



Job Description – Projects and Estates Manager

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All adults in school, whether paid staff or a volunteer, have a responsibility for safeguarding and promoting the welfare of children. The successful candidate must abide by Owlcotes Multi-Academy Trust policies and procedure and Owlcotes Multi-Academy Trust school's Safeguarding and Child Protection policy. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

Post Title: Projects and Estates Manager

Pay Grade: PO1 point 27 – 30.

37 hours per week, Monday – Friday.

Post(s) to which directly responsible: Chief Executive Officer.

Purpose of post: The planning, management and delivery of Trust development Projects and the Estates Management service. To lead and oversee the estate management programme for the Trust including premises, facilities, Health and Safety, contract management, income generation and capital works.

Principal Responsibilities:

- Be a visible and effective leader;
- Developing and improving the trust estates and leading site staff teams;
- Be able to perform at a high level both strategically and operationally;
- Ensure high quality level of performance from all school contracts;
- Effective and efficient leadership of the school sites and grounds, including building fabric, service installations, energy/environmental management, to enhance the learning environment for staff and pupils;
- Ensure all aspects of Health and Safety (legislation and implementation) are reflected in the highest of standards, ensuring all schools in the trust are safe and legally compliant;
- To be responsible for safeguarding and prioritising the welfare of children.

Key Responsibilities and Accountabilities

Premises

- To ensure the Trust buildings and premises are maintained to appropriately high standards that comply with all relevant legislation seeking advice from the Trust Central Team as required;
- To ensure the appropriate placing of all service contracts and to monitor the work of onsite contractors / liaise with Trust Central Team on Trust wide contracts;
- In conjunction with the Trust Central Team/MAT ELT and schools SLT develop the Trust's emergency procedures;
- Support CFO in other site-based tenders/contracts;
- Responsible for overseeing cleaning and catering contracts;
- Line manager for premises teams across the trust;
- Work with the HCI to maintain the Asset Management system;
- Work with Site Managers and Head Teachers in formulating 3-5 year cycle of works;
- Consolidate the cycle of works into the MAT programme and liaise with CFO and CEO;
- Support CEO and Headteachers with IT Infrastructure across the sites.

Health and Safety

- To take a lead in the review and implementation of OMAT's Health and Safety Policy
- To oversee/ensure completion of weekly tasks on the Health & Safety compliance system;
- Take ownership of the Schools' Health and Safety Audits and oversee action plans;
- Take ownership of the Schools' Fire Risk Assessments and oversee action plans;
- In conjunction with the Building Site Supervisors, ensure the regulation of all Risk Assessment procedures;
- Ensure all statutory inspections are carried out and advise the School Leadership teams on Health & Safety matters, seeking advice from the Central Team as appropriate;
- Working with the Central Team and HT's to ensure school Business Continuity Plans are up-to-date;
- Advise all staff on health and safety matters as appropriate;
- To ensure that all persons in the MAT (staff, pupils, visitors and contractors) are aware of their responsibilities in respect of Health and Safety and that relevant training is provided.

Capital

- Liaise with the Finance CFO and CEO over proposed / necessary works;
- Apply for/ secure funding through CIF bids and other funding streams, seeking out funding opportunities.

Sustainability

- Engage funding streams for sustainability and energy efficiency.

Line Management Responsibilities

- Provide clear and visible leadership at all times; Support, coach and mentor premises team members to enable them to reach their potential and deliver results; having a continuous improvement culture across the team;
- Ensure effective recruitment, induction, management and development of site staff team to ensure the day to day work is always at least good;
- Manage team members to ensure high motivation, provision of high quality service;
- Undertake annual appraisals for site staff as part of the Trust's Annual Appraisal cycle, setting, managing and reviewing targets and goals for team members on a regular basis;
- Manage premises team staff leave to ensure a continuous service throughout the year.

Other

- To attend and report to Trust Board meetings when required;
- To support the HCI in reviewing the risk register for site/facilities risks;
- To be available out of hours for emergency contact;
- Promote the Trust's vision and values.

Approximate indicator of time spent on roles is as follows. This is offered as a guide only.

- Premises management and development including health and safety compliance: 40%.
- Project delivery – capital and sustainability: 20%.
- Premises Team Management: 20%.
- Income generation: 20%.

Relationships:

The post holder will be required to work flexibly to deliver an effective service.

There will be regular contact with school pupils, colleagues and other members of staff, line managers and potentially contact with internal and external customers.

Physical Conditions:

This post is currently based at the Owlcotes Multi-Academy Trust central office, located on the premises of Pudsey Primrose Hill Primary School.

During the course of your employment, you will be required to undertake your duties at other Owlcotes Multi-Academy Trust schools.

This post is subject to an enhanced Disclosure and Barring Service check.

Owlcotes Multi-Academy Trust and its schools operate a non-smoking policy.

Economic Conditions:

Grade: PO1 point 27 – 30 (depending on experience).

Annual Leave: This is an all year round post and a maximum of two week's holiday will be able to be taken during the summer holiday period, a maximum of one week (which can be split) can be taken during term time and remaining holiday can be taken during other school closure periods.

Hours: 37 hours per week, Monday – Friday.

Conditions of Service: NJC conditions apply.

Prospects:

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Owlcotes Multi-Academy Trust encourages training both “in-house” and external to meet the needs of the individual and of the service.

Qualifications:

Essential: 5 GCSE's or equivalent including Maths and English (grade A* - C).

Desirable: Degree level (2:2 or above) or equivalent, recognised Health and Safety qualification.

Job Description Prepared/Reviewed by: *Joe Wilson, 20/09/2022.*

Job Description Approved by: *Lesley West, 20/09/2022.*

Employee Specification:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Essential	Desirable
5 GCSEs or equivalent (grade A*-C) including English & Maths.	X	
Educated to degree level or equivalent.		X
Recognised H&S qualification.		X

KNOWLEDGE	Essential	Desirable
Knowledge of Health and Safety regulations related to Estates.	X	
Knowledge and experience of procurement and managing small projects.	X	
Knowledge of data protection and Freedom of Information Acts.		X
Knowledge of environmental issues and sustainability, e.g. energy efficiency, carbon reduction etc.		X

EXPERIENCE	Essential	Desirable
Experience of Project Management.	X	
Experience of working in partnership with others to deliver work to set deadlines.	X	
Experience of participating in teams.	X	
Experience of obtaining additional funding.		X
Experience of working in the education sector.		X

INITIATIVE AND INDEPENDENCE	Essential	Desirable
Ability to identify funding opportunities.	X	
Ability to work autonomously and flexibly.	X	
Ability to be proactive and self- motivated.	X	

PLANNING, ORGANISATION AND COMMUNICATION	Essential	Desirable
Ability to split strategic duties and workload across schools whilst meeting Trust and regulatory deadlines.	X	
Able to work flexibly as part of a team and show initiative.	X	
Able to communicate effectively with a wide range of people.	X	
Excellent written and presentation skills.	X	
To be able to interpret and effectively disseminate complex information.	X	

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable
To abide by Owlcotes Multi Academy Trust policies in the duties of the post and as an employee of the Trust.	X	
To carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies.	X	
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives.	X	
Ability to respect sensitive and confidential work.	X	
Commitment to own personal development and learning.	X	