



ESTATES MANAGER

JOB DESCRIPTION AND PERSON SPECIFICATION

Post	Estates Manager
Grade	KSG
Responsible to	School Business Manager
Responsible for	Site Team Assistants & Cleaning Supervisor
Working hours	37 hours per week, all year-round contract

Everyone at Borden Grammar School works to fulfil our School Plan.

Our school motto “Nitere Porro” means to strive forward and the ethos of Borden is that we expect our whole community to do this, together. Our school plan focuses on supporting and inspiring students to achieve their full potential

Job Purpose

The School Estates Manager is responsible for the strategic and operational management of the school's estate in line with the Department for Education's Good Estate Management for Schools (GEMS) guidance.

The post holder will ensure that the school's buildings and grounds are safe, compliant, sustainable, well maintained, and fit for purpose, while also maximising value for money through effective use of facilities, including the management of school lettings delivered via an external contractor.

Key Responsibilities

1. Strategic Estates Management (GEMS: Leadership & Planning)

- Develop and implement an Estates Management Strategy and Asset Management Plan in line with GEMS guidance.
- Maintain up-to-date assessments of the condition, suitability and sufficiency of the school estate.
- Advise senior leaders and governors on estates risks, priorities and investment planning.
- Contribute to the School Improvement Plan and Capital Development Plan.
- Support long-term planning for refurbishment, expansion and capital development projects.

2. Compliance & Health and Safety (GEMS: Compliance)

- Ensure full compliance with all statutory and regulatory requirements including:
 - Health & Safety legislation
 - Fire safety
 - Asbestos management
 - Legionella
 - Electrical and gas safety
 - Accessibility and equality legislation
- Act as the school's lead for estates-related risk management.

- Maintain accurate records of inspections, certifications and audits.
- Manage contractor compliance, permits to work and site safety procedures.
- Ensure safeguarding considerations are embedded within site management and lettings arrangements.

3. Maintenance & Operations (GEMS: Maintenance)

- Oversee planned and reactive maintenance programmes to ensure buildings remain safe and operational.
- Manage site staff and caretaking/cleaning services (direct or contracted).
- Ensure effective site security, opening and closing procedures and emergency response arrangements.
- Monitor building condition and ensure defects are addressed promptly.
- Maintain external areas including grounds, car parks and play areas.

4. Capital Projects & Refurbishment (GEMS: Procurement & Project Management)

- Lead and manage minor works and capital projects from initiation to completion.
- Prepare specifications, tender documentation and oversee procurement in line with financial regulations.
- Manage contractors, consultants and project budgets.
- Ensure projects are delivered on time, within budget and to required standards.

5. Financial Management & Value for Money (GEMS: Value)

- Prepare and manage the estates, maintenance and lettings budgets.
- Ensure best value through effective procurement and contract management.
- Monitor expenditure and provide regular financial reports to senior leadership.
- Identify opportunities for efficiency savings and lifecycle cost reduction.
- Maximise income generation from the school estate through effective management of lettings and

6. Lettings & Community Use of Facilities (via External Contractor)

- Manage and oversee the school's lettings provision delivered through an external contractor.
- Ensure lettings activities achieve the best possible financial return for the school.
- Monitor contractor performance against agreed service level agreements (SLAs) and key performance indicators (KPIs).
- Ensure lettings arrangements comply with safeguarding, health and safety and insurance requirements.
- Coordinate the scheduling and use of spaces to ensure lettings do not disrupt the school day, curriculum delivery or safeguarding procedures.
- Ensure hired areas are maintained to a high standard and returned to a school-ready condition.
- Act as the main liaison point between the school and the lettings provider.
- Ensure clear separation between school operations and community users where required.

7. Sustainability & Energy Management (GEMS: Sustainability)

- Develop and implement a sustainability and energy strategy.
- Monitor energy and water consumption and promote efficiency measures.
- Support the school's carbon reduction and environmental objectives.
- Promote responsible waste management and recycling initiatives.

8. Stakeholder Engagement

- Work closely with senior leaders, teaching staff and governors to support operational needs.
- Act as the main point of contact for estates and lettings matters.
- Liaise with external bodies including local authorities, the DfE, contractors and regulatory agencies.
- Provide professional advice on premises issues affecting teaching and learning.

9. Safeguarding & Equality

- Ensure the school site supports safeguarding and student welfare.
- Promote a safe, inclusive and accessible environment for all users.
- Uphold the school's safeguarding and child protection policies at all times.

PERSON SPECIFICATION – ESTATES MANAGER

CRITERIA:	
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE in Maths and English Grades A-C (or equivalent). Relevant qualification or substantial experience in estates, facilities or property management. Knowledge of DfE GEMS guidance and statutory compliance requirements. Recognised Facilities Management qualification / IOSH Managing Safely / NEBOSH General Certificate would be desirable but not essential.
EXPERIENCE	<ul style="list-style-type: none"> Experience of managing maintenance budgets and contracts. Experience of managing health and safety in a complex environment. Experience of managing or overseeing building projects. Experience of managing external contractors or service providers.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Strong organisational and project management skills. Excellent communication and stakeholder management abilities. Financial management and procurement skills. Ability to interpret technical and regulatory information. Problem-solving and decision-making capability. IT literacy.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role.

Last review date: January 2026

Headteacher/line manager's signature: _____ **Date:** _____

Postholder's signature: _____ **Date:** _____

*Borden Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act by completing a Self Declaration form. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*