

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Department</b>	<b>Reports to</b>
Estates and Health and Safety Manager	Operations	Operations Manager

### **PURPOSE**

The post holder will be expected to oversee and fulfil a range of duties in respect of the Academy. He/she will have full responsibility for the management of the Estates team and Health and Safety. He/she will take a lead role in facilities developments and projects.

### **DIMENSIONS**

<b>Direct Reports</b>	<b>Budget Responsibility</b>
Site & Caretaking Co-ordinator Site and Compliance Administrator Lettings assistants	Academy premises budget

### **PRINCIPAL ACCOUNTABILITIES**

#### **Health and Safety**

- Act as the Health and Safety Manager, leading and championing health and safety across the Academy.
- Ensure that relevant legislation, procedures and best practice are continually observed by promoting and monitoring safe working behaviour within the Academy.
- Oversee the statutory and advisory safety checks carried out by the Estates Team in accordance with the Trusts Health and Safety Policy and legislation.
- Liaise with the Trust Health and Safety Advisor, fulfilling information requests, facilitating visits and ensuring that audit actions are carried out to agreed timescales.
- Represent the Academy within the Trust Health and Safety Group.
- Oversee the retention of all Health & Safety records associated with the Academy and ensure that checks are undertaken.
- Ensure the Academy is legally compliant with statutory inspections and maintenance, including but not limited to legionella, fire, PAT testing and other annual maintenance.
- Ensure all contractors are aware of and observe the Trust's health and safety requirements.
- Ensure the Academy is compliant with fire regulations.
- Initiate, support and continuously review risk assessments across the Academy, taking a leading role in risk assessing large scale events and the higher risk departmental activities, drawing upon best practice and HSE guidelines.
- Regularly review departmental arrangements for Health and Safety across the Academy, maintaining a register of documentation, and providing support and guidance as necessary to achieve the required standards
- Ensure COSHH records are up to date and that regulated substances are being stored and used correctly.
- Ensure PPE is supplied and used where necessary, specifically for the Estates Team
- Complete all necessary training, as required, for example PAT testing training, manual handling, working at heights, fire and health and safety training.
- Monitor and manage completion of mandatory training across the school
- Work with the Site and Compliance Administrator to continuously review and develop the use of Smartlog to record compliance checks
- Follow Academy procedures in cases of freezing or inclement weather conditions, utilising the Caretakers accordingly.
- Manage termly fire evacuation practices, utilising the Caretakers accordingly.

- Facilitate Health and Safety Governor visits
- Produce regular Health and Safety compliance reports for SLT, Local School Board and the Trust

#### **First Aid**

- Act as an active member of the Academy First Aid team
- Provide advice and support in relation to best practice

#### **Sustainability**

- Work with the Operations team to champion energy efficiency and sustainability initiatives.
- Play an active role in the Academy Sustainability committee (with students and staff from across the Academy)
- To gather data and produce reports tracking the impact of these initiatives for SLT and the Local School Board.

#### **Line Management and Administration**

- Establish appropriate systems and working practices and ensure compliance with all relevant statutory regulations and recognised best practice.
- Oversee all aspects of building/facilities and to ensure that the Academy is maintained to the highest standard through the effective use of the team.
- Manage and develop a cross functional team, setting measurable objectives, reviewing performance, identifying training needs and providing personal development that fits with the needs of the Academy.

#### **Security**

- Act as the main registered key holder for estate/grounds/property ensuring that all emergency calls during and outside of Academy and working hours are addressed and resolved.
- Manage the security of the Academy, working alongside the Caretaking team to apply a rigorous regime of locking and unlocking of the building following procedures in place.
- Manage and fully understand the day-to-day security, maintenance and upkeep of the Academy buildings, grounds, plant and machinery.
- Manage the CCTV and Access control systems, proposing upgrades/amendments when appropriate.

#### **Planning**

- Work with the Trust, Operations Manager and Headteacher, on strategic estates plans, ensuring goals are clearly communicated, critical elements are identified, and priorities are set.
- Ensure resources are identified and allocated to meet strategic and operational needs/goals. This includes a rolling pre-planned maintenance programme which is fully budgeted and outlines the maintenance priorities to cover statutory and scheduled maintenance, periodic tasks, service contracts, minor new works, grounds maintenance, furniture and equipment and capitalised works.
- Work with the Trust and Operations Manager to secure quality contractors and conduct regular reviews for the estates/grounds/property maintenance and repairs, grounds maintenance and repairs, statutory testing of various plant, equipment and technology throughout the Academy.

- Monitor contractors ensuring delivery to contract specification, contract amendments and renewals as necessary, providing feedback to the Trust and Leadership team, as required.
- Manage and monitor capital and refurbishment projects, ensuring stakeholders are fully informed at all times and involved as necessary.
- Attend, on request, Local School Board meetings and Leadership meetings, to advise on Estates matters.

#### **Project Management and Events**

- Undertake Project Management as required, ensuring projects are delivered to time and budget, meeting the needs of the School Community
- Ensure school events are facilitated with the resources, accommodation, and support that they need.

#### **Property and Lettings Management**

- Ensure the highest standards of general maintenance and cleaning of the Academy are maintained via the Caretakers and the Cleaning contractor, including taking an active role where necessary.
- Monitor standards by conducting regular inspections and drive improvements by establishing standards and clarifying expectations.
- Co-ordinate the work of external contractors ensuring work is carried out and completed to the required and specified quotations.
- Working with the Deputy Operations Manager, and the Lettings team establish and monitor processes that ensure that the Estates Team are fully aware of any letting arrangements in place and the requirements of them in respect of cleaning, moving furniture, and security.
- Arrange the evening and weekend rota to ensure appropriate cover for Lettings

#### **Finance**

- Maintain a day-to-day overview of the Estates budget, ensuring spending of this remains within the scope of budget.
- Provide detailed monthly reporting, demonstrating performance against budget and showing where cost savings can be made for both regular repairs, maintenance and projects.

#### **Contracts and procurement**

- Ensure that all contracts are awarded, and orders placed, in line with Trust policies and procedures.
- Manage the performance of outsourced contracts for cleaning and grounds maintenance

#### **Grounds**

- Ensure that the external environment is maintained to a high standard.

#### **Other**

- Carry out any estate/grounds/property/facilities related tasks as requested noting the job description is not exhaustive and will continuously evolve to meet the needs of the Academy and Trust.
- Carry out any other reasonable duties as requested by your line manager or the Headteacher
- The Trust reserves the right to change this job description.

### Further information about the role and the contractual requirements

- Flexibility to change your start and finish time between the hours of 6.30 am and 9.30pm is required in order to meet the changing needs of the Academy.
- You will be required to provide cover for others within the Estates team during holiday or other absence.
- You will be required to work a set number of Saturdays throughout the year, to support with the smooth operation of weekend lettings, including the line management of Saturday staff. Weekend working will be paid at the appropriate overtime rate.
- You will be required to take half of your annual leave in term time.
- You will be required to reserve some of your annual leave entitlement to cover the Academy Christmas closure period.

### PERSON SPECIFICATION

Qualifications/Education	<ul style="list-style-type: none"> <li>• GCSE Maths and English, grade C or equivalent. (Desirable)</li> <li>• IOSH qualification (Essential)</li> <li>• NEBOSH qualification. (Desirable – training may be provided for the right candidate)</li> <li>• First Aid Certificate. (Desirable) Training can be provided following employment.</li> <li>• Evidence of further relevant qualifications, post 16 (Desirable)</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• Demonstrable experience of managing an estate, grounds/property and group of people or relevant experience. (Essential)</li> <li>• Previous experience of working in an estates role within educational setting (Desirable)</li> <li>• Previous experience of working in accordance with and applying regulations including Health &amp; Safety, manual handling and COSHH. (Essential).</li> <li>• Previous line management experience. (Essential).</li> <li>• Procurement experience. (Desirable)</li> <li>• Demonstrable experience of managing budgets and department finances. (Essential)</li> <li>• Experience in presentations and/or training. (Desirable)</li> <li>• Demonstrable experience of project management and/or change management including design, cost/benefit and implementation. (Desirable)</li> <li>• Demonstrable experience of procurement of contracts and management of contract delivery (Desirable)</li> <li>• Previous experience working with Smartlog (Desirable)</li> <li>• Experience of, or a demonstrable interest in, driving sustainability across an estate (Desirable)</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills. (Essential)</li> <li>• High levels of accuracy and attention to detail. (Essential)</li> </ul>

<p>Technical/Business Skills/Ability/Training</p>	<ul style="list-style-type: none"> <li>• Fully proficient in Microsoft Outlook, Excel and Word. (Essential)</li> <li>• Ability to fully understand in detail regulations such as health &amp; safety, manual handling, COSHH etc. (Essential)</li> <li>• High degree of business/commercial acumen including financial understanding. (Desirable)</li> <li>• Strong trade/DIY skills (Desirable)</li> <li>• Previous experience of working with building management systems (Desirable)</li> </ul>
<p>Particular aptitude/Personal skills required</p>	<ul style="list-style-type: none"> <li>• Excellent leadership and interpersonal skills. (Essential)</li> <li>• Resilience and an ability to prioritise and delegate under pressure (Essential)</li> <li>• Strong problem solving skills (Essential)</li> <li>• Flexible approach to meet the needs of the Academy; particularly during busy periods. (Essential)</li> <li>• Fresh approach to legacy systems and ways of working in order to create the optimum level of service provision. (Essential)</li> <li>• A positive and professional attitude. (Essential)</li> <li>• Initiative and willingness to step in and assist in a variety of tasks when needed. (Essential)</li> <li>• Ability to communicate with staff members at all levels, parents, students, visitors and potential clients. (Essential)</li> <li>• An effective team player. (Essential)</li> <li>• Initiative, enthusiasm and commitment. (Essential)</li> <li>• Ability to work ad hoc evenings/weekends. (Essential)</li> </ul>

### Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School/Academy our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

## Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside the School/Academy, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....

DATE: .....