

Equality and Achievement

Location:	Redhill Academy Trust's Central Offices, Calverton, Nottingham
Salary:	The Redhill Academy Trust Pay Scale, Band 11, Scale Points 51 - 55
Hours of Work:	37 hours per week, 8.00am – 4.00pm (3.30pm on Friday), All Year Round
Responsible to:	Trust Estates Manager
Post Objective:	<p>To provide operational and administrative support to the Trust Facilities Manager in all areas of estate management and compliance. To assist with ensuring all Trust grounds and school buildings are maintained to the highest standards, and that safe, high quality productive learning environments are provided to all students within the Trust.</p> <p>To support the estate management programme for the Trust including premises, facilities, health and safety, contract management and capital works.</p>

Main Duties and Responsibilities:

- Supporting the Trust Facilities Manager with the production, management and implementation of the Trust Estates Development Plan, identifying immediate and long-term condition projects.
- Attend any relevant project site meetings and provide regular updates to the Trust Facilities Manager as required.
- Ensure full monitoring and recording of statutory maintenance and inspections are completed across the Trust and bring to the attention of the Trust Facilities Manager any concerns of non-compliance.
- Provide day to day oversight of the Trust Facilities Team, allocating appropriate resources in line with Trust objectives.
- Have effective and efficient oversight of the school sites and grounds, including building fabric, service installations, energy/environmental management, and lettings to enhance the learning environment for staff and pupils.
- Work with the Trust Health and Safety Committee to ensure all aspects of health and safety (legislation and implementation) are implemented in schools, ensuring all schools in the trust are safe and legally compliant.
- Support the Trust Facilities Manager with the management of building projects within the appropriate timeframes and allocated budgets – leading on agreed projects and acting as the project manager.
- Oversee maintenance for the Trust Central Offices, including fire evacuation drills and business continuity plans.

Premises:

- Ensure the Trust buildings and premises are maintained to appropriately high standards that comply with all relevant legislation.
- Be responsible for maintenance of Asset Management system.
- Work with Academies in formulating 3-5 year cycle of works.
- Consolidate cycle of works into MAT programme.
- Attend Trust Estates / H&S Committee termly.

Health and Safety:

- Provide Health and Safety support for schools across the Trust in conjunction with the Academy Operations Manager.
- Ensure all schools are operating within the scope of the Trust's Health and Safety Policy and that areas of concern are evaluated and financed to ensure the safety of all stakeholders.
- Support the Trust Facilities Manager by monitoring and operating as the administrator of the Health and Safety compliance system.
- Liaise with the Academy Operations Manager to report Health and Safety issues to H&S Committee.
- Undertake regular health and safety monitoring inspections of each estate, formulating reports on compliance and any required action plans.
- Work with the Trust Facilities Manager and Headteachers to ensure school Business Continuity Plans are up to date.
- 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.
- Manage policies and guidance regarding health and safety, and co-ordinate advice and support to the Trust.

Capital:

- Liaise with the Trust Facilities Manager over capital building works.
- Support the development and implementation of the Trust Estates Management Strategy in line with DfE guidance.
- Establish, monitor and review a list of contractors for minor works, including the provision of predetermined pricing/specifications as appropriate.
- Be the project manager for small and medium-sized estates-related projects.

Policies and Procedures:

- Ensure effective implementation and embedding of relevant policies and procedures across the Trust.
- Contribute to periodic reviews of relevant policies to ensure fitness for purpose.

Line Management Responsibilities:

- Provide a clear and visible presence at all times to ensure that all facilities are safe and well-resourced environments, conducive to high-quality teaching and learning;
- Support site team members to enable them to reach their potential and deliver results; having a continuous improvement culture across the team;
- Support effective recruitment, induction, management and development of site staff team to ensure the day-to-day work is high quality.

General

- This role will require travel between sites within the Trust
- Liaison with other departments and non-teaching staff over matters relating to Estates and Facilities.
- To uphold and actively support the Trust's policies and procedures
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the provision that any changes of a permanent nature shall be incorporated into the job description in specific terms
- This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Good standard of education especially with regard to literacy and numeracy skills. • H&S Qualification • 2 years' experience of a similar role • Practical skills – hands on maintenance skills • Understanding building systems and maintenance 	<ul style="list-style-type: none"> • Experience of working with children/young people within an educational setting appropriate to the role • Experience of leading/supervising colleagues • Relevant trade qualification or craft skills.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work calmly and effectively under pressure and meet deadlines • Ability work effectively with conflicting work demands • Able to work in a team and in collaborative partnerships • Ability to use initiative and work with minimum supervision at times • IT skills – be able to communicate effectively by email and use the H&S portal (training provided) • Possess or be willing to train for First Aid at Work qualification • Understanding of and ability to work with Health & Safety regulations and best practice – ability to undertake H&S risk assessments and manage H&S risks with legislations and COSHH. 	<ul style="list-style-type: none"> • Trade based qualification/s and/or experience of working in the trades industry e.g. project management
Personal Qualities	<ul style="list-style-type: none"> • A positive and flexible approach, open to challenges • Customer focused • Ability to maintain accurate records • Good communication and interpersonal skills, able to engage with senior leaders and other staff effectively • Committed, enthusiastic and willing to help others • Able to work flexibly, adopt a hands-on approach and respond to unplanned situations 	

	<ul style="list-style-type: none">• Willingness to take on and develop new skills to support performance in the role• Ability to evaluate own development needs and those of others and to address them	
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