

Job description for the post of: Estates Manager

Salary Range: NJC Scale point 34-38 (£43,693- £47,754) **FTE** 1 **Permanent**

Responsible to: COO

Supervision / Line Management Responsibilities of the post

- Estate Team Staff

Role overview:

To contribute to and lead the implementation of an Estates Strategy for AtC Multi Academy Trust.

To manage all aspects of the Trust Estate including upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements. To lead and manage refurbishment, expansion and other building advancements in terms of bidding, developing, procuring and implementing building projects across the Trust.

Main Responsibilities

Delivery of the Trust Estate Strategy & Asset Management Plan

- Support the COO in the preparation of a strategic Trust Estate Strategy and Asset Management Plan, including the development of individual estate development plans for each academy and institute; to lead the implementation of these plans within the Trust to deliver the objectives for each individual academy and the Trust as a whole.
- Ensuring an effective and compliant Estate service to the Trust that is inline with the [DfE Good Estate Management Guidance](#)
- Supporting the COO and CFO with the development of bids for capital funding opportunities.
- Leading on the project management of building projects, with support from external advisors where needed.
- Acting as project lead for the Trust for authorised schemes, paying particular attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety, and ensuring that value for money can be evidenced in all awarded contracts.
- Effective liaison on academy sites with contractors involved in major projects and ensuring that procedures are effective at academy level in terms of academy staff/contractor liaison.

Asset Management & Building Maintenance

- Developing and ensuring implementation and maintaining of easily accessible and auditable Estate management software (Every Software), records for asset maintenance and management, including records of inspections, maintenance requests, complaints, costs and repairs.
- Leading on the management of effective Asset Management data, including site plans, floor plans and condition surveys for the Trust estate, including data returns to the ESFA where needed.
- Development and Management of a minimum 5 Year Capital Programme, a maintenance programme, effective procurement scheduling for each site and maintenance in terms of decorating, carpet replacements and blinds etc that enables an effective programme of work, which is costed out and fed into the Trust budgeting cycle.
- Proactive engagement and management of professional contractor services, to ensure that services are procured in line with academy financial/procurement regulations and the delivery of high quality and cost efficient services, in line with contract specifications; Ensuring that all estates and facilities management systems, processes and practices are consistent across all of the academies and are synchronised and co-ordinated to achieve maximum efficiencies.
- Responsible for providing any premises related pre conversion due diligence for any new schools joining the Trust supporting the COO and CFO.

- Ensure the grounds are effectively maintained, including the management of the grounds maintenance contracts.

Estate Management Team

- To support school leadership teams with Estate Management Teams, consisting of Caretakers, Caretakers & Maintenance Operatives, Cleaners Staff across the schools.
- Support the appropriate deployment of estates and facilities staff across all trust schools, ensuring adequate levels of staffing.
- Support the development premises and estates staff to ensure the Trust has an effective, engaged and high performing team with the right skills and experience to deliver a high-quality premises and estates management service.
- Engage in the performance and appraisal management of all premises related staff in line with Trust policies and procedures.
- Monitor, audit and offer advice on work routines on a regular basis.
- Develop and implement working procedures and standards for all premises and estates staff

Soft FM

- To manage the Cleaning Services across the schools, which are a mixture of in house and outsourced.
- To provide effective contract management for the outsourced services contracts.
- To ensure a compliant in house service for cleaning, including the line management of staff ensuring cleaning hours are in line with service level agreements, H&S compliance in relation to COSHH, to ensure the service meets the needs of the schools.

Health and Safety

- Ensuring that the Trust properly discharges its duties under its Health and Safety Policy; the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with these same statutes, etc;
- Acting as the Trust's responsible Health and Safety Competent Person; Asbestos Control Manager and the Legionella Control and Health and Safety.
- Assessing risks to the health and safety of Trust employees (and risks to the health and safety of persons not in the Trusts employment) to which they are exposed while they are at work.
- Ensuring that risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/ contractors who are appropriately qualified.
- Ensuring that all health and safety management systems, processes and practices are consistent across all schools and trust estates and are synchronised and co-ordinated.
- Co-ordinating and ensuring implementation of the Trust's responsibilities in relation to maintaining health and safety statutory documentation.
- Reviewing and developing existing and new policies in line with statutory requirements and managing any necessary consultation process.
- Ensuring that buildings are safe and secure at all times and adhere to both Health and Safety requirements and statutory Ofsted guidelines for the health and well-being of staff, pupils and visitors.

Budgets and Reporting:

- Responsibility for the management of the relevant budgets, ensuring all are expended in accordance with the requirements of the Trust's Financial Regulations;
- Preparing reports for the COO, CFO, Trust SLT, School Operations Managers, Trustees, Local Advisory Bodies and relevant external bodies (e.g. Health & Safety Executive, Ofsted) in all areas relating to the role, as and when required

Core Competencies

People Management: ability to lead, motivate, and manage teams, ensuring high performance and collaboration. This includes overseeing contractors and in-house staff such as site supervisors and maintenance personnel.

Verbal & Written Communication: clear and effective communication with a range of stakeholders, including senior leaders, staff, contractors, and external agencies.

Critical Thinking: ability to analyse complex information, identify problems, and develop strategic solutions.

Risk Management: proactively identifying risks and implementing strategies to mitigate them, particularly regarding health and safety, financial performance, and operational efficiency.

Health & Safety Expertise: comprehensive knowledge of health and safety regulations and best practices, ensuring a safe environment for staff and pupils.

Facilities Management Expertise: understanding of building systems, energy management, and maintenance practices to ensure efficient operation.

Environmental Awareness: awareness of sustainability practices and the ability to implement environmentally friendly initiatives, such as energy-saving technologies and waste reduction programmes.

Prepared by:

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Date:

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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification for the post of: Estates Manager	Essential	Desirable
Qualifications and Experience		
Health and Safety qualification e.g. NEBOSH and/or evidence of relevant continuous professional development (or a commitment to work towards within the first year of employment)	Y	
Evidence of relevant continuous professional development for example formal Estates Management qualifications	Y	
Evidence of ongoing professional development in relation to leadership.		Y
Evidence of a full driving licence and ability to travel across the Trust estate.	Y	

Experience

Experience of planning, organising, prioritising and delegating workloads effectively and meeting deadlines.	Y	
Experience of team leadership and performance management e.g. motivation, setting objectives, training needs analysis, performance review and appraisal	Y	
Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities.	Y	
Experience of managing change and implementing new systems/procedures/controls		Y

Knowledge and Skills

A good working knowledge and understanding of methods of ordering, awarding contracts, purchasing and value for money	Y	
Knowledge of the various levels of roles and responsibility for good estates management with regard to Health, Safety and Environment legislation including good estate management for schools.	Y	
Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire, energy management and conservation	Y	
A good working knowledge of finance, spreadsheets, and word processing and other relevant ICT software packages	Y	

Demonstration of AtC values of Achieve, Belong Collaborate

Achieve: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate	Y	
Belong: ability to foster good working relationships with colleagues at all levels. Ability to motivate colleagues to understand the importance of Health and Safety as the norm and not as a chore	Y	
Collaborate: ability to lead by example, setting high standards for self and others. Be able to influence and persuade others to complete routine and non-routine work independently.	Y	

Achieve	Belong	Collaborate
ensuring all children have the knowledge, skills and character to shape future success for themselves and their world.	individual schools united through common purpose and shared values	share good practice, support schools, provide opportunities for children, staff and our communities