

# THE CHERWELL SCHOOL

*Kindness, Opportunity, Responsibility, Excellence*

## Estates Manager

### **Job Description**

**Responsible to:** Operations Manager

**Responsible for:** Premises Staff plus Casual Letting Site Assistants

**Salary Scale:** Grade 10

**Working Time:** 37 hours per week, to be worked flexibly when required, to provide cover for caretaker absence (e.g. annual leave or illness)  
All year round (52 weeks)

#### **Job Purpose:**

Support the Operations Manager by taking responsibility for management of the school site, security and health and safety. Manage site staff including allocation and monitoring of work and performance appraisal.

#### **Key Responsibilities:**

- Oversight of the school vehicles – Maintenance, MOT, training, drivers etc.
- Manage specialist premises functions to support the Lettings Manager
- Ensure effective risk management, for example, in health and safety and in the management of any third party service contracts with use of relevant software
- Responsibility for the day to day management of Health and Safety within the school
- Allocation and monitoring of work to the team
- Operate as part of a management team, involved in planning and budget responsibilities
- Manage maintenance, security and facilities systems on school sites and premises
- Contribute to the planning, development and monitoring of premises services and improvement. Supervision, training and appraisal of caretaking/cleaning staff and contractors
- Arrange for regular security and site safeguarding checks to be undertaken and advise on how security risks can be minimised
- Manage fire safety equipment provision, ensuring weekly checks are undertaken
- Manage provision of alarm systems, CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Oversee the activities of external contractors on site ensuring they are fully compliant, including RAMS, safeguarding and other checks
- Make arrangements for effective response to emergency call outs and key holders
- Purchase, repair and maintenance of all furniture, equipment and fittings

#### **Maintenance:**

- Manage routine maintenance, repair schedules and specialist repairs
- Supervise maintenance contractors and undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Provide emergency access to the school site
- Make arrangements for specialist cleaning tasks
- Monitor performance of service contractors and record performance against specified standards
- Undertake budget monitoring and prepare cost plans for repairs/maintenance and building activities as required
- Support the Operations Manager in planning, development and organisation of systems / procedures / policies
- Manage records, information and data, producing analysis and reports
- Responsibility for creation and maintenance of a purposeful, orderly and productive working environment
- Promote and ensure the health and safety of students, staff and visitors at all times
- Responsibility for ensuring the maintenance/quality/safety of specialist equipment
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide highly specialist advice and guidance as required
- Responsibility for the selection and management of resources, including management of a departmental budget and regular audit of resources
- Manage Health & Safety risk assessments and dissemination and compliance with health and safety policies and procedures

- To undertake basic maintenance where appropriate

### **Management Responsibilities:**

- Manage the outsourced cleaning contract
- Promote teamwork and motivate staff to ensure effective working relationships
- Manage and operate systems of staffing cover for illness and annual leave, keeping accurate electronic records
- Participate positively in the implementation of new working methods and practices as required
- Liaise with outside contractors
- Take a lead role in recruiting site staff and in managing associated employment procedures
- Attend all appropriate meetings e.g. Premises or Health and Safety Committee, as instructed by the Headteacher
- Undertake induction/training/mentoring for relevant staff
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise and support others
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies / professionals
- Prepare specification for contracts for tender as may be requested by the Operations Manager
- Organise and oversee arrangements for the setting of hall and assemblies and school/letting functions and other areas as required for exams (to include desks, screens, boards etc set in accordance with examining board standards)
- Ensure wherever possible within the roles of responsibility there is minimum disruption to teaching and learning for example snow clearance, ice gritting, effective heating, project specs etc.
- Responsible for effective First Aid provision and accident reporting

### **Monitor and Record Keeping:**

- Water – weekly/monthly checks are undertaken, recorded and monitored
- Emergency Lighting – monthly / termly / annual checks
- Fire Alarm – weekly / monthly / termly / annual checks
- Lighting, heating and ventilation – safe levels
- Utilities efficiency records
- Regularly updated condition surveys
- Safety inspections – recording and arranging for any works identified to be undertaken
- Maintenance and capital works – regular updates to the 3 year rolling maintenance programme
- Safeguarding for contractors - regular updates to the online Single Central Record
- In addition to any other reporting requirements as instructed by the Operations Manager

### **General Whole School Responsibilities:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Key-holder. Duties will include meeting contract security staff on site if required to ascertain the nature of the call-out, then taking appropriate action, which may include contacting the emergency services, then awaiting their arrival, investigation and further instructions; effecting temporary repairs; calling our emergency contractors, awaiting their arrival and completion of emergency repairs or re-securing the site if a false alarm
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To understand and comply with GDPR requirements at all times

### **Mental Health and Wellbeing:**

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

**Notes:**

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

*December 2024*