

Estates Manager



WILSON'S SCHOOL



Estates Manager

Job Details

Team:	School Support Team
Reporting to:	Senior Leader
Hours:	36 hours per week (Monday to Friday 8am-4pm as standard but flexibility required to enable liaison with contractors on site out of hours including occasional attendance in evenings and weekends)
Contract type:	Full time, Permanent
Annual leave:	32 days annual leave per year (plus bank holidays). Annual leave will need to be spread across the school's term time and holiday periods to ensure school needs are met.
Salary:	Scale 37-42 £45,834 - £50,910
Responsible for:	Line Management of Maintenance Team, School Safety Officer and the deployment of School Wardens (provided by a third party contractor)

Main purpose:

The Estates Manager is responsible for leading the planning and delivery of the school's estate strategy. The key objectives of the role are to ensure:

- the school estate meets the needs of the school community (pupils, staff, visitors, lettings, contractors) through the provision of safe, clean, secure, well maintained, efficient and smooth-running premises and premises support services;
- the school's resources are deployed to ensure the greatest benefit is gained with the resources available, always ensuring value for money is achieved;
- all health and safety requirements are met and that regard is given at all times to the welfare and wellbeing of pupils and staff.

The 'school estate' includes all school buildings, grounds, the school houses (37 & 39 Mollison Drive), and all furniture, fixtures and fittings and equipment.

The post holder will also play a role in supporting the trustees of two charities that own land and buildings in Camberwell (SE5) and the Power League Astro court site (attached to the school site in Wallington). The Estates Manager will be integral in managing the relationship of the charities with their tenants and through the provision of advice and guidance to the trustees on estates matters relating to these sites.

Detailed Job Description (duties and responsibilities):

Estates and Facilities Planning

- Advise senior leadership team on estates and premises matters to inform their strategic planning for the school.
- Create and implement a development plan for the school's premises in accordance with the school's estates strategy, liaising with the senior leadership team as appropriate.

- Organise and oversee all required capital works.
- Take responsibility for the delivery of agreed projects so that they are completed on time, to the highest standard and within budget.
- Be familiar with, keep up to date with, and have regard to, all relevant legislation, regulation, direction and guidance e.g. Academy Trust Handbook, Good Estate Management for Schools (GEMS).
- Set targets in relation to energy usage reduction and ensure all actions and plans as part of the implementation of the estates strategy consider measures for energy efficiency, energy usage control and conservation.
- Manage and control the general maintenance budget (and any other relevant budget), championing value for money, ensuring that funds are directed in the best way to achieve the aims of the school's estates strategy.
- Identify external sources of funding (for example, the Condition Improvement Fund (CIF) for projects, and prepare and submit bids, liaising as appropriate with the senior leadership team and other members of staff.
- Ensure that there is regular and effective market testing for all estates and facilities related service contracts in line with the requirements and expectations for public sector bodies, academy schools and the school's internal financial procedures and play an integral role (where relevant, along with relevant senior leaders) in tender processes.
- Liaise as required with the Director of Finance to ensure that there is adequate and sufficient insurance in place for the school estate.
- Draft, review and update in consultation with senior leaders as appropriate all premises and estates related policies and procedures.

Estates and Facilities Maintenance and Management

- Formulate and implement a robust and thorough planned and preventative maintenance programme for the school estate.
- Proactively and directly monitor the condition of the school estates to identify maintenance, condition and cleaning issues and ensure that any issues are addressed in a timely manner.
- Manage the response to, and prioritise as appropriate, unplanned, ad-hoc and emergency repairs.
- Ensure that the school estate is maintained to the highest standards through effective deployment of the internal maintenance team or, where considered appropriate, via the engagement of competent external contractors.
- Keep regular oversight of school routines and the school calendar and direct requests and put in place the necessary arrangements to ensure the smooth and efficient running of all school events.
- Manage and direct the school Warden utilising the contracted time to ensure that the school is receiving good value for money under the third party service contract and that the needs of the school are being met.

Contract Management

- Oversee and pro-actively manage the following contracts, ensuring the school gains value for money and receives high quality services as per the agreed contract terms (this list is intended to be illustrative):
 - Cleaning and Warden (caretaking) Service Contract
 - Grounds maintenance contract for the playing fields
 - Garden maintenance contract for the school's landscaped areas
 - Waste and recycling collection service
 - Sanitary bin collection
 - Secure waste service and collections

Site Security and Key Management

- Ensure the overall security arrangements for the school estate are robust, sufficient and periodically reviewed with relevant stakeholders and are always appropriate for the safeguarding of children and staff and the protection of school property.
- Ensure, in conjunction with the school's IT provider, that the CCTV systems are maintained and operated appropriately in line with relevant legislative requirements and the school's CCTV data protection compliance checklist and impact assessment.

Lettings

- Set annual targets for lettings revenue and monitor and report on performance against those targets.
- Manage and promote the use of school facilities for external lettings in order to generate revenue for the school having regard to any limitations imposed by school requirements (e.g. use of sports hall for school exams).
- Manage lettings in accordance with the Lettings Policy and Procedures, taking primary responsibility for the school's relationship with lettings, ensuring that lettings have a positive experience.

School Vehicle Management

- Ensure that the school's minibuses and cars are fit for purpose, ready for use and have undergone all necessary checks and maintenance with the appropriate records maintained.
- Ensure that relevant familiarity training is arranged for new drivers of the school vehicles e.g. MIDAS. Liaise as appropriate to ensure that the vehicles are only released to those that are on the school's Approved Driver List.
- Manage and implement the systems for booking the vehicles including key issue and return and regular vehicle checks ensuring appropriate records are maintained.

Health and Safety

- Ensure that health and safety issues are taken into account and act as a role model and advocate for safe working practices.
- Ensure that all aspects of health and safety are managed in accordance with current legislation, best practice and the school's policies and procedures, seeking advice and guidance from the school's health and safety adviser as appropriate.
- Keep records as required by legislation and regulations and best practice, including drafting, maintenance, implementation and review of estate and premises related risk assessments and procedures (e.g., PAT records, Fire Risk Assessment and Fire Procedures, hot works systems, Asbestos Management Plan and Asbestos Duty Holder records).
- Ensure that regular safety inspections and compliance checks of elements of the site, plant and equipment are carried out (either internally or by an external contractor as appropriate) and appropriate records kept e.g. legionella, fire safety equipment.
- Arrange, participate in and report on Health and Safety audits.
- Be aware of, and oversee the detailed arrangements for health and safety within relevant departments, for the safe maintenance, management and care of equipment e.g. DT, Art, Science and PE.
- Review in consultation with senior leaders Trustee level policies in relation to Health and Safety and provide reports as required.

Line Management

- Manage the work schedules and hours for the estates team ensuring high standards of performance.
- Play a role in the recruitment, of new members of the estates team.
- Identify training needs and arrange for training as appropriate for the members of the estates team.
- Undertake the performance management and appraisal process of the estates team, including the setting of targets and monitoring progress towards these targets.

Training and development

- Stay up to date with relevant legislative and regulatory requirements relevant to the role.
- Be responsible for own professional development, undertaking training as appropriate for the role.
- Play a role in advising the SLT on general school staff training requirements on matters relating to health and safety etc.
- Support any other School Support Team function as required.

Undertake such other duties reasonably requested by the Head and/or the Line Manager.

The details above are illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Estates Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role in support of other school functions, as directed by the line manager or Headteacher.

Person Specification

Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Premises and / or facilities management • Line management of staff • Managing time and workload to meet deadlines • Practical and hands on with ability to manage maintenance issues directly where appropriate • Experience of budget preparation and control • Experience of preparing and implementing risk assessments • Experience of external audits <p>Desirable:</p> <ul style="list-style-type: none"> • Work in a school/college/university environment •
Qualifications and training	<p>Desirable:</p> <ul style="list-style-type: none"> • Degree level qualification or equivalent professional qualification in building services or building surveying qualifications • Qualifications in facilities management • Qualifications in health and safety e.g. IOSH or NEBOSH or equivalent • Practical qualifications or knowledge e.g. electrics, plumbing, surveying or engineering. • Driving licence
Skills and knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • High standard of communication (verbal and written) • Ability to prepare reports and information clearly and concisely • Ability to interpret, summarise and take action as a result of statutory guidance • Ability to understand, interpret and communicate technical issues and liaise with a wide range of stakeholders • Collegiate and assertive interpersonal skills – ability to build rapport with others • Ability to use common IT systems with confidence e.g. Microsoft Office • Time management and planning • Negotiating skills • Ability to work flexibly and quickly under pressure (be adaptable to changing circumstances and be willing to work some unsocial hours) • Ability to work across multiple projects and deadlines • Ability to follow policies and procedures set by the school and external agencies • Ability to exercise tact, diplomacy and discretion
Personal qualities	<p>Essential:</p> <ul style="list-style-type: none"> • Committed to the safety, wellbeing and safeguarding of pupils • Organised • Conscientious • Accuracy and attention to detail • Role model to pupils • Ability to keep calm under pressure • Ability to exercise judgement confidently • Ability to work independently and use own initiative • Solution focussed attitude • Commitment to equality and diversity in practice and behaviour