



HORSFORTH SCHOOL

Job Title: Estates Manager

Responsible to: Director of Business and Finance

Pay Band: PO1/2 £33,819 - £38, 295 (Pay award pending)

(Dependent on qualifications & experience)

Weekend overtime opportunities available

Hours: Full time 37 Hours

All year round

Working hours: 7.30am – 3.30pm (negotiable)

Occasional evening/weekend working required

Out of hours emergency contact

The Estates Manager is responsible for the strategic planning, direction and implementation 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.

Main Responsibilities:

General

- To be responsible to the Headteacher, Director of Business and Finance and Trustees for the security, health and safety, maintenance, heating, cleaning, appearance and other general site services within the premises and the school grounds: to work on own initiative but within defined guidelines and standards.
- To lead the implementation of and contribute to an Estates strategy
- To manage and be responsible for the team of site superintendents and oversee their daily work and routines, performance management and training needs
- To possess the technical skills relating to the efficient running of a large building.
- To be expected to contribute to school management decisions relating to the premises and the site: to be supportive of the school's ethos and the aims of the school to assist in the school's efforts towards continued improvement.
- To be expected to work with the minimum of supervision, to show initiative, to contribute in a positive way to the effective running of the school to deal effectively with unforeseen problems relating to the premises as they arise.

Specific

- To be responsible for the security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that there is an appropriate system of key holding management, that periodic reviews of site security are conducted and that appropriate progress action is followed through.
- To organise and contribute to the opening and closing of the school premises. Ensuring coverage within specific times during both term time, school holidays and out of hours
- To be the line manager with regard to call-outs in the event of break-ins out of school opening hours and to make appropriate emergency arrangements as required including the necessary reports.
- To advise on maintaining the premises in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and of first aid and emergency equipment, the safe storage of any potentially harmful materials and that there is appropriate and effective signposting and labelling.
- To be responsible for the planned and ad hoc maintenance and upkeep of the premises (the buildings, their non-curricular contents, grounds and grounds equipment), including determining in accordance with established guidelines whether maintenance should be undertaken locally or to commissioned contract services.

- To be responsible for ensuring the safe and efficient operation of all premises-related mechanical, electrical, heating services and other plant. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation; to maintain and monitor fuel efficiency records.
- To lead on procurement of all premises services and build contracts in conjunction with the Director of Business and Finance ensuring value for money and are compliant with procedures and financial regulations.
- To manage all contracts ensuring high standards of service and project delivery.
- To ensure appropriate safeguarding RAMS and contractor safety checks are in place before any work is carried out
- To be the client link with contracting staff, ensuring that contract specification is achieved/KPI's hit and that any errors or omissions are remedied speedily; to contribute to the specifications, monitoring and review of all major contracts and services provided to the school.
- Draw up and monitor the Asset Management Plan in conjunction with the Director of Business and Finance
- To monitor and address the appearance of the building and grounds, noting anything that may be detrimental to the desired appearance of 'an attractive school in which it is pleasant to work'. The Estates Manager will manage a budget for maintenance and improvement in consultation with the Director of Business and Finance.
- To be responsible for the management of asbestos
- Prepare and maintain fire risk assessments, fire evacuation testing and testing of fire equipment
- To manage and operate systems of staffing cover for lettings and other community usage of the premises.
- To be responsible for the ordering of stock, checking of invoices, monitoring of budgets and keeping stock records of all equipment and tools within the postholder's sphere of responsibility.
- In discharging the duties of the post to have due regard to the provision of the Health and Safety at Work legislation at all times.
- Monitor the Site team's performance and ensure internal compliance
- To assist/manage the design and build of new projects from minor works to major projects
- Ensure the estate buildings are suitable for the curriculum to be delivered to all Pupils.
- Ensure sustainability and eco-friendly ideas are considered with all aspects of estate and facilities management. Lead on energy efficiency.
- Lead on operation and maintenance of the schools' vehicles
- Cover the site superintendents' duties in emergencies e.g. drive the minibus
- The Estates Manager is responsible for the oversight of and where appropriate, involvement in the following duties of the team:
 - Responsible for school lockers
 - Operating the security systems

- Completing planned preventative maintenance schedule, health and safety checklists, risk assessments
- Ensuring school surroundings are kept clean, safe and litter free
- Monitoring and recording meter readings and develop strategies for reducing waste, taking delivery of goods and portorage duties.
- Moving furniture and equipment and other related tasks.
- Removing graffiti.
- Providing safe access in bad weather. (Could require early start on site, approx. 5am)

Person Specification		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Possess GCSE qualifications, including a minimum of grade C / 5 in English and Maths. • Full UK driving license • Be willing to work towards or already achieved a nationally recognised Health and Safety qualification. 	<ul style="list-style-type: none"> • NEBOSH certificate level • Formal relevant building or facilities management qualification
Experience	<ul style="list-style-type: none"> • Facilities management experience in a similar role. • Practical building or maintenance skills. • Experience in Health & Safety operations and responsibilities. • Experience of working with a range of contractors on capital and / or maintenance projects. • Experience of managing a rolling programme of maintenance. • Experience of managing cleaning, security and grounds maintenance services. • Experience of managing a team. • Experience of delivering services to meet customer needs. • Experience of managing competing priorities and working to tight timescales. 	<ul style="list-style-type: none"> • Experience of working effectively on capital projects.

Knowledge & Understanding	<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. • 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. 	
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. • Sense of humour. • Reliability, integrity and stamina. • Resilience and perspective. 	

The post-holder should be aware of and comply with the school's policies and procedures, in particular those relating to child protection, confidentiality, health & safety, GDPR and report any concerns to the appropriate member of the Senior Leadership Team.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. The school has a no smoking/vaping policy.

Notes:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.