

## **Staff Job Profile**

**Position** Trust Estate Manager

**Hours of Duty** Full time position (36 hours per week, 52 weeks per year) the position will be split 80:20 Reigate School/Whole Trust

**Job Summary** Reigate School (80%)

The Trust Estate Manager will take the lead role for managing site maintenance and will be responsible for the day-to-day operational management of Reigate School. They will maintain the site's safety, cleanliness and security at all times and will ensure the school is compliant with all statutory legislation, standards and guidance. They will contribute and lead the site team to ensure the Trust's vision of providing a world-class education facility is achieved.

**Reporting to** The Reigate School Business Manager

**Job Summary** Whole Trust (20%)

The Trust Estate Manager will work across our family of schools, leading collaboration between premises staff within all of the Trust schools. They will contribute to the development of the Trust's vision for the estates and support the realisation of that vision. Working alongside the Finance and Operations Director they will have responsibility for coordinating some elements of compliance tracking and reporting.

**Reporting to** The Trust Finance and Operations Director

### **Main Duties and Responsibilities**

#### **Staff Management**

- Supervise the Premises team and meet regularly with the School Business Manager (SBM) to ensure effective communication within the team.
- Oversee the cleaning team, liaising with the cleaning team supervisor and contract cleaners.
- Distribute tasks logged on the system with the premises team according to skill level and availability.
- Liaise with the HR manager to ensure continuous CPD for themselves and the Premises team.
- Implement an effective help desk facility
- Support new staff and ensure they are properly inducted.

#### **Site Management**

- Responsible for ensuring that the buildings, fabric, equipment and services of the school are maintained to a state of good order and repair.

- Manage the necessary systems and checks for identifying and prioritising maintenance and repair work.
- Maximise the skills of the Premises Team to ensure as many repairs as possible are in house.
- Allocate and work with approved contractors to address more specialised works in a prioritised manner.
- Manage the in-house preventative maintenance schedule and in-house projects in consultation with the SBM and in accordance with holiday schedules.
- Ensure that regular maintenance checks and stock controls are carried out on all premises related equipment that is used by the team.
- Ensure the premises work area is kept neat and tidy and the environment is safe to use.
- Oversee the running of the schools heating and plant systems ensuring sufficient and suitable services are carried out, remedial works are actioned, summer/winter alterations are managed effectively, in house equipment checks are completed daily and the safe access to all boiler rooms is maintained.
- Deal with and action any premises related emergencies.
- Organise the necessary works associated with the day to day running, regular servicing and responsive call outs for the building alarm and CCTV system. To also monitor the CCTV and alarm system remotely as and when required.

### **Project Management**

- Identify any major site requirements to the SBM and work with them to resolve.
- Undertake responsibility for overseeing agreed building works liaising with contractors as appropriate.
- Obtain and assess tenders for small to medium works as appropriate and make recommendations for action to the SBM.
- To undertake all contractor pre-work checks.

### **Health and Safety**

- Responsible for developing, implementing and monitoring health and safety measures relating to the Premises function of the school.
- Conducting, implementing and monitoring Premises Risk Assessments and procedures.
- Check the site regularly for any potential Health and Safety issues, taking corrective action where necessary.
- Plan all general maintenance including plant and electrical systems (5 year tests, portable appliance tests, heating systems and responsive works).
- Manage all aspects of the site's fire safety management including fire risk assessments and remedial actions.
- Keep accurate records for fire and water checks.
- Be responsible for implementing and recording a robust risk management programme of Legionella and Asbestos including risk assessment and testing/monitoring.
- Complete risk assessments in relations to any concerns on site and take corrective actions where necessary.
- Undertake Fire Marshall duties in the case of Fire and/or Emergency Evacuation.

- Ensure access for emergency services, assist as necessary and secure the premises as required.
- Manage any other site related Health and Safety works as required.

### **Other duties**

#### ***Site Security***

- Carry out security procedures for Trust buildings and grounds.
- Act as a key holder and operate as part of the emergency response team.
- Plan staff cover appropriately to ensure the site is unlocked and secured at the appropriate times according to the differing needs during term time, holiday time and community letting events.

#### ***Cleaning***

- Monitor the cleanliness of the site, internal and external and ensure high standards of cleanliness are met.

#### ***Vehicles***

- Manage the schools minibus procedures and ensure all appropriate checks have been undertaken.

#### ***Lettings***

- Comply with lettings procedures and liaise with the finance team concerning new and existing bookings. Ensure there is a clear and comprehensive rota for opening up and securing site and ensure lettings are carried out as per the letting agreement and monitor the site to identify any breaches by hirers.

#### ***Grounds Maintenance***

- Responsible for the appearance and upkeep of the of the site, which includes the car park, pathways, hard play areas, the sports field and grass areas, astro pitch and the MUGA.
- Liaise with the grounds team and monitor their work ensuring any issues are actioned.

#### ***Waste Management***

- Ensuring that general and recycling waste is appropriately managed to match the collection times from the external bin area.

#### ***Other general duties***

- Ensure accurate records are kept of all work carried out and liaise with the SBM over prioritising works to be done.
- Be mindful at all times of best value and discuss funding issues with the SBM.
- Undertake training and development to enhance skills and knowledge to perform effectively in this role.
- Coordinate parents evening responsibilities which include site preparation and parking practicalities.

- Carry out any other duties as may reasonably be required from time to time at the request of the CEO, Operations Director, Head Teacher, Senior Leadership Team or the School Business Manager.
- Comply with the Trust's policies and procedures at all times

**Whole Trust responsibilities**

- Maintain Central 'Teams' Estate Management area with Health & Safety Resources.
- Monitor each school's statutory and recommended premises inspections.
- Monitor Premises CPD across the Trust and suggest appropriate training.
- Organise and encourage networking and meetings of Trust Site Managers.
- Collate service maps for all the buildings within the Trust.
- Assist with the development of Risk Assessments across the schools.

### Person Specification

	Essential	Desirable
<b>Education and Qualifications</b>		
Good general education including pass in English and Maths at GCSE grade or equivalent	✓	
Relevant professional qualification		✓
Health and Safety qualification		✓
<b>Experience, knowledge and understanding</b>		
Experience in a building or site maintenance role		✓
Experience of managing staff	✓	
Good understanding of maintenance skills ie plumbing, carpentry, decorating		✓
Good knowledge of Health and Safety	✓	
Awareness of COSHH regulations		✓
Experience of working within agreed budgets		✓
Experience of setting staff rotas and working patterns		✓
<b>Skills and Abilities</b>		
Good basic IT skills	✓	
Report writing skills		✓
Strong problem solving skills	✓	
Ability to work constructively as part of a team and equally happy to work alone	✓	
Strong organisational skills	✓	
Good administration skills	✓	
Ability to effectively prioritise and delegate tasks	✓	
Able to develop effective relationships with colleagues and to communicate effectively with them	✓	
Excellent written and oral communication skills	✓	
Ability to maintain appropriate levels of confidentiality and discretion inside and outside of the school	✓	
Good knowledge of, and proactive approach to, sourcing of materials and equipment	✓	
Ability to motivate others	✓	
<b>Personal Qualities</b>		
Good sense of humour	✓	
Self-motivated and resilient	✓	
Adaptable and supportive of colleagues	✓	
Flexibility with a 'can do' attitude and willing to go the extra mile	✓	
Adaptable and able to cope with a wide range of tasks	✓	
Team Player	✓	
Reliable and an excellent timekeeper	✓	
Commitment to the Trust's ethos, aims and values	✓	
Good interpersonal skills	✓	
Able to develop relationships with all stakeholders	✓	