

Job Description

Job title:	UST Estates Manager	Contract Type:	Permanent, full time
Responsible To:	Head of Estates & Facilities Management	Grade & Spine Point:	PO4 (36-39)
Location:	All UST Schools		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

The role of UST Estates Manager is to support the Head of Estates/ H&S to provide operational support for the overall delivery of Estates & Health and Safety functions within the Trust.

The role will require the holder to support the delivery of capital works projects as well as creating high standards of compliance and H&S, with frequent travel between UST Schools to support.

The post holder will be responsible for supporting the services in the following areas:

Reactive Maintenance & Capital Project Delivery

1. Act as initial point of contact for school reactive work's needs.
2. Liaise with school facilities managers to coordinate reactive work's needs.
3. Utilise the Trust CAFM System to monitor reactive works requests requiring quotes to proceed. Ensuring helpdesk requests are responded within a responsible time.
4. Procure service contractors and technical experts to undertake works as necessary.
5. Arranging repairs utilizing the in-house Facilities Team or external contractors as necessary.
6. Escalate and report issues of concern affecting the building to Head of Estates/ Health & Safety, Head Teacher etc.
7. Support the capital programme in terms of time, cost and quality.
8. Ensure that both the School's and University School Trust project requirements are translated into coherent, achievable and agreed briefs.
9. Assist the schools and the Trust to manage procurement processes for professional services, construction activities and equipment/goods to comply with Group procedures and procurement law.
10. Understand and interpret the implications of planning, building and listed building legislation.
11. Work with others and contribute to the assessment of bids from academies and the allocation of capital Monies.
12. Check that all work has been properly planned and is in accordance with the schools, and the Trust's Estates Strategy.
13. Assess and monitor the health and safety impact of projects before, during and at completion to ensure a
14. Visit each school to check on the progress/completion of the works
15. Check applications for payment.
16. Contribute to Option Appraisals and Business Cases to determine the most appropriate solutions to School requirements.
17. Other duties as requested or required by the Head of Estates.
18. Regularly reviewing the property management process and recommending changes.
19. Ensuring that sustainability and environmental improvements are promoted and implemented wherever possible.
20. Ensuring compliance with all legislation such as planning permission, building control and CDM regulations.
21. Implementing the development of Estates procedures and processes.

Financial, Procurement & Governance

1. Work with the Trust finance team, to ensure requisitions and PO's are allocated to the correct cost centre's
2. Ensure orders are raised in line with the Trust's Procurement Guidelines and Scheme of delegation.
3. To raise requisitions and purchase orders as necessary
4. To update financial monitoring statements
5. Assist with the update and implementation of departmental and Trust policies

Health & Safety & Compliance

1. Liaises with the Trust's Head of Health & Safety/ Advisors for advice on emerging issues and general advice when necessary.
2. Assisting with the completion of school policy's and H&S related surveys including risk assessments.
3. Attend H&S Meetings as necessary to provide updates on projects.
4. Support with the compliance with Construction Design Management (CDM) ensuring contractors have provided RAM and Construction Phase plans as necessary.

5. Ensure Project related H&S issues are reported and resolved and ensure security meets safeguarding requirements.
6. Ensuring all 3rd party contractors, including cleaning and catering have fit for purpose risk assessments in place.
7. Ensure Asset Registers are updated.
8. Ensure adherence to the Trust's Safeguarding Policy.

Contract Management & KPI Monitoring

1. Be aware of all Trust wide contract arrangements and Undertake regular inspections/audits at the School site(s), identifying issues and areas for improvement and report back to the Head of Estates/H&S
2. Monitoring of all KPI's and SLA's and any other performance parameters relating to the quality-of-service performance and commercial performance, and ensure reporting to the Head of Estates/ H&S
3. Monitoring of non-compliance KPI's, recommend Actions Plans required.
4. Attend the monthly service review meetings with contractors and attend monthly review meetings and any other ad-hoc review meetings as required. All meetings to be fully minutes with notes circulated.

Operational Leadership

1. Line Manage the Facilities officer Float ensuring they are assigned to bring maximum benefit. Assist with the Line Management of the school Facilities Managers, providing operational leadership to the Facilities Teams across all schools.
2. Contribute to annual reviews and objective setting exercises within 1:1's with School Leadership and Facilities Managers
3. Monitor Sickness absence, reporting and return to work meetings and escalate concerns.

General

1. Utilise and support the effective use of the Trust's Computer-Aided Facilities Management system (CAFM).
2. Work with the schools Admin Teams and SLT to ensure compliance records are maintained and regular reporting is in place to inform School Committees and wider Trust Committee Networks.
3. Provision of support and minor project delivery for Trust wide contracts. Lettings, Cleaning, Catering Etc.
4. Support the UST and School Leadership in delivery of all contracted services and ensure that performance levels and delivery are in line with agreed KPI's and standards.
5. Liaise as necessary with the schools IT team to ensure IT need is covered across all buildings.
6. Ensure that all outsourced facilities management contracts are managed, including the monitoring, reporting and follow up actions taken, minimising risk and maximising opportunities for efficiency, improved services and reporting.
8. Undertake any other reasonable duties as required by the Trust.

Additional Requirements

1. The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
2. Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.

3. The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
4. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
5. Complete any training required to improve performance and take part in the school performance management systems (where relevant)
6. Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.

Behaviour, Attitude and Team Work

1. Be flexible in working hours and available for operational support as required.
2. Demonstrate a proactive "can do" attitude.
3. Partake in the Trust's annual appraisal process.
4. On an ongoing basis, review how the role fits into the site operations, in line with the changing demands of the UST.
5. Maintain good working relationships with the Headteachers and key staff at each school.
6. Be part of a cohesive working team to provide a high level of service to all schools.
7. Liaise, assist and work with all UST departments, UST's other service providers including security and cleaning and visitors to UST premises as required to deliver a first-class service.
8. Make recommendations to the Facilities Managers and relevant Trust staff on matters that will improve the productivity, costs, quality etc. of all work for which the postholder has a responsibility.

EXPECTED BEHAVIOURS OF ALL TRUST STAFF

Leadership: Vision and Values

1. Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents, and wider community the vision, purpose, and leadership of the Trust
2. To ensure equal opportunities for all
3. To be committed to safeguarding and to promoting the welfare of all young people
4. To assist in the development of a culture and environment in which young people thrive and to drive forward innovation
5. Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust, and each student is valued and nurtured to develop personally and educationally

Leading and Managing Others and Self

1. Take responsibility for the day-to-day management of designated staff
2. Develop and maintain a culture of high expectations for self and others
3. Regularly review own practice, set personal targets, and take responsibility for own development.
4. Actively engage in the performance review process
5. The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this
6. Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students, and visitors
7. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues, and visitors
8. Adhere to Trust policies and procedures

Training

1. Undertake training as required to be effective in carrying out all duties and attend staff meetings as necessary.

JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by:

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

_____ Signed by (Post holder)

_____ Signed by (Trust Leader)

Person Specification

UST Estates Manager

Education and Qualifications	Essential	Desirable
Five Years Experience working within FM	✓	
Project Management Experience & working toward a Project Management qualification	✓	
IWFM/BIFM qualification or working towards		✓
Health and Safety Training - IOSH Desirable	✓	
GCSE passes in Maths and English or recognised equivalent.	✓	

Key Skills and Abilities	Essential	Desirable
Strong commitment to providing a high-quality service	✓	
Strong oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels	✓	
Demonstrates resilience, self-motivation, an ability to make effective decisions, use sound judgment, work under pressure and meet deadlines	✓	
Flexible attitude towards work (able to work varied shift patterns and be on call for emergencies)	✓	
Excellent team player with a 'can-do' attitude and ability to prioritise tasks	✓	
Ability to use computer control systems and standard MS Office packages	✓	

Knowledge and Experience	Essential	Desirable
Experience of building maintenance ideally within an educational setting	✓	
Experience in financial Management and Budgeting	✓	

Personal Attributes	Essential	Desirable
Commitment to the aims of the schools working together as a Trust	✓	
Self-motivated with drive, initiative and high degree of pro-activity	✓	
Sense of humour and equable temperament	✓	
Commitment to working as a positive and constructive team member	✓	
Commitment to Equal Opportunities	✓	
Confidentiality and diplomacy	✓	

Strategic and analytical thinking	✓	
Organisation wide holistic approach	✓	

