed work plans, booking of contractors for projects during holidays to ensure minimal disruption during term times.
19. To be responsible for your own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager.
20. To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

WORKING RELATIONSHIPS AND CONTACTS

Internal: All Shaftesbury staff

External: Contractors, suppliers, couriers

Shaftesbury Person Specification

JOB TITLE: Shaftesbury Education Estates and Compliance Manager

	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> • IOSH qualified, or willingness to undertake qualification. • Full driving licence and willingness to travel between sites 	<ul style="list-style-type: none"> • Prince 2 or equivalent • NEBOSH 	A I D
Knowledge / Experience	<ul style="list-style-type: none"> • Familiar with the Good Estates Management for Schools guidance • Experience of providing leadership and direction for the way the estate is managed • Experience of identifying and planning resource requirements to implement approved estate activities • Proven experience of successfully managing and evaluating a team of workers and sub-contractors. • Extensive and relevant experience in all areas of site maintenance and general building works • Experience of setting and managing budgets and timescales 	<ul style="list-style-type: none"> • Experience of strategic planning and can translate organisational objectives into the estate strategy and asset management plan • Experience of implementing and overseeing effective risk management systems • Experience of implementing a financial strategy and plan which aligns with the estate vision • Experience of leading and developing a business continuity and 	A I T

Assessment Method Key: **A** = Application Form **I** = Interview **T** = Test **D** = Documentary Evidence

Shaftesbury Person Specification

	Essential	Desirable	Assessment Method
	<ul style="list-style-type: none"> • Ability to manage business disruption and protect people/premises in an emergency • Understands commercial confidentiality, data security and all other relevant regulations and requirements in contracts • Knowledge of statutory requirements that impact budgets • Ability to work to deadlines and have excellent project management experience and planning • Ability to use information technology database analysis, report writing and effective communication • Evidence of continued professional and personal development • An understanding of safeguarding and a commitment to creating a safe environment. • Excellent communication skills 	<p>emergency planning processes at an organisational level</p> <ul style="list-style-type: none"> • Experience of implementation of ISO 22301 	
Technical/ Work-based Skills	<ul style="list-style-type: none"> • Excellent knowledge of word processing, spread sheets and presentation packages • Ability to set goals and objectives for the estate, manage performance and provide reports at Leadership level. 	Project management documentation requirements.	A I T

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Shaftesbury Person Specification

	Essential	Desirable	Assessment Method
General Skills/ Attributes	<ul style="list-style-type: none"> • A commitment to working with all staff and students and to improve and develop the Shaftesbury Education sites. • Ability to ensure relevant stakeholders understand what is expected of them during an emergency • Willingness to learn new tasks and undertake further training. • A commitment to achieve high standards in all aspects of the work undertaken and able to prioritise and manage the workload under pressure. • Establish and maintain effective working relationships and be an effective team member. • An ability to show leadership and initiative and be able to work independently • Willingness to undertake continued professional development. • Good practical problem-solving skills. 	<ul style="list-style-type: none"> • Understanding of change management processes 	A I

Assessment Method Key: **A** = Application Form **I** = Interview **T** = Test **D** = Documentary Evidence

Shaftesbury

General Information

This job description and person specification is not exhaustive, and amendments and additions may be required in line with future changes in the post holder duties.

SAFEGUARDING

Shaftesbury is committed to safeguarding and promoting the welfare of adult, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

EQUALITY AND DIVERSITY

Shaftesbury is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Shaftesbury aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

CHRISTIAN ETHOS AND VALUES

The post holder must carry out all duties in a manner which is consistent with Shaftesbury values which are based on an inclusive Christian ethos.

POLICIES AND PROCEDURES

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

CONFIDENTIALITY

The post holder must ensure that any information relating to employees, service users and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

HEALTH AND SAFETY

The post holder must be familiar with Shaftesbury Health and Safety policies and guidelines. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.