



Job Description

Post	Senior Estates Manager
Details: grade, hours, duration, location	<ul style="list-style-type: none">• NJC Scale PO5, points 38-41• £47,754 – £50,788 per annum• Full time, 37 hours a week, fixed term for 6 months initially (with the possibility of an extension to 12 months or more, or a permanent appointment).• 29 days annual leave plus statutory holiday entitlement• Based at St Mary's Menston, frequent travel to the Trust's schools and other Trusts/schools, frequent/regular working from home and any Trust or diocesan location possible.
Responsible to	Head of Estates / Chief Operating Officer
Responsible for	The day-to-day management and administration of Estates matters, including capital projects, and taking responsibility for managing priority services to support the Trust Estate in the absence of the Head of Estates.
Purpose of the Post	Provide efficient and value-for-money estates management services and advice to the Trust and its schools that meet their needs.
Main duties and responsibilities	<ul style="list-style-type: none">• Lead delivery of priority estate management services for the Trust and its schools, including support for and advice on capital projects, facilities management, maintenance, cleaning, site security, catering, related service level agreements and lettings.• Advise on the Trust's health and safety arrangements, to help ensure full compliance with all relevant legislation and good practice, delivering cost-effective improvements, working closely with the 'competent person' and regulatory bodies, including management of policies and procedures, provision of advice, equipment and training, oversight of the management of contractors, and reporting incidents and performance.• Act as 'expert client' for agreed capital projects on behalf of schools and the Trust, and support management of the Trust's capital allocation process, working closely with the Diocese, its architectural advisors, directors, headteachers and other stakeholders.• Maintain central estates records and advise schools on maintaining their estates records.• Assisting with tendering processes and commissioning of works.• Assisting with estates compliance and maintenance monitoring and management.• Comply with all relevant legislative requirements, and Trust and Diocesan values, policies and procedures.• Comply with all policies and procedures in school including child protection, safeguarding, health and safety.• Any other duties commensurate with the expertise and grade of the post.
Additional duties	<p>Other Responsibilities</p> <ul style="list-style-type: none">• To contribute to the Catholic ethos of the Trust• Comply with the Trust's approved policies and procedures• Participate and support the Trust's performance management process and attend any relevant training

	<ul style="list-style-type: none"> To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required
<p>VARIATION IN ROLE</p> <p><i>Given the dynamic nature of the role and structure of the Trust, it must be accepted that, as the Trust's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</i></p>	
<p>Signed:</p>	<p>Date:</p>