

Job Description

Job Title: Area Estates Manager

Location: Central Services (Hewett Academy) with regular travel throughout Norfolk/Suffolk

Closing date: 12 pm on 12th July 2021

Job title	Area Estates Manager
Salary Scale	Scale J/K
Hours of Work	Full-time 37 hours per week
Weeks Worked	52 weeks
Responsible to	Head of Estates
Location	Central Services (Hewett Academy) with regular travel throughout Norfolk/Suffolk

MAIN PURPOSE OF ROLE

- To support the Head of Estates in the delivery of high quality Facilities Management (FM) services across their allocated cluster of schools, ensuring that the premises are open every school day and always safe, secure, compliant, warm, and dry
- To keep the Trust's premises in the best possible condition, focusing on the requirement to keep the sites 100% safe (legally compliant), 100% of the time
- Act as the day to day FM delivery link between school leadership, school site team and the Central team
- Ensure that site facilities related external contractors are delivering the service expectations agreed at the time contracts were signed
- Deliver the agreed range of projects to meet outcomes, time, budget and quality expectations

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Head of Estates who is the Line Manager
- Day to day accountability to the Head of Estates
- Direct liaison with the allocated schools site staff
- Direct liaison with school leadership, teaching and support staff as well as external users of the premises including students, governors, parents, visitors and community users
- Colleagues within the trust
- Suppliers and service providers

- Local statutory bodies

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

- Monitor Compliance service provision to the cluster schools using the Every FM performance system. Performance measured against contracted SLAs and KPIs. Responsible to ensure 100% compliance for each site, 100% of the time.
- Assist with the leadership and direction setting for the school site team, which consists of senior caretaking staff (where in post), hands-on maintenance staff and administrators, focussed on delivering first class FM service. Responsible to ensure a Planned Preventative Maintenance programme for each site is in place and is on schedule
- Develop relationships internally and externally. Attend meetings with schools and contractors
- Manage projects (including relevant SCA projects) within an agreed framework including agreeing where items are funded from before work begins
- Deal with the following school site specific items:
- Monitor and report FM non-compliance and ANY health and safety concerns to Trust H&S Manager
- Monitor “compliance inspection provider” service requests and work orders and review work quality
- Monitor and enforce health & safety policies and procedures. Attend school H&S committee meetings.
- Monitor site related external contractors against their agreed contract (eg catering, cleaning, grounds) reporting issues on performance to Head of Estates / Head of Procurement
- Respond to changes in school requirements as agreed via Trust processes.
- Prioritise site workload in consultation with the school’s leadership (including senior site staff where in post)
- Plan, organise and monitor a site Planned Preventative Maintenance programme
- Carry out site visits, audits and inspections as directed

- Understand and use the School Condition Survey to determine essential works necessary to maintain a suitable environment.
- Actively develop methods to reduce energy consumption across the sites
- Share best practice, ideas, and information with colleagues to maximise effectiveness of the Estates team
- Attend meetings as required, contributing to the discussion, willingly accepting tasks allocated that will improve effectiveness / efficiency of the Estates function and its responsibilities.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Strategic Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Principal
The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Academy's Equality & Diversity Policy.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications		
Suitable training / qualification in premises related health and safety		✓
Experience		
Experience of working within a school environment		✓
Experience of all maintenance and security issues pertaining to school sites or similar establishments	✓	
Experience of health and safety issues and statutory regulations	✓	
Experience of project management and delivery of agreed outcomes	✓	
Professional Skills and Attributes		
Ability to communicate well with all levels of staff within the Trust (verbal, written, email)	✓	
Ability to liaise and work with/control external contractors	✓	
Ability to construct and implement plans of work	✓	
Ability to effectively lead a team of people		✓
Knowledge and Understanding		
Knowledge of maintenance and security within a school or similar environment	✓	
Knowledge of health and safety and statutory regulations	✓	
Knowledge of Planned Preventative Maintenance programmes		✓

Signature

Date

Name