

Job Description

Post Title:	Estates Advisor
Job Ref No:	Grade H
Responsible to:	Chief Operating Officer and Estates Manager
Responsible for:	Premises Support Staff

Purpose of Job

To provide operational and administrative support to the Trust Estates Manager in all areas of estate management and compliance. To assist with ensuring all Trust grounds and school buildings are maintained to the highest standards, and that safe, high quality productive learning environments are provided to all students within the Trust.

Job Context

You will be based at the Head office. You will need a full clean driving license and use of a vehicle as you will be expected to travel between sites as required.

Working closely with Trust Estates Team and trusted partners you will need to build good working relationships with our schools supporting them with all premises issues, developing school asset management plans, compliance software monitoring and identifying areas for improvement.

Accountabilities

General

- Provide additional local capacity when required, at schools to reduce operational risk and to lead on local site and site matters.
- Support the Trust Estates Manager with management and delivery of the Trust Estates Strategy, identifying immediate and long-term condition projects.
- Work with the Trust Estates Manager to produce and implement an on-going annual maintenance plan, identifying and scheduling service contracts, long and short-term cyclical and preventative work across our schools and liaising with local site and administration colleagues.
- Support the Trust Estates Manager, by liaising with external professionals such as architects, surveyors, trusted partners and planners to obtain advice, specifications, feasibility studies and costings for alterations and improvements to our school estates.
- Support headteachers, as required, by undertaking regular reviews of performance targets and monitoring of contractual outputs for any external provisions, such as grounds maintenance, catering and mechanical and electrical contracts.
- Support headteachers to develop the School Asset Management Plan.

- Attend any relevant project site meetings and provide regular updates to the Trust Estates Manager as required.
- Ensure full monitoring and recording of statutory inspections are completed across the Trust and bring to the attention of the Trust Estates Manager any concerns of non-compliance.
- Ensure robust procedures are in place for the successful management of asbestos, including action plans for the management or removal of any asbestos containing materials.
- Support the Trust Estates Manager with the management of building projects within the appropriate timeframes and allocated budgets – leading on agreed projects and acting as the project manager.
- Attend meetings across the Trust sites as needed and/or at the request of the Trust Estates Manager.
- Support the Trust Estates Manager with any accident investigation, insurance claims or emergency response arrangements.
- Willingly deputise for any Site Manager in a short-term emergency.
- Developing a plan with the Trust Estates Manager for enhanced joint procurement opportunities and lead on developing specifications and the procurement process across the trust to reduce Premises costs and ensure value for money (as well as full compliance across the trust portfolio)
- Support the Trust Estates Manager with developing a preferred supplier list.

Health and Safety

- Support the Trust Estates Manager in implementing the Trust's estates and Health & Safety policies.
- Ensure all schools are operating within the scope of the Trust's Health and Safety Policy and that areas of concern are evaluated and financed to ensure the safety of all stakeholders.
- Undertake regular health and safety monitoring inspections of each estate, formulating reports on compliance and any required action plans.
- Report any disclosure made to you, to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

Other general duties

- To liaise with external suppliers and customers when required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To support the Trust Estates Manager with projects, and on estate and facilities' matters/tasks when required.

- To Safeguard and protect children in accordance with PDET's Policies and Procedures at all times.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).
- To treat everyone with respect, dignity, and fairness and to acknowledge and celebrate diversity.
- Other responsibilities commensurate with the post.

Additional Requirements

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

Person Specification

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ Attained the basic level of secondary education and be literate and numerate. 	<ul style="list-style-type: none"> ◆ Trade qualification ◆ IOSH/H&S qualification ◆ First Aid training qualification ◆ NVQ 2 or equivalent qualification
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ◆ Able to work unsupervised and be able to supervise others. ◆ Ability to prioritise work ◆ Able to use own initiative ◆ Ability to carry out health and safety checks and maintain relevant records. ◆ Ability to follow and comply with instructions on equipment and/or materials usage. ◆ Knowledge of fire safety legislation ◆ Computer literate, good ICT skills. ◆ Full clean driving licence and access to use of a vehicle. ◆ Understanding of working in a multi-site organisation 	<ul style="list-style-type: none"> ◆ Experience of managing COSHH ◆ Experience of caretaking or premises management ◆ Evidence of DIY maintenance skills and training in Health and Safety Assessments. Skills required include plumbing, glazing, painting and decorating, basic vehicle checks, carpentry, paving and fitting carpets ◆ Knowledge of relevant H&S policies/code of practice/legislations including COSHH, manual handling procedures and precautions. ◆ Experience in facilities and estate management
Equal Opportunities	<ul style="list-style-type: none"> ◆ An understanding of and commitment to equality of opportunity. 	
Personal Qualities	<ul style="list-style-type: none"> ◆ Good communication skills ◆ Willingness to participate in development and training opportunities ◆ Willing to work outside of normal hours if required. ◆ Punctual, reliable and trustworthy 	<ul style="list-style-type: none"> ◆ Positive outlook
Physical	<ul style="list-style-type: none"> ◆ Ability to lift and carry items ◆ Must be able to meet the physical demands of the role. 	