

JOB DESCRIPTION

Property and Fleet Asset Manager

Reports to: Director of Estates and Facilities

Evaluated grade: PO3

GENERAL PURPOSE OF THE JOB

1. Maintain accurate and up to date records of the OHC&AT property and vehicle estates ensuring key data are readily available and accurately maintained.
2. Ensuring compliant reporting and real estate obligations are met.
3. Ensuring estates management activities are completed in a timely fashion including rent and rate reviews, lease extensions and renewals etc.
4. Maintain a suitable scaled, available, compliant and cost-effective vehicle fleet across the OHC&AT portfolio

Property Administration

1. Ensure all leases available with key data identified and accurately recorded.
2. Coordinate the timely completion of all required property / lease related activities and reporting including (but not limited to) lease extensions, acquisitions and disposals.
3. Coordinate the timely completion of all required property related activities and reporting including (but not limited to) condition surveys, way leave applications and grants, dilapidation surveys, service charge reconciliation, rates reviews etc.

Fleet Administration

1. Ensure all vehicle asset information is available with key data identified and accurately recorded.
2. Coordinate the timely completion of all required maintenance and repair activities including, but not limited to, asset ownership, vehicle mot testing, servicing, vehicle tax, ULEZ charging, congestion charges etc.
3. Coordinate the timely completion of other required activities related to the safe operation of the vehicle fleet including, but not limited to, validation of driving licenses, section 19 permits and other inspections.

Other responsibilities

1. To be aware of and comply with policies and procedures relating to child protection, health, safety, security, and confidentiality, reporting all concerns appropriately.
2. To participate in training and other learning / development activities as required
3. To treat all users of the College and Academies with courtesy and consideration.

4. To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.
5. To carry out other duties, commensurate with the post, which from time to time may be necessary for the good of Orchard Hill College and Academy Trust.

NAME:	
SIGNATURE:	
DATE:	

PERSON SPECIFICATION

Education, Training and Work Qualifications

1. Recognised training/qualifications associated with caretaking/DIY activities desirable.
2. Driving licence (all new appointments will be required to have a clean, valid driving licence).
3. Valid MIDAS training to coaching level (training available)
4. To hold or be willing to work towards the Institute of Work Place Management qualification in facilities management.
5. To hold or be willing to work towards NEBOSH or IOSH qualification.

Knowledge

6. Knowledge of basic site maintenance and good practice in building services.
7. Experience of managing Building Management Systems.

Skills and Abilities

8. Proven experience of managing a team
9. Ability to plan and prioritise a range of regular and irregular tasks, and ability to analyse tasks and how they may best be achieved.
10. Good oral and written communication skills.
11. Ability to relate in a friendly way with a wide range of personalities.
12. Contract Management

Relevant Experience

13. Experience in building maintenance work
14. Experience of supervising staff
15. Experience of driving minibus up to 17 seats (desirable)
16. Experience in an educational environment (desirable)

Other Requirements

17. Ability to comply with OHC&AT policies e.g. Safeguarding, Equality & Diversity, Health & Safety.
18. Ability to carry out manual handling tasks, i.e. lifting, climbing and moving of items.
19. Able to work as part of a team; be adaptable and supportive of colleagues.
20. Ability to interact with learners sensitively and flexibly