

**Estates Manager: Kent Range 8 - 9 (£28,598 - £36,693)**

**Hours of Work** 37 hours per week, 52 weeks per year, with 28 days paid leave plus bank holidays – actual hours worked to be negotiated with the Finance & Business Manager dependent on school needs. Some out of hours and on-call will be required.

**Job Description**

**Job Purpose**

To be responsible for all aspects of site management at Simon Langton Grammar School for Boys. There are a wide range of duties and responsibilities connected with the fabric and grounds of the school; these include health & safety, security, cleanliness, porterage, monitoring contracts/contractors, routine maintenance, refurbishment and minor repairs.

**General Accountabilities:**

* Ensure that the management and maintenance of the school buildings and environment are effectively undertaken
* To be responsible for the health and safety of the site
* Undertake minor repairs (i.e. when not requiring qualified craftsperson) and maintenance of the building and site.
* To be responsible for the school minibus fleet.
* Be responsible for management of other site staff including cleaning, caretaking and grounds persons
* To optimise and manage the school’s external lettings

**Specific Accountabilities:**

Premises Management / General Site Duties

* Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required
* Act as a designated key holder, providing out of hours and emergency access to the school site
* To be aware of and to facilitate school events and lettings and carry out associated tasks, in line with local agreements; arranging opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.
* Oversee onsite maintenance contractors, checking that work is completed to required standards and within expected timescales
* Undertake and instruct general portage duties within school
* Ensure that halls and other meeting rooms are set out and cleared away as required
* Arrange repairs and regular maintenance and safety checks as and when required
* Ensure the operation and maintenance of specialised equipment (e.g. sports/theatrical equipment).

Health and Safety/Security

* Operate and regularly check systems such as fire, heating, cooling, lighting and security.
* Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified.
* Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules.
* To provide safe access to the school in the event of snow, ice or flooding
* Provide training on health and safety issues to other premises staff.

Lettings

* To work with and oversee the Lettings administrator in arranging and managing external bookings of the school’s accommodation, including 3G pitch, playing fields, sports hall, Main Hall and classrooms

Administration

* Monitor materials and stock and order supplies
* To maintain the schools’ equipment and plant inventory
* To maintain logs of all inspections and checks carried out
* To arrange maintenance checks on the school minibuses and ensure relevant documentation is up to date
* Prepare documentation for tenders or specifications of small to medium projects and to procure quotes for routine maintenance work on school premises
* To undertake other support duties such as may be agreed from time to time.
* Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network.
* Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.
* To undertake the appraisal reviews of site staff, ensuring continuing professional development in liaison with the Finance & Business Manager.

Support for the School:

* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* To contribute to overall ethos, work and vision statement of the school.
* To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

**PERSON SPECIFICATION**

A hard working, self-motivated individual with the ability to work both autonomously and within a team. This role requires strong leadership and organisational skills, always providing the best possible service to students and staff alike*.*

**Qualifications and Experience:**

Required;

* Significant experience or practical skills within a trade
* Experience in applying regulations such as health and safety, manual handling, COSHE, Legionella, asbestos etc.
* Previous relevant experience, including supervisory and/or management experience
* Experience of use of wide range of machinery/equipment for general maintenance
* Good I.T skills

Desired;

* Hold recognised training/qualifications associated with premises management
* Knowledge of financial, ordering and monitoring procedures

**Ability, Skills and Knowledge:**

* Ability to adapt to changing demands and to be flexible working as part of a team or individually as required
* Understanding of and able to apply Health and Safety procedures relevant to the job such as manual handling, safe use of machinery and/or equipment, COSHH, first aid and hygiene practice, lone working procedures and responsibilities
* Able to recognise and deal with emergency situations
* Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
* Willing to undertake training relevant to the role
* Problem solving abilities
* Ability to monitor and organise others and own workload effectively
* Knowledge and expertise in minor maintenance and repair
* Knowledge related to a range of council services
* Able to identify when changes are required to work routines and act upon them
* Written and numeric skills in order to maintain accurate, timely records and reports

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or Deputy Headteacher.