



Knowledge-rich, skills led learning for all,
Christ at our heart,
Serving everyone in our community,
Partnership of love, ambition, joy, and peace.

Estates Manager Job Description and Person Specification

Salary: £52,716 to £60,246

Contract type: Full-Time, permanent

Reports to: CFO

The Kent Catholic Schools' Partnership (KCSP) is a multi-academy trust of 32 Catholic schools located across Kent and Medway, 27 primaries and five secondaries; all of which are part of the Archdiocese of Southwark. We strive together to ensure that our schools will offer an ambitious education and curriculum for all, with a firm focus on the provision of excellent teaching and learning to ensure that the potential of each and every one of the children and young people in our schools is fulfilled; whatever their need.

We work together in a partnership which is willing to share outstanding expertise, offers support and challenge when needed, supports wellbeing effectively, and which keeps everyone in our school communities safe.

The postholder will be in sympathy with the Catholic faith and so be able to clearly support our Catholic mission, the work of the Trust and that of the wider Catholic faith.

Our Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

Role summary:

To work closely with the Executive Team to provide strategic and operational leadership to the Trust's estates infrastructure and facilities. The Estates Manager will lead on establishing an Estates, Facilities, Health & Safety and Sustainability agenda in line with the Trust's strategic plan.

The Estates Manager will play a key role in compliance management, ensuring statutory compliance and regulatory standards are monitored and managed consistently across the Trust.

The successful candidate will collaborate with colleagues from all Trust schools and other relevant professionals, within and beyond KCSP, including the Arch Diocese of Southwark Buildings Team to ensure safe, secure and efficient environments across all schools in the Trust.

The successful candidate will act as the first point of contact for all internal and external operational estate management queries. The role will also provide full estate management administrative support to the Trust CFO.

This role predominately will be based at the Trust's Head Office, located in Teston, Kent, however, the ability to travel to Trust schools and various sites to attend meetings is required.

Key duties and responsibilities:

Estates and Facilities

- With the CEO and CFO Support the development and deliver the Trust's Estates vision and strategy across all schools in line with Good Estates Management for Schools (GEMS), and report, communicate and deliver this strategy for the Trust
- To provide indirect management and regular liaison to teams of school-based estates staff working to enable the effective day-to-day operation of schools, ensuring the facilities are well maintained and fit for purpose
- To monitor and manage the STATLOG system in liaison with the schools and the Diocese
- To act as the operational point of contact for the Diocese Buildings Team , and any/all other third-party suppliers, in relation to capital projects and remedial works, as appropriate for each school
- To ensure the Trust obtains the maximum value for money for its estate management contracts and is not overcharged
- To ensure the Trust asset management plan is up to date
- Proactively and regularly review the Trust's property portfolio to ensure that our schools' facilities best support the delivery of the curriculum and provide an efficient use of resources
- To deliver key projects, including capital projects, as agreed with the CFO and Chief Executive Officer (CEO), in liaison with external project managers or school-based staff as appropriate
- Oversee and support the preparation and approval of tenders for work to be done by outside contractors, including all pre-contract liaison and arrangements, ensuring value for money and safeguarding requirements
- Together with the CEO and CFO, act as a point of liaison and contact for Trustees, the Executive Team, Headteachers and school staff, architects, consultants, and contractors

- Be responsible for all significant capital projects across the Trust, attending project management meetings
- Be responsible for the preparation and implementation of all capital grants and bids, working alongside external advisors
- Provide reports to the Executive Team and Trust Board on the Trust's Estates Strategy
- Support schools to produce and effectively deliver a cost effective and timely maintenance plan having regard to the condition of the buildings within the Trust's estate portfolio
- Liaise effectively with colleagues to identify, prepare and co-ordinate planned alterations and improvements ensuring best value, to support the teaching and learning in the schools
- Maintain working plans for all the Trust buildings
- Provide advice and guidance to the Trust schools on all matters concerning Estates and Facilities
- Input technical expertise on tendering for building and associated works and services
- With the CFO and CEO ensure a sound allocation of School Condition Allowance (SCA) funds for each year to deliver the maximum benefit across all the trust schools
- Liaise with the headteachers and other staff in the schools to ensure the prioritisation of capital projects are considered for SCA funding
- Work with the CFO to ensure a continued drive to achieve Value for Money, in particular:
 - Ensuring all significant expenditure items within the remit of Estates and Facilities are well procured and managed
 - Develop a trust list of accredited suppliers for work relating to estates and look to develop
- Develop new and innovative methods of service delivery
- Ensure that the Trust schools comply with DDA and that all building works comply or exceed these requirements
- Ensure that all relevant documents relating to estates for the schools in the trust are stored electronically (e.g. reports, plans etc.)

Compliance and Regulation

- Ensure appropriate controls and reporting for statutory compliance and regulatory standards, providing regular reports to the Executive Team
- To stay informed about relevant laws, regulations, and industry standards affecting estates operations

- To develop and implement emergency response plans to address crises or unforeseen events affecting estates operations
- Ensure timely completion and submission of the Land and Buildings Collection tool for the DfE

Health and Safety

- Have operational responsibility for the health and safety of the premises across the Trust, working with individual schools on day-to-day management
- To oversee the trust system for monitoring health and safety compliance and provide support and training to site managers
- To support the development of all aspects of health and safety matters within the Trust including the health and safety policy, fire safety and emergency planning
- To work alongside Headteachers and other staff at each school to ensure their activities and premises are secure and safe
- ensure all compliance and reporting requirements are satisfied, including the accurate recording and reporting of all RIDDOR to the HSE
- Ensure the site teams in the trust schools have the proper training to complete their roles and ensure this training is up to date

Sustainability

- To implement environmentally sustainable practices and initiatives within estates operations across the Trust
- Lead, develop and deliver the Trust's Sustainability Plan
- Report on the progress towards environmental targets and standards and ensure that KCSP schools comply with applicable environmental regulations, for example the Carbon Reduction Commitment

Leadership and Management

- Ensure effective development and implementation of cross-Trust Estate initiatives
- Support the CFO and CEO in the development and implementation of relevant Trust policies and procedures
- Lead by example, to promote the highest standards across the Trust
- Monitor and develop the quality, efficiency, and effectiveness of service delivery, in line with Trust's policies
- Identify and contribute to the development of applications for funding, and new initiatives and to lead and manage projects

Staff

- Assist schools to manage performance, appraisal, and development of estates staff, setting annual performance targets
- Coach and support estates staff to achieve, improve and develop to their full potential
- Oversee arrangements for the induction and support of new Estates staff

General

- To actively promote the school and Trust's policies
- To be courteous and provide a welcoming environment
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles, and responsibilities as may be reasonably assigned to them by their line manager or Chief Executive Officer,

This job description will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification**Qualifications**

- Educated to degree level or relevant professional qualification.
- Evidence of continuing professional development
- Project Management qualification
- NEBOSH General Certificate

Experience

- Proven experience in delivering public sector capital projects who will be able to work with the Executive Team to ensure compliance with GEMS, SRBP, and capital funding frameworks
- Experience in facilities management and proven experience of leading estates operations in a comparable setting
- Experience of managing multiple sites
- Experience of successfully delivering major estates projects and effectively managing associated resource
- Experience of working to Health and Safety and DDA requirements
- Experience of effectively managing contracts
- Experience of successfully managing teams, including sub-contractors

- Experience of determining maintenance solutions and accurately costing building work
- Successful experience of working with others to identify and deliver requirements within agreed parameters
- Experience of change management and leading successful teams
- Experience of effectively managing budgets
- Experience of successfully developing and delivering a Sustainability Plan

Skills, Abilities, and Professional Attributes

- Competency in word processing and a wide range of IT packages
- Excellent written and verbal communication skills
- Ability to complete returns, write letters and detailed reports
- Ability to exchange complex verbal information clearly and sensitively
- Ability to negotiate effectively to achieve best outcomes
- Establish effective relationships with those working in and with the schools
- Ability to make a distinctive contribution to the work of the Trust
- Contribute to the development and implementation of effective systems to share and safeguard information
- Ability to remain calm under pressure
- Ability to plan and manage own time effectively and support the work of others
- Ability to resolve complex problems independently
- Flexibility and adaptability in working arrangements to meet the needs of KCSP