



DAYSRING TRUST

JOB DESCRIPTION

POST TITLE: ESTATES MANAGER

GRADE: NJC SCP 31-36 (£37,261 - £42,503)

REPORTS TO: Executive Operations Manager

MAIN PURPOSE: To work across our Trust under the direction of the Trust's Executive Operations Manager, to advise on the condition and operation of all estates, ensuring all sites are maintained to the highest standards within allocated resources and all legislative requirements are met. To introduce, oversee and manage the site development plans across the trust.

To oversee estates management including building health and safety compliance, statutory maintenance compliance and strategic estates development plan for all academies within the Trust.

Contracted Hours: 37 hours per week, whole time, permanent.

Working Pattern: Substantive hours are 8-4pm Monday to Thursday, 8-3.30pm on Friday. This is subject to change depending on the needs of the business for key holding purposes.

Location: Academies within the Trust(s)

PRINCIPAL RESPONSIBILITIES:

- To have responsibility for all operational aspects of the Trust's Assets, including buildings/estates and transport.
- To advise on the condition, investment and operation of buildings/assets within the Trust.
- To ensure all sites are maintained to the highest standard within allocated resources.
- To implement and monitor a strategic estates devolvement plan for all academies within the trust(s).
- To be responsible for internal operational development, risk management, health and safety compliance and maintenance compliance within a buildings/transport remit.
- To contribute to the strategic development of the Estates and Sustainability provision for the benefit of all stakeholders.
- To work closely with the Executive Operations Manager supporting estates management in all academies within the trust.

- To make year on year improvements to the estates, to raise standards of team's performance and service standards
- To discharge all allocated tasks and responsibilities in a professional and supportive manner.
- To support with the completion of statutory building related returns, including Land and Buildings Tool, ESOS and SECR where appropriate.

ASSET MANAGEMENT:

- To develop, manage and maintain the Trust(s)' asset portfolio to a continually improving standard
- To implement academy site development plans
- To recommend and implement opportunities for reducing the carbon footprint of the estate
- To ensure compliance with all statutory obligations regarding the investment and development of the estate
- To complete or support completion of building related statutory returns as required e.g., ESOS, ESFA Land and Buildings Return

OPERATIONAL ESTATES MANAGEMENT:

- To quality assure facilities services delivered by designated school teams, striving for continuous improvement.
- Planning and preparation of building works to include plans of proposed work, cost and planning permission, building regulation approvals and tendering for works in keeping with current legislation.
- To ensure sufficient, suitable accommodation is available to meet the Trust's operational needs and fit for purpose to meet pupil needs
- To develop, manage and maintain the Trust's property portfolio to a continually improving standard
- To ensure all estates are maintained and operated with statutory and regulatory requirements
- To support the preparation of tenders and specifications for minor building and maintenance work that is required across the estate.
- To specify maintenance agreements and negotiate service level agreements with contractors in conjunction with the Executive Operations Manager.
- Ensure that relevant statutory compliance is achieved for all academies
- Maintain and hold up to date site and building plans and information for all academies within the Trust
- To act as a keyholder for all academies within the trust(s)

SUBCONTRACTED SERVICES:

- To be the project lead on all external building works for the trust
- To work with onsite staff across the trust regarding contracted services such as cleaning, grounds maintenance, lettings etc. ensuring contractors are fulfilling contractual requirements, meeting key performance indicator targets and delivering Value for Money
- Ensure compliance with the Trust's finance policy and procedures in relation to subcontracting e.g. quotes, VfM etc.
- Develop and implement quality standards for contracted out services.
- Monitor and report on subcontracted services

HEALTH AND SAFETY:

- Contribute to Health & Safety Coordination across the Trust.
- Contribute to the Trust's Risk Management processes.
- Ensure the Trust's written health & safety policy is clearly communicated and is fully implemented.
- To be responsible for all aspects relating to health and safety in relation to buildings, grounds and transport.
- To be responsible for maintaining asbestos survey registers, where applicable.
- To report to and attend health and safety meetings as required.
- Ensure written risk assessments are in place and regularly reviewed for all estates and facilities activities (non-curriculum).
- To keep abreast of changes to Health and Safety legislation and ensure that these changes are implemented across the Trust as required
- To undertake termly health and safety inspections in each academy and report to the relevant Executive Operations Manager and Head Teacher, including recommendations.
- Lead on the annual external Health and Safety Audit Inspections of each academy.
- To advise on health and safety issues and/or queries as directed by the Executive Operations Manager.
- To liaise with external health and safety advisor to prepare and support external audit requirements.
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that services are in place and adequate for their diverse needs.

MANAGEMENT RESPONSIBILITY:

- Provide line management support to identified site staff, as directed by the Executive Operations Manager.
- Complete and/or oversee performance management reviews for identified site staff ensuring development needs are accurately identified and met.
- Assist the finance team to effectively and efficiently manage and monitor delegated estates budgets
- Day to day management of capital projects, including contract deliverables, contractor performance, project budget and overall outcome
- Overall responsibility for the Trust's transport fleet, ensuring compliance with relevant regulations in operation, maintenance and usage.
- Ensure all staff received Health and Safety training.
- Oversee designated contracts for the Trust to include Building compliance, Grounds maintenance etc.

SUPPORT FOR THE ACADEMY:

- Contribute to the overall ethos/work/aims of the Academy and the Trust.
- To promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Attend all relevant team/staff/Academy meetings.

- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

This job description is subject to regular review which can be initiated by either the post holder or the Executive Operations Manager.

Holidays to be taken throughout the year (excluding term time) by prior consultation/approval of the Executive Operations Manager.

Date Created: October 2022

To be reviewed: October 2023