

Estates Manager

Job Description: Estates Manager

Line Manager:

Headteacher, Operations Director

Main Purpose of Role:

To provide Estates Management Support to the school & the Chief Finance & Operations Officer including projects, premises management and compliance.

Accountabilities:

- To be responsible for supervising members of the Estates Team, on a day to day basis (including weekends and evenings).
- Ensure appropriate staffing of the premises team to cover all activities on site.
- Actively manage the cleaning and grounds maintenance contracts, to ensure they meet the highest standards.
- To act as the School Health and Safety Officer, to identify and manage all health and safety issues relating to the School environment.
- To ensure that the buildings and external areas are maintained to ensure good health and safety practices.
- To ensure satisfactory checks are carried out on suppliers and contractors
- Ensure all necessary statutory tests are carried out in a timely manner, keeping accurate records and providing updates to the Finance & Business Director
- To ensure that all systems are regularly maintained and tested, appropriate records kept, and all related policies and procedures are reviewed and updated as necessary.
- To ensure that fire alarm systems are tested weekly and other fire equipment is regularly checked for damage or expiration; change in batteries in detection equipment as required; maintain logs of all checks.
- Take responsibility for the care and maintenance of all buildings, services, minor/emergency works throughout the School site, and for the maintenance, upkeep and preparation of the School grounds, gardens, sports facilities and road access.
- Manage a rolling programme of planned and preventative maintenance, to minimise the incidence of breakdowns and reactive repairs.
- Develop the site's full potential and advise on appropriate development opportunities.
- Liaise with contractors for best value work.
- Seek opportunities to gain additional funding streams.
- Act as the school's Data Protection Officer

These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the trust. The post-holder will perform any other duties and responsibilities reasonably requested by the Headteacher and/or Senior Leadership Team

Relationships

- ♦ To work as part of the school & Trust central team, liaising regularly over outstanding tasks.
- ♦ To work effectively with other staff across the trust.
- ♦ Good interpersonal skills and ability to work with stakeholders at all levels.

Person Specification: Estates Manager

	Essential	Desirable	How to be tested
Qualification criteria: <ul style="list-style-type: none"> 5 good GCSEs including English and Maths at Grade C or above (or equivalent). A Levels/Degree Recognised premises management qualification/training A formal Health and Safety qualification Excellent word processing and EXCEL skills. 	x x x	 x x	Application form & evidence
Experience: <ul style="list-style-type: none"> Experience in managing building/site maintenance projects including forward planning and problem solving Good level of experience of facilities management Experience of managing and supervising staff and contractors Providing high quality business and administrative support. Working with children or young people. Experience of energy management including carbon reduction Working in a busy environment with competing deadlines. 	x x x	 x x x	Application form
Vision and Strategy: <ul style="list-style-type: none"> Vision aligned with South Farnham Educational Trust of high aspirations and high expectations of self and others. Translating broad strategies into clear objectives and practical action plans 	x x		Interview
Behaviours, Skills and Abilities: <ul style="list-style-type: none"> Good working knowledge of current statutory compliance and best practice Good understanding of risk management Strong organisational and time-management skills and ability to work under pressure. The ability to enthuse and inspire others and has a 'can do' attitude. Resilience and optimism to manage day-to-day challenges in a busy school environment. Ability to use IT systems including databases and Microsoft Office products. Ability to pay attention to detail. High levels of honesty and integrity, confidence and self-motivation. Ability to maintain discretion and confidentiality at all times Ability and willingness to travel regularly to locations within the Trust Good written and verbal communication skills 	x x x x x x x x		Interview
Other: <ul style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	x x		Interview