



Orchard Academy Trust

Hildenborough Crescent, Maidstone

Kent, ME16 OPG

Telephone: 01622 757350

Executive Head: Mrs A Crittenden

Job Description

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| Job Title: | Trust Estates and Operations Manager |
| Location: | Trust based but will be required to visit Allington Primary School and Barming Pre-School & Primary School |
| Grade: | KSF (£30,404 - £33,752) |
| Hours: | Up to 37 hours per week |
| Weeks per year: | 52 |
| Duration: | Permanent |
| Responsible to: | Executive Headteacher/Headteachers |

This new role will support the Executive Head and Headteachers at Allington Primary and Barming Pre-School & Primary School in continuing to develop the estates and operational management of the Trust

Key Duties and responsibilities

A. Leadership and Management

- To lead and manage the premises team and all contractors across the school sites.
- Develop and manage the estates budget, monitor expenditure and obtain best value from providers developing annual business plans and budgetary submissions.
- Oversee lettings management
- Project management.

B. Estate Management/Development:

- To work closely with the Executive Head and Headteachers across all school sites to develop and maintain the Trust's Estates strategy, to ensure that Orchard Academy Trust continues to provide the very best facilities for its staff and students.
- Oversee capital project management. Support the Executive Head and Headteachers with identification of grant funding and bid writing to secure additional revenue streams for the schools.
- Provide input regarding the condition, maintenance and development of the school's facilities to the Leadership Team and Trust Board.
- Manage and maintain all external contracted providers, e.g.: school catering providers and contracted cleaners.
- Produce suggested budget plans for development projects that will serve the school's needs and maintain the Trusts competitive edge in all fields.

- Develop annual plans and budgetary submission for building and works projects to maintain and improve the quality of current facilities, overseeing the implementation of such projects.
- Ensure an annual programme of maintenance to guarantee timely availability of high quality facilities for stakeholders and, within available capacity, for commercial lets.
- Assure the quality control of works carried out by contractors, and by internal workforce and the submission of any insurance claims relating to these activities.
- Identify areas to improve the school's sustainability.

C. Procurement

- Work with the Finance Officer with the Trust's Estates Management Strategy and individual school's 5 year estates plans, to ensure timely and accurate procurement policy is followed.
- Submit detailed quotes/tender to the leadership team to ensure timely action to estates strategy and plans.
- Liaise with contractors and regulatory bodies to ensure adherence and compliance
- Ensure compliance with the Finance Policy in all areas of procurement across the Trust.

D. Health and Safety

- Complete, review and maintain whole school Risk Assessments.
- Manage the schools fire evacuation over all school sites.
- Work with the Executive Head and Headteachers at all sites to ensure the Health & Safety policy is robustly implemented and put into practice at school level.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Leadership Group, Governors and Trust.
- Ensure the maximum level of safeguarding and security consistent with the ethos of the Trust.
- Promote a culture where health and safety is paramount and where continuous improvement is sought in efficient delivery of service to all customers, including ensuring the schools are compliant with annual checks such as PAT testing, PE equipment, Fire extinguishers etc.
- Organise or deliver statutory health and safety training as required to all staff upon induction.

E. Compliance

- Ensure that planned preventative maintenance is completed on schedule and within budget to keep the school operational, safe and to the standard required by its end users.
- Ensure compliance and adherence to all relevant health and safety standards in relation to the Keeping Children Safe in Education (KCSIE) document guidelines including risk assessments, safe method of works, and regular testing and maintenance.
- Systems and record keeping — to ensure all registers and records are adequately maintained in the form required, working closely with the Premises Team.
- Ensure all premises development works are fully compliant with the CDM (2015) Regulations.
- Produce and monitor a 5 year estates plan for each of the Trust's sites.

F. Lettings Management

- Build strong relationships with community users of the premises.
- Drive lettings business and increase revenue.
- Be first point of contact for all community users, managing enquiries.
- Administration of all school lettings, communicating and offering good customer service to relevant stakeholders as necessary.

- Assist with the negotiation of terms for hires, prepare contracts, identify and make provision for risks and ensure effective agreements and all statutory requirements are in place, e.g. H&S risk assessments, DBS checks, insurance, etc.
- Continually review the lettings process and procedures to ensure optimum efficiency and profitability.
- Provide the Executive Headteacher/Headteachers with website content to ensure, up to date and accurate, in particular the pages relating to lettings.
- Working with the Leadership Team, ensure the activities of the school are promoted through newsletters, the website and to the media.

G. Income Generation

- Working with the CFO, Executive Headteacher and Headteachers to identify opportunities for generating additional income and submitting funding bids either for trust wide or school specific estates projects.
- Support the Executive Head and Headteachers with identification of grant funding and bid writing to secure additional revenue streams for the schools.
- Support the schools when running extended services and lettings to maximise income for the trust.

H. Other

- Provide cover for team members, ensuring continuous service in light of any absences

In addition, the post holder will undertake and other miscellaneous work, deemed suitable by the Leadership Team of the Trust.

| Person Specification | Essential | Desirable |
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| Qualifications and Experience | | |
| Relevant Professional Qualification | x | |
| Educated to at least A- Level or equivalent | x | |
| Health and Safety Qualification | | x |
| Educated to degree level | | x |
| Skills and Knowledge | | |
| Experience of leading teams | x | |
| Strong understanding of compliance, health and safety , environmental and fire safety regulations. | x | |
| Excellent negotiating skills | x | |
| Experience of Managing Projects | x | |
| Excellent communication skills and style, both verbally and in writing. | x | |
| Able to communicate effectively across all levels and to a varied range of Stakeholders | x | |
| Good understanding of customer service requirements and the ability to consistently deliver, via the team, to and beyond the customers expectation | x | |
| Effective time management and prioritisation skills with the ability to work to deadlines | x | |

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| Competent in Microsoft Office and Excel Experience of a School or similar environment | x | |
| Experience in a similar role | | x |
| Personal Qualities | | |
| Strong team player with inclusive leadership style | x | |
| Ability to analyse complex problems and present coherent, achievable solutions | x | |
| Flexibility | x | |
| Ability to quickly establish professional credibility with team and wider stakeholders | x | |
| Commitment to excellence | x | |
| Willingness to attending training and development as required | x | |
| 'Can do' attitude | x | |
| Willingness to seek out and implement new ideas and innovative solutions | x | |
| Willingness to engage with wider School life | | x |