**Job Description**

**EMET Estates Officer**

**Grade:** SO1

**Salary:** £27,741 - £29,577

**Responsible to:** EMET Services Director

**Hours:** 8-4, 37 hours per week, all year round

**Location:** EMET main office or satellite site; travel across the Trust required as necessary

**Overview**

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| EMET is a growing Trust and expansion of the central provision is necessary to provide sufficient support to our schools. This role will require someone with experience and knowledge of managing facilities and who has excellent organisational skills, the ability to prioritise a demanding workload, have excellent attention to detail, is flexible in their approach to work, resilient and has excellent communication skills. It will involve working closely with the central team, individual school leaders, and relevant external bodies |

The primary purpose of the role is to:

* Support the Services Director to deliver EMET’s estates strategy and deputise as required
* Provide support to EMET schools on all aspects of facilities management, including emergency reactive support on school sites when required
* Support the Services Director in delivering the capital project programme including development of specifications for tenders and providing project management for minor building works
* Support the Services Director to help the schools maintain health and safety compliance and robust safety records
* Support the Services Director to create and deliver an EMET sustainability plan to reduce the Trust’s impact on the environment and reduce energy costs and waste

**Main Duties**

**Capital Works Programme**

* Maintain property asset data records and support the Services Director in the completion of government returns such as ESFA Land and Buildings collection tool and Asbestos Management Assurance Plan, and any other returns as required
* Assist in delivering the annual capital works programme, and liaise with external professional support including project meetings
* Help develop project brief and specification to support the tender process, manage minor work projects particularly in Primary schools, raise project orders and obtain contractor due diligence information

**Health and Safety**

* Provide central support and advice for schools to remain compliant in all areas of health and safety management, including control of contractors, asbestos management, fire safety and legionella
* Collate central accident data information and benchmark school’s safety records
* Manage central records for statutory inspections and ensure that all schools react to actions and recommendations arising
* Manage central records for minibuses and maintenance vehicles and support schools on vehicle management and safety
* Assist the H&S audit process for schools, collating returns and reports on performance and mitigating actions
* Keep informed with health and safety regulation updates and personal H&S training requirements

**Sustainability**

* Support the Services Director to create and deliver an EMET sustainability plan to reduce the Trust’s impact on the environment and reduce energy costs & waste
* Manage energy data systems and use of this information to target energy reduction, retaining clear records of targets, savings and progress reports
* Collate data for and submit the annual Carbon Reporting return
* Support the Services Director in delivering energy reduction projects
* Manage energy compliance including legislation requirements, display energy certificates DECs and energy performance certificates EPC’s

**Other**

* Provide support to EMET schools on all aspects of facilities management and provide emergency support including temporary cover for any estates issues arising
* Support schools develop their in-house service provision, site management, cleaning, catering, grounds maintenance
* Support and promote the EVERY system for contracts, compliance and asset information.
* Support with due diligence requests for new schools, collate and import new schools’ data
* Undertake quotation and tendering exercises to assist in the selection of appropriate suppliers and contractors, including when services are centralised
* Support the Services Director and Procurement Manager to negotiate contracts for estates capital projects, goods and facilities services.

**Other General Responsibilities**

* Contribute to the development and implementation of the overall ethos and aims of the Trust
* To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
* To be responsible for your own continuing self-development and to participate in training and other learning activities and performance development as required
* To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
* Establish and develop relationships with internal colleagues, external associates, and sector influencers in the education sector to share knowledge and develop best practice.

**Person Specification**

**Estates Officer**

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| **Criteria** | **Essential** | **Desirable** |
|  **Qualifications & Training** |
| Educated to minimum level 3 in a professional qualification relevant to the post | X |  |
| Health and Safety qualification  | X |  |
|  **Knowledge & Experience** |
| Facilities Management | X |  |
| Health and Safety Management | X |  |
| Environmental Management |  | X |
| Project management |  | X |
| Experience of prioritising work load, time management and conflicting priorities | X |  |
| Ability to suggest improvements to systems or processes | X |  |
| Experience of providing advice and support to key stakeholders on good practice in estates management | X |  |
| Experience of working in a multi-site organisation | X |  |
|  **Skills** |
| Excellent literacy, numeracy, communication and presentation skills | X |  |
| A strong understanding of ICT and its potential for the effectiveness of the organisation | X |  |
| Ability to work under pressure, with accuracy, unsupervised and on own initiative | X |  |
| **Qualities**  |  |  |
| The ability to manage conflicting priorities in line with EMET principles and values | X |  |
| Have a positive attitude to personal development and training | X |  |
| Suitable for work with children | X |  |
|  **Other**  |
| Be able to work at times and locations aligned to service provision | X |  |
| Work in schools, academies or colleges |  | X |
| Ability to travel as required to Academy sites | X |  |