

Job Description

Job Title	School Estates Manager
Responsible To	Business Manager
Staff Managed	Grounds Staff, Domestic Staff & Drivers
Job Purpose	This role will provide operational leadership of all matters relating to the School's premises, facilities and Health & Safety, including oversight for ensuring the operational implementation of associated School wide policies and procedures. The position will provide strong facilities management leadership in the School and planning of all maintenance, security, transport, buildings and grounds.
Job Context	<ul style="list-style-type: none"> • Lead the School Estates, Services and Facilities Strategy. • Lead and manage the School Asset Management Strategy. • Be responsible for Health and Safety Compliance and Management across the School. • Lead on the estates compliance systems across the School and manage risk in key areas of the business. • Lead on the development of the School's energy saving strategy.
Accountabilities / Main Responsibilities	
Key elements of the job	<ul style="list-style-type: none"> • To maintain oversight of Health & Safety across the School Estate, acting as the School's Health & Safety Coordinator for Construction Design Management projects, Asbestos Control Manager, lead on Fire Safety and Legionella Control • To carry out an annual review to determine that the School properly discharges its duties under its own health & safety policy; the health & safety at work act; COSHH regulations; and any other statute, regulation, or directive. • To actively monitor developments and changes in legislation in respect of Health and Safety requirements and advise on appropriate action as required. • To lead the strategy on the development and communication of policies, procedures and processes concerning Health and Safety (including risk/emergency management). • To lead the promotion and monitoring of safe working practices within the School and to provide regular reports to the Headmaster, Business Manager and Board of Governors where required. • To oversee the training provision for all staff as required on health and safety matters, to include first aid, fire safety, and asbestos awareness. • To lead the team of Domestic and Grounds staff within the School. • To have School wide responsibility for the creation, development, and implementation of an Estate Management Plan; ensuring a rolling programme of maintenance keeps the estate in good order, utilising information and data from various sources, including future curriculum plans, H&S audits, and estates surveys. • To lead on the strategies designed to have oversight of the security of School estates including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management. • To manage the oversight of approved building and maintenance contractors and suppliers to the School. • To work closely with other School Managers, Site Teams, Catering Teams and Business staff to ensure best value and efficiency in all multi-location work. • To lead on the sustainability / green strategy, ensuring best practice of energy conservation in the use of heating, light, water etc. is developed and maintained. • To manage the use of the estate to maximise income generation through lettings and other community use. • To have oversight of the cleaning provision across the School.

	<ul style="list-style-type: none"> ● To lead on the procurement of best value for money contracts, servicing and maintenance agreements for sites across the School. ● To provide accurate information to the Headmaster and Business Manager to assist with annual budgeting and longer-term strategic financial planning processes. ● To manage budgets effectively, ensuring all financial policies and procedures are followed diligently. ● Ensure best value is achieved in premises related operational expenditure. ● To maintain oversight and manage, if appropriate, the tendering, implementation and snagging of all capital projects so that they are delivered on time, on budget and are value for money. ● To develop and manage the School asset inventory. ● Review and update the School's asset management plan regularly and formally on an annual basis in line with the School's financial procedures. ● Emergency out of hours support when required. ● To attend team and staff meetings, and maintain confidentiality inside and outside the workplace. ● To continue personal and professional development as required. To actively engage in the performance review process. ● All support staff may be used to perform appropriate duties as and when required by the School, commensurate with the salary grade of that post if it is higher than the employee's current salary. ● To work in the best interests of the School, its pupils, parents and staff. ● With a hands on approach, work with the team to carry out repairs, removals, upgrades and maintenance across the School site ● To oversee the set up of School events to a high standard and in a timely manner ● To adhere to the School's policies and procedures with particular reference to Child Protection, Equality, Teaching and Learning and Health and Safety.
Skills Development	<ul style="list-style-type: none"> ● Organise appropriate training for staff to ensure compliance at all times. ● Coach and mentor Catering/facility/site teams with on-site tasks to ensure that the standards are high at all times including work alongside teams to ensure the best outcomes.
Safeguarding	<ul style="list-style-type: none"> ● To oversee the procedure of ensuring all staff are cleared via appropriate DBS and medical checks and staff contracts. ● To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. ● Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. ● Be aware of own (and others') professional boundaries. ● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
Systems and Information	<ul style="list-style-type: none"> ● Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
Data Protection	<ul style="list-style-type: none"> ● To comply with the Schools policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. ● Know about data protection issues in the context of your role

Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equality Policy. ● Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the job role may be requested from your line manager. ● All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> ● The School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The School requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Essential	Desirable (if not attained, development may be provided for successful candidate)
Knowledge	
<ul style="list-style-type: none"> ● Knowledge and understanding of Health and Safety requirements. ● Knowledge and understanding of Building Management Systems. ● Excellent customer service skills and the ability to understand the needs of the business and colleagues. ● Excellent organisational and time management skills and the ability to prioritise work for yourself and others. ● Ability to disseminate knowledge and good practice to other members of staff. 	
Experience	
<ul style="list-style-type: none"> ● Experience of managing premises. ● Evidence of leadership and management of diverse teams. ● Significant facilities management experience in a similar role. ● Experience in Health & Safety management, operations and responsibilities. ● Experience of working with a range of contractors on capital and or maintenance projects. ● Experience of designing and managing a rolling programme of maintenance. ● Experience of managing cleaning, security and grounds maintenance services. ● Experience of delivering capital projects across multiple sites. ● Experience of delivering services to meet customer needs. ● Experience of managing competing priorities and working to tight timescales ● Ability to work under pressure and prioritise effectively 	<ul style="list-style-type: none"> ● Experience of working in a school, academy or other educational based background ● Practical building or maintenance skills
Personal Qualities	
<ul style="list-style-type: none"> ● An excellent record of attendance and punctuality. ● Ability to relate to and communicate with a wide range of people (staff, external contractors, external customers etc.) with a calm and courteous manner. ● Self-motivation and personal drive to complete tasks to the required timescales and quality standards. ● Commitment to continuous self-development including undertaking qualifications in key areas. ● Self-awareness. ● Reliability, integrity and stamina. ● Resilience and perspective. 	

Qualifications	
<ul style="list-style-type: none"> • Full UK driving licence with D1 classification (or willingness to achieve D1) • Be working towards or already achieved a nationally recognised Health and Safety qualification. 	<ul style="list-style-type: none"> • NEBOSH certificate level or above. • Degree educated. • Qualification in Building or Facilities Management
Other Requirements	
<ul style="list-style-type: none"> • Enhanced DBS clearance • Commitment to promoting the ethos and values of the School and getting the best outcomes for all pupils • Commitment to maintaining confidentiality • Commitment to safeguarding and equality 	