



# Assistant Estates Manager (Technical)

Woodrush High School  
An Academy for Students Aged 11-18



## Assistant Estates Manager (Technical)

37.5 hours per week, Full Year-Round plus 26 days holiday

**Contract: Permanent**

**Salary: SCP 13-16**

Situated in a pleasant suburban area on the borders of Birmingham, Solihull and Worcestershire (only 5 minutes from Junction 3 of the M42), Woodrush High School is an oversubscribed 11-18 mixed Academy and has an excellent reputation locally and nationally. We are a designated Training School committed to educational innovation and we enjoy working partnerships with many schools locally and across the region.

The Assistant Estates Manager is responsible for supporting the Estates Manager with the day to day running of the Academy and operation of the Academy Site in their absence. You will assist the Estates Manager in maintaining a clean, safe, and welcoming site through the process of regular scheduled maintenance of buildings, grounds, fixtures, and fittings. You should have a good working knowledge of building and facilities management, be computer literate and be able to operate within health and safety requirements along with previous experience of working in health and safety.

### **We are looking for a person who has:**

- Knowledge, experience and understanding of the day to day running and maintenance of a public building including plumbing, carpentry and maintenance operations.
- A sound understanding of health and safety including COSHH, risk assessments, method statements and permits to work.
- Be competent in using general maintenance equipment and grounds equipment including power tools, lawn mowers, strimmer's.
- Be computer literate (Microsoft word, excel, outlook and inspection / asset management systems).

### **We can offer you:**

- Local Government pension scheme.
- Subsidised on site gym membership.
- On site café and coffee shop.

Interested candidates are welcome to come and look around the school by prior appointment.



# Job Description

## Assistant Estates Manager (Technical)

<b>GRADE:</b>	SCP 13 – 16
<b>RESPONSIBLE TO:</b>	Estates Manager
<b>PERMANENT CONTRACT :</b>	37.5 hours per week – Full year round plus 26 days annual leave

### Job Purpose

The Assistant Estates Manager is responsible for supporting the Estates Manager with the day to day running of the Academy and operation of the Academy Site in their absence. To assist the Estates Manager in maintaining a clean, safe and welcoming site through the process of regular scheduled maintenance of buildings, grounds, fixtures and fittings.

Reporting to the Estates Manager the individual will provide a first-class service to Woodrush Academy. You should have a good working knowledge of building and facilities management and be able to operate within health and safety requirements. You will have qualifications or experience relevant to this role. You will have good communication skills, and the ability to work effectively with others. You will be flexible and adaptable to an educational environment.

### Main Duties and Responsibilities

Operational and site specific - (directed by the Estates Manager)

#### General:

- Ensure the site can operate in a safe and high-quality environment for learning and community use, within all areas of maintenance, cleanliness, health and safety and security (including contents) in line with the Academies stated Policy.
- To assist in locking and unlocking school premises at agreed times.
- Key holding responsibilities and emergency contact as part of a rota system including outside of operating hours.
- To arrange contractors under direction of the Estates Manager
- To supervise and co-ordinate contractors when required
- To undertake relevant seasonal or project work as instructed by the Estates Manager
- Follow set KPI's, related to site operations and record / complete using the schools Every software system.

#### Site Housekeeping:

- To manage under the direction of the Estates Manager, cleaners employed by the school.
- To carry out basic training of COSHH, manual handling and best practice to cleaning staff and casual cleaning staff.
- To monitor stock and carry out stock takes with the lead cleaner and order stock in a timely manner, so the cleaning service is never affected.
- To empty bins and remove rubbish from the premises.
- To act as cover in cleaner's absence to clean specified areas of the school to the required standard.
- To undertake cleaning duties which occur during the school day, which are not allocated to cleaning staff.
- To undertake the use and maintenance of plant, supplies and equipment.

#### Site Maintenance and Operation

- To undertake daily duties as necessary (e.g. replacing light bulbs, securing broken windows and doors, painting and sweeping etc.)

- To undertake tasks such as grounds maintenance
- To undertake specific maintenance tasks in areas such as basic plumbing, carpentry and maintenance operations.
- In the absence of the Estates Manager, to operate and arrange repair and servicing when required for all site systems, equipment and grounds.
- To keep a record of meter readings, vehicle inspections, regular water testing, fire safety related inspections and testing. Being able to record all findings and risk assess these accurately and program works with the Estates Manager, using the schools Inspect, Manage and Maintain software system.
- To arrange for exam tables and chairs setup during exam periods. Creating rotas and supervising casual staff to carry out setup.
- To undertake portering duties as required
- To set out and clear away tables and chairs in school when needed.
- To assist with event set up when required such as assemblies/meetings, parents' evenings or performances
- Keeping records of stock.
- To monitor and manage the schools BMS controls. Setting timings, frequencies, monitoring alarms, failures and resolving any issues quickly and efficiently.

### **Health and Safety:**

- To undertake health and safety duties commensurate with the post and/or as detailed in the Schools Health and Safety Policy and Health and Safety at Work Regulations, including COSHH, risk assessments, safe operating procedures, correct use of PPE, correct use of tools and working at height.
- To undertake health and safety (operational) inspections of sports pitches, Astro pitch, sports and P.E equipment. Being able to record all findings and risk assess these accurately and program works with the Estates Manager, using the schools Inspect, Manage and Maintain software system.
- To report any damage to school property or other relevant matters to the Estates Manager
- To immediately clean up any hazards to students and staff. (e.g. spilt chemicals, broken glass etc.)
- 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.
- Under the direction of the Estates Manager, update and review COSHH risk assessments, operational risk assessments and complete permits to work.
- Ensure contractors are working in accordance to their risk assessments and safely around site.

### **CPD**

- Undertake training where necessary to remain compliant and to ensure ongoing professional development to meet the changing demands of Academy growth.

### **Other Duties:**

- A commitment to safeguarding all children
- Confidentiality, respect and understanding
- Maintain safety under the schools Health and safety guidelines
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities, including attendance to teacher training days as specified
- 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 undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.

**Contacts:**

In all contacts the post holder will be required to present a good image of the school as well as maintaining constructive relationships.

**Notes:**

The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy



## Person Specification

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> <li>• Maintenance within a public / educational site or within a relevant trade.</li> <li>• Grounds maintenance.</li> <li>• Opening and closing public/educational facilities.</li> <li>• Carrying out relevant compliance inspections including water management and fire safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing people.</li> <li>• Managing stock control.</li> <li>• Dealing with external suppliers and contractors.</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• Maths and English GCSE qualifications.</li> <li>• Be able to demonstrate competency in using general maintenance equipment such as power tools and handheld machinery.</li> <li>• Be able to demonstrate competency in using grounds maintenance equipment and machinery such as hedge cutters, pedestrian mowers, and strimmer's.</li> <li>• IOSH managing health and safety or equivalent experience in a management of health and safety role.</li> <li>• Computer literate.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid certificate.</li> <li>• Level 2/3 in one of the following – plumbing, carpentry or maintenance operations (construction).</li> <li>• RPII Operational inspectors' qualification</li> <li>• Health and Safety Level 3 qualification.</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Knowledge, experience and understanding of the day to day running of a public building.</li> <li>• A sound understanding of health and safety relevant to the role including COSHH, risk assessments, safe operating procedures, correct use of PPE, correct use of tools and working at height.</li> <li>• Health and Safety process, procedures and compliance.</li> <li>• An understanding of maintaining security in a public and/or educational building.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing others, instructing and communicating expectations.</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Excellent communication, presentation and interpersonal skills.</li> <li>• Ability to plan and organise.</li> <li>• Ability to work without supervision and using own initiative to complete tasks.</li> <li>• Attention to detail, completing tasks to the highest level.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to multi task conflicting priorities.</li> <li>• Ability to establish and maintain effective relationships.</li> <li>• Excellent personal organisation and self-motivation.</li> <li>• Expectations of high standards.</li> <li>• Ability to relate well to children, young people and adults.</li> </ul>	
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• High standards of personal appearance.</li> <li>• Approachable.</li> <li>• Accountability.</li> <li>• A proven record of good attendance and punctuality.</li> <li>• An enthusiasm for challenge, development and innovation.</li> <li>• Driving licence</li> <li>• Commitment to equal opportunities</li> </ul>	

E = Essential D= Desirable