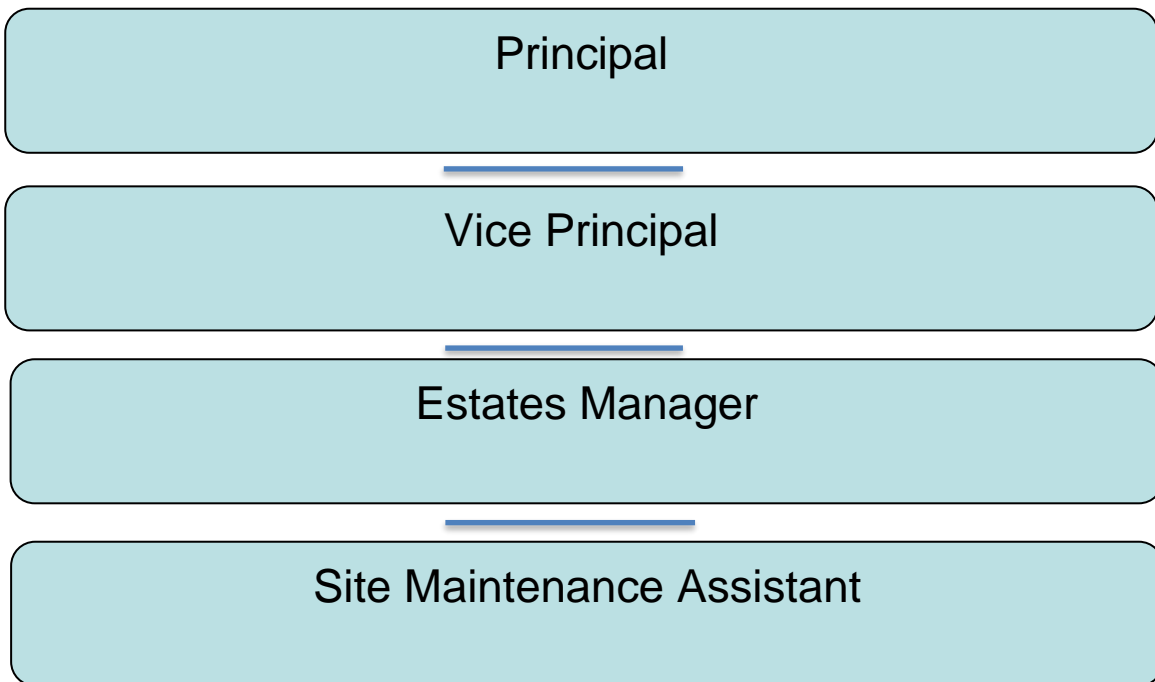




JOB DESCRIPTION

JOB TITLE	ESTATES MANAGER
DEPARTMENT/SECTION	SITE TEAMS– ACROSS SFSC MAC
RESPONSIBLE FOR WHICH OTHER POSTS	SITE STAFF
RESPONSIBLE TO	SENIOR MANAGEMENT TEAM

Organisation Chart



Job Summary

The Estates Manager's overall responsibility is to provide effective and efficient management of the estate and facilities in a safe, welcoming and conducive to learning environment. The post holder will be expected to plan, help manage and deliver the five year site maintenance programme. They will be responsible for overseeing and creating the annual maintenance programme and will be expected to manage building development projects. Key to the post is an excellent understanding of managing day to day premises maintenance and health and safety issues and being compliant in the legislative checks for a large and complex site. In addition they

must manage the daily conflicting demands upon the premises team ensuring that they meet deadlines and deliver a quality service to the highest standards.

The post holder will be expected to support in an advisory capacity and hands on where appropriate to other Academies within the Multi Academy Company.

Main Duties

General

- Ensure that all plant and equipment is available and working effectively during the opening hours of each academy and adjusted as required for evening and weekend use
- Undertake general maintenance and remedial works in-house, taking the lead to call in contractors if required
- Ensure that the grounds are clean, free of hazards and maintained as required
- Ensure that building fabric and services are maintained in accordance with a planned maintenance plan and that the asset register is maintained
- Ensure that all refuse is disposed of promptly and in accordance with legislation
- Maintain plans of the buildings and grounds including locations of call points, fire protection and firefighting equipment, emergency shut-offs, stopcocks and meters
- Ensure that all facilities contracts are periodically market tested in accordance with financial regulations in order to ensure that they remain appropriate for the needs of the academy, demonstrate best value and offer high standards of service
- To have significant input into the Building Development plan by pro-actively monitoring the current condition of the facilities.
- Recommend and support development to accommodation due to changing service provision based on future needs, legislation and the introduction of new technologies.
- Responsibility for the day to day site operational support functions of the Academy, ensuring facilities are fully operational, fit for purpose and compliant with Health and Safety legislation.
- Develop and manage building projects in conjunction with Senior Management to minimise disruption to the operation of the Academy within agreed specification, cost and timeframe.
- Day to day management of the Premises Team, to include supervision, recruitment, training, appraisals, and succession planning.
- Manage outsourced facilities contracts, (Eg. Cleaners) to include negotiation of delegated contracts for ongoing and new or changed service provision.
- Act as technical expert on facilities matters, coaching/mentoring staff to carry out delegated day to day functions.
- Develop communication systems for effective reporting of repairs and maintenance tasks within the Academy
- To check regularly using the appropriate communication channels eg emails/weekly notices etc to ensure full understanding and support for Academy business.
- To regularly communicate with other site staff in the MAC and provide support and training where appropriate as requested by the Senior Leaders.

Security

- Manage the opening and closing of the academy daily, at the agreed times ensuring that, where applicable the academy is available for evening and weekend use as required.
- Maintain oversight for the Multi Academy sites supporting local caretaking staff to ensure sites are opened and closed at the agreed times.
- Be a principal key holder for each school site; liaise with the local police station and controlling allocation of users for the keys for routine and non-routine opening, ensuring adequate key holder cover during holiday periods
- Be responsible for general security and access control at all times.
- The post holder may be called out at unsociable hours, or at the weekends to deal with security problems, make emergency repairs, or allow access to any contractor who may be working on the site, in holidays or weekends.

Whole Academy Site

- Responsibility for the efficient electronic operation of electrical and mechanical systems of the Academy e.g. energy, lighting, air conditioning units, boiler management system (not an exhaustive list)
- Ensuring that security and fire safety systems and equipment are in sound working order at all times and records of regular testing are kept.
- Ensuring all pro-active and reactive maintenance work is carried out and that service records are maintained, with minimal disruption to teaching and learning.
- Responsibility for the effective monitoring of repair and maintenance requirements, ensuring that issues are passed to the appropriate member of staff or an external contractor is called where appropriate.
- Liaise with the Finance Department and others to ensure the availability of rooms, halls etc for lettings
- Organise and manage a programme of routine maintenance, redecoration and servicing of plant etc.
- Ensure the school is open and staffed by the Premises Team for all school activities and agreed lettings.
- Ensure the on-call rota is fairly resourced.
- Regularly monitor and report on the performance of contractors and high standards of workmanship as per agreed specifications.
- Ensure that weekly inspections and checks of buildings and essential systems are carried out.
- Prepare plans for preventive and planned maintenance of all school buildings and grounds.
- Facilitate office and accommodation moves.
- Support the process insurance claims, in liaison with Finance/Management.
- Provide information related to site matters to the Senior staff to support in the production of papers and attend meetings as required.
- Ensure the provision of maintenance and repair services for support equipment, lifts, minibuses and ground vehicles.
- Review all annual property contracts on a rolling programme to ensure value for money and compliance.
- Review, update and manage the Annual Maintenance Plan for the Premises Team.
- To ensure that all necessary information is available when applying for capital project funding, and that premises budgets are correctly forecast.

- Ensure that all contracts meet the safeguarding requirements of the Academy

Health and Safety

- Responsibility with Senior staff for all premises related Health and Safety across the campus, to include reviews and reports to the Academy Committee and ensuring that periodic safety surveys are undertaken in compliance with current legislation.
- Manage all day to day Health and Safety matters for the Premises Team including training for staff as appropriate and as necessary to maintain full Health and Safety compliance at all times.
- Ensure fire alarms systems, testing, maintenance and fire marshal training are effectively undertaken and that staff or students are regularly reminded of fire safety requirements and the Academy evacuation plan.
- Maintain risk assessments related to premises and their use, monitoring their effectiveness.
- Ensure the annual fire risk assessment is carried out to include PEEPS for staff/students with disabilities.
- Develop a sound facilities safety management system.
- Maintain all necessary Health and Safety records for all sites
- Responsibility for maintaining the Asbestos register and ensuring compliance on site.

Incident Management, Disaster Recovery and School Closure

- Support, liaise and manage incidents in conjunction with relevant staff minimising disruption to the school operation whilst safeguarding welfare.
- Regularly review and update the emergency evacuation plan and individual room evacuation notices.
- Prepare and update the Emergency Plan

Financial/Procurement

- Manage and monitor the premises budget spend in conjunction with Senior staff to meet agreed financial targets and in accordance with documented financial procedures.
- Prepare business cases where necessary.
- Undertake contract negotiations on behalf of the Academy as delegated by Senior staff
- To take the lead on any site related procurement of products, services and service level agreements
- Ensure that all site related procurement activity is in line with the MAC procurement and tendering policy
- Aim to obtain best value on all products and services, and take the lead on all site related cost reduction strategies.

Environment Control

- Support Senior staff prepare and maintain a school sustainability plan, ensuring the management of waste disposal and recycling processes, energy efficiency and other sustainability initiatives that promote the reduction in costs and carbon footprint.
- Negotiate and liaise with external agencies regarding removal of waste materials.

General

- Ensure that classrooms, assembly hall, dining areas, sports hall are set up as required for teaching, assemblies, performances, open days, examinations etc.
- Ensure that a help desk/defect reporting system is maintained for staff, visitors, and contractors
- To attend on Health and Safety/Premises Committees as required
- Carry out any other reasonable duty instructed by Senior staff

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- **Motivation to work with children and young people.**
- **Adopt and promote “Don’t Walk On By” policy and comply with all safeguarding requirements**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Attitudes to use of authority and maintaining discipline.**

PERSON SPECIFICATION

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications	<ul style="list-style-type: none"> Recognised qualification in Facilities Management or equivalent qualification or experience in a relevant subject area Relevant Health and Safety qualifications (Ideally IOSH Level 3) and/or willingness to undergo training as required Relevant Fire Safety Training 	<ul style="list-style-type: none"> First aid qualification or willingness to train. Minibus driving qualification or willingness to train. Relevant City and Guilds (or equivalent) trade qualification e.g. carpentry, plumbing, electrical or equivalent level of experience.
Experience	<ul style="list-style-type: none"> Experience of building maintenance ideally within an educational setting Experience in decanting projects Experience of managing a team Experience of supervising contractors Experience of Building Management Systems Experience in the management and procurement of service and maintenance contracts 	<ul style="list-style-type: none"> Building Industry work
Personal Qualities	<ul style="list-style-type: none"> Excellent team leader with a 'can-do' attitude and ability to prioritise tasks 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) Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members 	<ul style="list-style-type: none"> Use initiative and work proactively to find solutions to problems; The flexibility to adapt to changing workload demands and new organisational challenges.
Physical	<ul style="list-style-type: none"> Good general fitness and mobility. 	
Specific Skills	<ul style="list-style-type: none"> Ability to manage, motivate and develop an effective team including managing and reviewing performance against agreed targets 	

	<ul style="list-style-type: none"> • Ability to organise, manage and supervise the work of others (e.g. contractors and cleaners) • Ability to use computer control systems, databases and standard MS Office packages • Skills in plumbing, electrical work, carpentry/joinery, painting and glazing 	
Other requirements	<ul style="list-style-type: none"> • Willingness to support the Catholic ethos and Mission of the MAC and its Academies • Support the MAC's aims • Knowledge and understanding of codes of practice around Health and Safety, Safeguarding, and e-Safety • Ability to travel across school sites • Willingness to participate in whole MAC developments • Ability to develop good relationships • Good communication skills • High level of commitment to the MAC and Academies • Ability to work in a team, follow instructions and be self-organising • Record of good attendance • Willing to go the extra mile and ability to be flexible • Commitment to Equal Opportunities • Evidence of a commitment to own Training and Development 	<ul style="list-style-type: none"> • Evidence of good working relations with a range of people • Evidence of a willingness to work hard • Ability to work as part of a team, able to meet deadlines and achieve targets

This job description is subject to change with the agreement of the post holder.

Signature of Post Holder: _____

Date: _____