

SIR ROGER MANWOOD'S SCHOOL: ESTATES MANAGER

Salary	Kent Range 9 (£29,446- £33,510) Position within range dependent on experience
Working Time	<p style="text-align: center;">37 hours per week, year round-</p> <p>Term time: 08:00am until 16:00 Monday to Thursday, 08:00am – 15.30pm Friday, with 30 minutes' unpaid break for lunch.</p> <p>Schools holidays: 8:00am to 16:00, Monday to Thursday, 8:00am to 15:30pm Friday.</p> <p>Early shift: 07:00am until 15:00 Monday to Thursday, 07:00am – 14.30pm Friday, with 30 minutes' unpaid break for lunch.</p> <p>Late shift: 13.00 to 20:00 Monday to Thursday, 1330 – 20.00 Friday, with 30 minute' unpaid break for lunch.</p> <p>Flexibility required with shift patterns to meet the needs of the school; for example, in severe weather conditions; periods of staff illness, lettings and school events etc. some lettings may go on beyond 21.30 hrs so timings will be adapted</p> <p>As Estates Manager to be the first point of call in an emergency call out.</p>

JOB DESCRIPTION

Estates Manager

Job purpose:

- To lead on the effective management of the estate and ensure that the facilities enable the provision of high standards of teaching and learning across the School
- To lead on the Health and Safety compliance as the designated Health and Safety Manager (HSM)

Key responsibilities:

- Take a lead role to ensure that the ongoing and future needs of the School are met in terms of site, property, assets, facilities and Health and Safety
- Project management of site developments, including new builds and projects
- Day to day management of the site and any off site provision, ensuring that staff, pupils and visitors are safe and secure at all times
- Supervision and monitoring of contractors, ensuring that contracts are carried out in accordance with specifications and liaising whilst contractors are on site
- Take a lead role in planning, monitoring and evaluating site, repairs and maintenance, health and safety budgets, applying cost reduction initiatives and best value principles, adhering to the School's financial policies and procedures
- Ensure compliance with local, national, statutory, and legislative requirements for Health and Safety and Health and Safety inspections
- To manage the Premises Team, ensuring all its members similarly respond positively and flexibly. This includes recruiting and deploying team members, delegating and recording tasks, monitoring and performance, ensuring cover throughout the year
- Maintenance of accurate records, information and data
- Provision of reports, analysis of data and information
- Working constructively as part of a team, ensuring that each member of the team understands their roles and responsibilities.
- Fully participate in the life of the School

- Attendance at meetings and conferences, where appropriate
- Providing training to staff
- Leading on the review and creation of the Health and Safety policies, and other related estates policies and procedures
- To attend courses and actively seek to broaden knowledge and skills relevant to the role, and to maintain certification relevant to the role
- To carry out any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training and may be required from time to time by the School Business Manager or Headteacher

Facilities Management

- Use of approved suppliers where possible, and following the School's policies on tendering and quotations when awarding contracts
- Maintenance and review of service contracts, including cleaning, grounds and security contracts
- Work with the School Business Manager to maintain the school's contracts register with regard to the school estate and attached documentation
- Maintenance of the school site to the very highest possible standards, by ensuring repairs and minor works are undertaken quickly and effectively to maintain and improve the site
- Management of the School's vehicles, complying with legislation and safety guidance
- Work with the School Business Manager and IT Manager to maintain the School Premises and Asset Registers
- Efficient management of the heating systems, and most efficient operation of lighting, plumbing and other services
- Promotion of sustainability
- Ensuring the maintenance of site security, responding to emergency call outs and liaison with police and surveillance contractors
- Opening and closing of School premises, including at weekends, evenings and holiday on a rota.
- Organisation of, and participation in, the moving of furniture and deliveries
- Supervision of cleaning staff ensuring all areas are cleaned to required specification
- Dealing with emergency situations rapidly and effectively
- Overseeing electrical testing and the maintenance of appropriate records

Health and Safety

- Knowledge of legislation to be kept up to date
- Liaison with H&S Link Governor, School Business Manager and external H&S Consultant.
- Inducting new staff and providing training to all staff
- Maintenance and testing of plant and equipment including fire equipment, water testing, etc according to required frequency
- Compliance with legislation, precaution and prevention measures, evacuation in connection with fire safety
- Emergency and contingency planning
- Undertaking and reviewing Risk Assessments
- Regular inspections to identify any risks, and addressing risks rapidly
- Preparing for Health and Safety inspections, and responding to findings

Lettings

- Collaboration with colleagues to support the more extensive lettings, considering health and safety, site management, insurance, etc
- Administering lettings, ensuring that lettings agreements are in place
- Assisting hirers and supervising premises during lettings on rota.

Person Specification	
Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • A full clean Driving Licence is essential. • Holds relevant Health and Safety qualification e.g. IOSH, NEBOSH 	<ul style="list-style-type: none"> • GCSEs in Maths and English, or equivalent evidence of ability • Qualifications/certificates in a profession/trade relevant to the role (eg. carpentry, decorating, plumbing, electrical) • A qualification in a related facilities management discipline e.g. BIFM – Level 4
<p>Skills, abilities and experience</p> <ul style="list-style-type: none"> • Team player, willing to work positively and co-operatively with other staff from a range of professional disciplines across the School • Skills for planning, development and monitoring of support services such as cleaning & grounds maintenance • Can demonstrable good standard of numeracy and literacy • Computer literate, with a willingness to use relevant IT software • Resilient and able to work under pressure to deadlines • Ability to input, understand and present data • Ability to prioritise own work and that of others in line with the School's strategic aims • Ability to supervise, train and induct staff and prioritise their work • Ability to give clear, accurate advice and guidance • Ability to be persuasive in a positive way when required, with good influencing skills for dealing with staff, governors, and external contractors • Willing to follow all of the School's policies, procedures and systems in relation to child protection and wider safeguarding issues • Willing to maintain a pro-active record of CPD 	<ul style="list-style-type: none"> • Experience of leading and managing teams • Recent, relevant experience of working in a post linked to premises or facilities management
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Dynamic, professional, positive and resilient • A capacity for sustained hard work • Strong organisational skills • Effective communication and interpersonal skills with both children and adults • Able to work under pressure and use own initiative • Ability to demonstrate sensitivity and tact particularly when dealing with more sensitive issues • Prioritisation of competing priorities • Team player • Supportive of colleagues 	<ul style="list-style-type: none"> • An interest in the School, its purpose and ethos
<p>Child Protection</p> <ul style="list-style-type: none"> • Commitment to the protection of children and young people • Willingness to follow the School's Safeguarding procedures 	