

TTCT

Job Profile



Job title	Trust Estates Manager
Responsible to:	Corporate Services Director
Responsible for:	Trust wide estates
Salary:	Grade 8: £37,261 to £41,496
Working hours:	Full time
Core purpose:	<p>To provide professional oversight of premises and site systems across the Trust.</p> <ul style="list-style-type: none"> • The post holder will oversee the estates procurements and contracts delivering consistent and excellent services. • The post holder will undertake the role of the Estates H&S Competent Person for the Trust and ensure (with suitable specialist support as required) that the Trust meets its legal responsibilities under Health and Safety Law. • The post holder will have an ability to manage their time efficiently and effectively to ensure that any competing or conflicting demands are managed.

Corporate responsibilities:

- To ensure to promote the vision and values The Trust with all stakeholders including trustees, local governors, colleagues, parents, visitors, and the local and wider community.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

- To support the Corporate Services Director in the development and implementation of the Estates management function for the Trust.
- To co-ordinate the development of 3 year site development plans for each Academy reflecting maintenance, condition and development requirements by:
 - Establishing the condition of premises through regular surveys and implement a rolling programme of repairs and maintenance which support a cost-effective maintenance programme across the Trust.
 - To co-ordinate the scoping, design, transparent procurement and management of successful capital development works in line with financial and Construction (Design and Management) Regulations (CDM).
- To contribute to and review all necessary design standards to ensure consistency across projects.
- To provide oversight of estates compliance and cyclical maintenance contracts to deliver Value for Money through enterprise wide and single contracts and monitoring to ensure that compliance checks are undertaken to the correct frequency and standard.
- Establish an integrated supply chain of competent professionals and contractors to support the Trust in the delivery of an excellent Estates function.



- Ensure effective processes and systems are in place to ensure the reporting of estates issues are logged, assessed and rectified within agreed timescales, addressing any process or systems issues.
- To undertake regular reviews of Estate health and safety compliance, associated estates health and safety policies and procedures and proactively identify and resolve site related health and safety issues with key personnel.
- To undertake the role of Estates H&S Competent Person for the Trust.
- To maintain a master register of all Estates H&S related training and certificates to ensure that appropriate personnel are in place at each site across the Trust.
- To be the key contact for any external Estates Health and Safety site Inspection or reporting (including RIDDOR).
- That the oversight and scrutiny of all Trust sites is actively supported through attendance and presentation of appropriate information at meetings as required.
- Support the management of the PFI academy with oversight of the contract management in reference to appropriate documents e.g. output specifications.
- Oversee the selection, evaluation and monitoring of external contractors ensuring best value in line with agreed standards.
- Co-ordination of the creation and management of building maintenance programmes ensuring the required number of quotes, professional liaison with contractors / external agencies, and overseeing projects to completion.
- Update the Trust risk register in liaison with the Trust and School Leadership Teams and provide periodic reports as required within the Trust Risk Management Policy and Procedures.
- Be responsible for professional guidance and advice to site estates teams regarding estates and facilities issues as required in conjunction with Trust and School leadership.
- Model leadership behaviours across different operating models with confidence and get the very best from others by providing clarity, feedback, coaching, and development while continuously seeking to enhance performance.
- Provide guidance to site managers as needed in their recruitment and training of new employees, performance management and the development of training plans to ensure benefit can be obtained across the Trust.
- Ensure there are systems and arrangements in place for each school to deploy site staff efficiently to deliver a timely and proactive service that ensures all sites are accessible during adverse weather, liaising with key personnel on site.
- Oversight of consistent Trust wide systems and processes at a whole Trust level to:
 - Deliver the security arrangements for buildings, facilities and grounds, including but not limited to: ensuring security procedures (opening and locking up of the building and grounds) are undertaken to a high standard; responding to alarm call-outs outside normal working hours in line with an agreed rota; liaising with contractors responsible for the provision of security equipment / services; preventing unauthorised access, trespass or parking of vehicles on the premises and grounds; ensuring all staff are trained in all relevant security procedures.
 - Ensure academy grounds are well managed and grounds maintenance duties are undertaken.
 - Monitor the operation of all premises-related mechanical, electrical, heating and water systems and other plant e.g. water boilers etc. including the recording of meter readings.
 - Take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation.
 - Undertake regular inspections of the site and address significant defects and remedy minor defects. Where external contractors / inspectors are employed, monitor work and certify that the work has been completed satisfactorily.
 - Maintain portfolios of up-to-date risk assessments, safe working procedures, and COSHH assessments and communicate to site staff as appropriate.
 - Ensure appropriate records are maintained in compliance with legal requirements and that a central log of risk assessment and accident management for Estates is in place.



- Assist with all accident and near-miss investigations whilst referring to the Accident, Incident and Near Miss Procedures and notify the Head of H&S.
- Oversee the maintenance of specialist equipment, check for quality / safety, undertake specialist repairs / modifications within own capabilities, and arrange for other repairs / modifications to be carried out by others.
- Manage devolved budgets in line with financial procedures.
- Support the Corporate Services Director and Headteachers with capital and large projects in line with financial and Construction (Design and Management) Regulations (CDM).
- Produce information, data and reports as required.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required at Trust level.
- Maintain an inventory of all machinery, equipment and materials across the Trust.

Other Duties and Responsibilities

- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have regular contact with children and as such a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) with a Children's Barred List Check is required as a condition of employment.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates to identify incidents or issues that may have happened, and which are publicly available online, which we may need to explore with shortlisted candidates.

It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.

This management positions will require a Section 128 check.

Our Mission:

Why do we exist? To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

Our values:

<i>How do we behave?</i>	Ambition:	we maximise our potential through striving for excellence.
	Teamwork:	we give 100% effort, displaying kindness and humility for the benefit of all.
	Honesty:	we are respectfully open about our successes and areas for growth

Our strategic anchors:

- Create a healthy organisation, free from politics and confusion through clarity following the empowered to lead operating model.
- Build a compelling school culture built on strong professional relationship where all can achieve.
- Craft and implement a high-value curriculum which is knowledge rich to allow meaningful application of skills.
- Put people first through high impact professional development and instructional coaching.



Person Specification

Role: Trust Estates Manager		E/D	A	I
Qualifications & Training				
1	Health and Safety qualification, i.e. NEBOSH / IOSH or working towards one.	E	✓	
2	Member of relevant professional institute.	D	✓	
3	Relevant Facilities Management qualification at Level 4 and / or facilities experience in an organisation of a similar size.	E	✓	
4	Full UK driving licence with access to a vehicle (this role will require regular travel between sites).	E	✓	
Experience				
5	Facilities and site management including project management and delivery of large-scale capital programmes, high quality services and systems.	E	✓	✓
6	Managing Health & Safety and statutory compliance.	E	✓	✓
7	Financial and budget control and management.	E	✓	✓
8	Work with teams from a range of professions.	E	✓	✓
9	Conduct health and safety training, monitoring and audit functions.	E	✓	✓
10	Experience of working in a multi site operation.	E	✓	✓
Knowledge & Understanding				
11	An understanding of the mission and values of the Trust.	E	✓	✓
12	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
13	Understands financial regulations related to procurement and tendering processes.	D	✓	✓
14	Knowledge of facilities management requirements and legislation.	E	✓	✓
15	Knowledge of Health and Safety legislation.	E	✓	✓
Skills & Abilities				
16	Ability to form and maintain appropriate professional boundaries with children.	E		✓
17	Competent user of MS Office.	E	✓	✓
18	Excellent stakeholder management skills.	E	✓	✓
19	Highly organised with the ability to prioritise own workload.	E	✓	✓
Personal Attributes				
20	High ethical standards.	E		✓
21	Entrepreneurial and able to find innovative solutions to complex problems.	E		✓
22	Flexibility and mental agility to manage multiple activities.	E		✓
23	Sound judgement and decision making.	E		✓
24	Able to work independently to deliver key goals, engaging others as needed.	E		✓
25	Acts as an ambassador for the organisation at all times.	E		✓



Other

26	A commitment to uphold and promote equality of opportunity .	E		✓
27	Has own transport and is willing to travel to all sites and work from a variety of locations within the Trust.	E	✓	

Key: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: November 2022