

Trust Premises & Estates Manager

Recruitment Pack

December 2024

**Medway Anglican Schools Trust (MAST)**

***‘I came to give life – life in all its fullness’ John 10:10***

**TRUST PREMISES & ESTATES MANAGER**

*Part time (52 weeks), permanent, 15 hours a week, working across all four school sites*

**Salary:** prorata grade B1 points 20-30 £31,586-£39,513

**Required:** Immediate

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Medway Anglican Schools Trust (MAST) is seeking to appoint a Trust Premises & Estates Manager to enhance the site in each Trust school in line with the MAST vision of: ‘Life in all its fullness’ John 10:10. The trust currently consists of four schools; two primary schools with nurseries, one small infant school and a three-form entry junior school, but growth plans should see expansion in the future.

**Why MAST?**

• We are a Trust whose Christian values are embedded in our work and relationships with our school communities. The entire MAST community is passionate about providing the best education for our children in our rich and diverse school communities so that they flourish.

• MAST embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives and skills.

• We value all members of staff alongside professional and supportive staff relationships. We are committed to providing career progression through continuing professional development

We offer:

* positive, friendly working environment
* Teachers’ Pension Scheme & Local Government Pension Scheme
* Travel expenses
* Flexible working
* wellbeing support services

**Why you?**

* You can demonstrate an understanding of and a commitment to the Trust and schools’ ethos through etiquette, behaviour words, action and speech.
* You will likely to have at least three years’ successful experience in a supporting role within a school.
* You have experience in being responsible for prioritising daily work, managing your time effectively and being accountable for decisions taken within delegated authority.

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Medway Anglican Schools Trust was formed in September 2015 and is a Church of England VA trust, built upon the importance of positive relationships amongst all involved. Our schools retain their own individuality, but the trust is always there to provide advice, guidance and support for each school. Our schools work well together and support one another in raising standards.

**Closing date for applications: Noon 22nd January 2025**

Interviews to be held: week commencing 27th January 2025

If you are interested in applying for this position, to find out more and download an application form use this link [MAST Vacancies](https://medwaytrust.secure-primarysite.net/trust-vacancies/) and return it to Natalie Hobbs, governance professional by noon on 22nd January 2025.

Due to safer recruitment requirements, CVs will not be accepted. Trust application forms must be completed.

References will be requested for all shortlisted applicants before interview.

In line with KCSIE 2024 guidance, as part of the shortlisting process, the Trust will conduct an online search on shortlisted candidates as part of our due diligence and to share any pertinent information found concerning a candidate's suitability to work with children with the chair of the interview panel to be discussed at the interview stage.

The Trust and its academies are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful Enhanced Disclosure and Barring Check. Pre-employment checks will be undertaken before an appointment is confirmed.

**Medway Anglican Schools Trust**

**Trust Premises & Estates Manager Job Description**

**Salary Range B1**

**Core Responsibilities**

There are nine areas of the Trust Premises & Estates Manager core responsibilities. These are:

* Management of the Premises Team
* Strategic Maintenance
* Planned Maintenance
* Health & Safety
* Cleaning & Welfare
* Security
* Lettings
* Finance Management
* General Responsibilities inc Line Management

Management of the Premises Team

* Allocate the daily, weekly and monthly tasks for each member of the premises team.
* Monitoring performance of Premises staff against agreed targets.
* Receive regular reports from the premises team regarding the reactive maintenance undertaken, including date, time taken, materials utilised and lead member of staff.
* Monitor the condition of buildings and grounds to ensure that appropriate standards are achieved.
* Manage Performance Management for the Premises Team and in partnership with the Finance Manager, identify individual and team training needs and support team development.
* Ensure effective risk management, for example, in health and safety, and in the management of any third-­‐ party service contracts.
* Know about risk assessment tools and how to use them to establish hazards within the Trust and the associated risk involved.

## Strategic Maintenance

* Contribute to the strategic planning and development of Trust Schools sites, in conjunction with the Trust Leaders Team and be proactive in identifying the most appropriate and effective solution to the developing facility needs of the Trust.
* Contribute to the management of all site-­‐related projects: from initial concept, through design and specification, to implementation and hand-­‐over to the individual Trust School.
* Manage the costs of site-­‐based projects to both budget and specification.

## Planned Maintenance

* Ensure that the planned maintenance programme for the Trust is understood and any need to use third-­‐ party contractors is agreed.
* Agree the scope of the work with the Trust Leadership Team and obtain quotes from third party contractors prior to instructing them to undertake the work to demonstrate that best value has been obtained. The number of quotes obtained will be in line with the Trust policy.
* Maintain a file of all work undertaken by third party contractors to include:
	+ Specification;
	+ Quotes – both successful and unsuccessful;
	+ Method statements and risk assessments forwarded by the contractor to cover the specified work, some of these may be generic;
	+ Copies of the signing-­‐in log and Asbestos Register review;
	+ Copies of all permits to work.
* Ensure that all work is signed off on completion, identifying any areas of concern, and managing the contractor until the work is completed satisfactorily.
* Ensure that arrangements are in place to ensure that there will be an appropriate and timely response to emergency callouts as necessary.
* Ensure that a member of the Premises team attends to co-­‐ordinate any emergency repairs in each school

## Health and Safety

* Maintain a register of Risk Assessments for operations undertaken by the Premises team, and ensure that a rolling programme of auditing Risk Assessments is implemented to ensure that they are still relevant.
* Ensure that the Premises Team use equipment in a safe manner and are appropriately trained.
* Ensure that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all staff who use the chemicals are aware of how they should be safely used and stored.
* Ensure that copies of the hazard data sheets are available in a central register and at the point of storage.
* Ensure that any contractors visiting the site are shown a copy of the Asbestos Register.
* Ensure that any contractors visiting the site are made aware of the school policy in relation to smoking, of the fire evacuation procedure and park in a designated area.
* Obtain risk assessments and method statements from third party contractors prior to them starting work on site.
* Continuously monitor compliance with health & safety regulations.
* Ensure that the fire alarm is checked weekly and a record of the test maintained in each school.
* Ensure that the emergency lighting is checked weekly and a record of the test maintained in each school.
* Ensure that the fire fighting equipment is checked weekly, in each school, and any fire extinguishers that have been discharged are replaced immediately.
* Ensure the site is checked weekly for any possible health & safety hazards, in each school.
* Ensure that the water temperature checks are completed each week and records kept, in each school.
* Ensure that the water systems of the school are checked/tested for Legionella at regular intervals.

## Cleaning and Welfare

* Participate in and ensure that the site is kept clean, tidy and attractive in order to minimize risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.
* Liaise with external cleaning contractors as necessary to maintain the high standards of each building.
* Main point of contact for cleaning contractors including owners and operatives.
* Ensure high standards are maintained, operatives efficiently employed and value for money achieved.
* Manage refuse and recycling procedures and ensure relevant staff are aware. At least half-­‐termly clean all bins to keep hygienic and deter pests and rodents.
* Manage caretakers to keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris clearance, refuse bin compounds.
* Carry out emergency cleaning as required.
* Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items; working with Caretakers and cleaning contractors to ensure effective replenishment.

## Security

* Ensure that each site is secure and that entrances and exits are monitored through the School day and out of school hours, as necessary.
* Ensure that the locking systems of the buildings are not compromised, and that the alarm system is regularly serviced and maintained.

## Lettings

* Manage and monitor effectively the lettings of the site, including all rooms and external areas.
* Ensure that any specific equipment is provided.
* In conjunction with the Finance Team, analyse lettings data provided to ensure that the premises are utilised to ensure best advantage of the School both financially and in reputation.

## Financial Management

* Advise the Finance Team on the optimum use of funds allocated for structural and non-­‐structural maintenance.
* In association with the Finance Team, prepare monthly statements of expenditure for all premises budget headings, for discussion with the school Headteachers and CEO.
* Obtain quotes for maintenance work in line with Trust policy.

## Additional Responsibilities

* To ensure that any issues identified as falling under the remit of the Trust Estates & Premises Manager role are satisfactorily resolved whether they are strictly a premises-­‐related matter or not.
* To keep abreast of developments in the Facilities Management field and identify possible areas where there is scope to improve systems and procedures.
* To develop self within the post, undertaking training as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the Trust.
* To undertake specific tasks as identified by the CFO and/or the CEO as and when required.

## Generic Responsibilities

* To be aware of the Trust’s duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
* To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the school.
* To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.
* To support and contribute to the Trust’s commitment to ‘Life in all its fullness’ enabling children and adults to thrive in our environment.
* To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the Trust.

## Line Management

* Undertake line management responsibilities for other caretakers.
* Ensure that all relevant training and certification is carried out.

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| **Medway Anglican Schools Trust (MAST)** |
| **Job Title:** | Trust Premises & Estates Manager |
| **Grade:** | B1 |
| **Notes** |  | **Met** | **Essential Criteria** |
|  |  | A/R | Successful track record of Maintenance with exemplary Healthand Safety provision of a large building |
|  |  | A/I | Ability to demonstrate the common values which also underpin the Trust Ethos. |
|  |  | A/R | A successful track record in Safety and Security of building Premises and its Contents |
|  |  | A/R | Experience of Safety and Security of the School Premises and itsContents |
|  |  | A | Experience of maintenance of Furniture and Equipment. |
|  |  | A/R | Undertake and oversee cleaning to High Standards |
|  |  | A | Experience of purchasing resources according to best value |
|  |  | A | Experience of leading staff in maintenance and Cleaning and Supervision of Staff |
|  |  | A/I | To work with colleagues, pupils and visitors in a positive mood of teamwork and co-­‐ operation. |
|  |  | A/I | Highly Motivated individual who is flexible, adaptable and able to harness the opportunities available to develop knowledge, skills and understanding as the school grows. |
|  |  | I | To undertake training |
|  |  | A | *Desirable: Qualifications related to Building Maintenance* |