

Agape Multi-Academy Trust

Estates Manager

Job Description

Job description: Estates Manager

Job details

Salary: Band 11:47 – 52, £55,784 - £61,139

Hours: 37 hours per week

Contract type: Full-time and permanent

Notice Period: 3 months

Pension: LGPS

Reporting to: CEO and CFOO

Responsible for: Premises, Facilities, Lettings, Health & Safety.

Key Purpose:

The Estates Manager has responsibility and accountability for the safe day to day management and long term development of our school's facilities, resources and site teams. The Estates Manager works to the Headteachers of each school, and is led by the CEO and CFOO.

Accountabilities:

- Providing leadership and support for the site teams
- The development, refurbishment and safe management of each school's facilities
- Managerial responsibility and accountability for Health and Safety as the named person for the Trust and its estate
- Working with the CFOO to ensure best value, financial transparency and service through school contracts, tenders, development bids and lettings
- Day to day leadership of schools' site issues, infrastructure and personnel

Responsibilities:

Site and Premises

- Line manage the site teams, site managers and lead caretakers
- Plan, budget, enact and manage site maintenance, refurbishment and development
- Manage, oversee and undertake reactive and planned site maintenance
- Together with the CFOO, source quotations for on-site works to get best value in line with Trust financial procedures
- Oversee on-site works carried out by site teams and contractors
- Assist schools' IT leads and Network Managers in planning and delivering improvement works
- Be a key holder for the sites
- Where services are provided by an external contractor (e.g. cleaning, grounds maintenance etc), monitor standards against specification regularly, reporting back to the CFOO as directed
- Manage the Premises Teams, to ensure that there is always sufficient staff on site to provide for the day-to-day requirements and respond to any premises matters arising.
- To be responsible for the maintenance of all buildings, grounds and utilities, and establish and operate an agreed programme of planned preventative maintenance, ensuring that repairs and remedial works are carried out in-house, calling on contractors if required.
- Ensure that all refuse is disposed of promptly and in accordance with legislation
- Ensure efficient systems are in place to keep the estate secure, including CCTV, access control systems, intruder alarm systems, fire alarm systems, making sure these are set when sites are closed. Responsible for oversight of safe custody of keys safely and signing issued keys in and out for routine and non-routine opening.
- Oversee the opening and closing of the sites daily at the agreed times, and ensuring that the sites are available for out of hours use as required.

Health and Safety & Record Keeping

- Be the named Health and Safety Officer for the Trust and its estate
- Ensure that risk assessments are in place, monitored and updated
- Ensuring staff undertake relevant H&S training regularly and as required
- Ensure H&S training matrices are in place and regularly updated for all relevant staff
- Maintain and review the asset register, facilities and management records
- Maintain, review and update all H&S logs including but not limited to fire safety, asbestos and legionella
- To introduce, update, implement and monitor site policies and procedures to ensure the continuing safety and protection of the site and its occupants and continue to look for new initiatives to develop facilities, protect the assets and optimise costs. Assist with implementing

any sustainability measures or schemes that may be available to the estate.

- To ensure that risk assessments and management plans are up-to-date and implement any action plans to rectify any deficiencies, producing new risk assessments for any hazardous activities identified.
- To comply with the requirements of the Health and Safety at Work Regulations. To take reasonable care for your own Health and safety and for others affected by your work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
- Manage and supervise contractors while working on the school sites operating a permit-to-work system as required.
- Maintain records of servicing, maintenance and inspection of equipment and tools.
- To keep up-to-date with changes in relevant health and safety laws, fire and building regulations, ensuring prompt compliance, implementation and monitoring of regulations.
- To maintain up-to-date fire risk assessments and health and safety risk assessments and organise termly fire evacuation drills, time the evacuation and keep appropriate records.
- To regularly inspect the fire extinguishers, lifts, and refuge alarm call points and maintain an up-to-date log. Ensure all fire exits and escape routes are kept free from obstruction at all times.
- To be responsible for weekly testing of fire alarm and regular testing of lockdown systems, and keeping accurate and up-to-date records of such.
- Ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up-to-date and available, reporting any hazards or defects which cannot be resolved to the CFOO.
- To ensure that all paved and tarmacked areas are kept in a tidy state, during icy conditions use rock salt on paths and playgrounds to minimise problems with ice. To complete the relevant risk assessments during bad weather, taking necessary action to reduce hazards identified.
- To oversee regular checks on the condition of the buildings and report defects to the CFOO assessing the nature and extent of any repair work required.

Value for Money, Lettings and Services

- Work with the CFOO to manage, review and renegotiate contracts to achieve best value
- Work with the CFOO and schools' staff to optimise the cost effectiveness and income from lettings and services
- Investigate and develop new ideas and approaches to generate additional income and efficiencies
- Manage out-of-hours cover, investigate and respond to emergency call-outs as needed.
- Responsibility for safe usage of school minibuses (service, insurance, MOT, bookings, breakdowns, MIDAS tests)
- To act as the first keyholder, responding to emergency call-outs and contacting approved suppliers as appropriate, to ensure safety and security are maintained, risk minimised and the buildings protected.

Repair and Maintenance

- To undertake repairs and maintenance tasks within the postholder's competence, arranging for other repairs to be carried out by qualified contractors, following the principles of 'best value'.
- Manage all utilities such as electricity, gas and water, to ensure quality of service, cost-optimisation and best practice implementation. Take monthly meter readings, keep accurate records and submit them to the relevant supplier, reconciling readings against invoices when received.
- To order goods, receive, check and store them appropriately. To draw up and maintain an inventory of tools and premises equipment. Ensure tools are properly maintained and kept safe and secure.
- To take responsibility for furniture, fixtures and fittings including maintaining an inventory and carry out repairs and maintenance as needed.

Leadership

- To meet weekly with the CFOO to plan and review progress
- Ensure Premises staff receive appropriate training according to their role and responsibilities such as manual handling, working at height, PAT testing etc and that appropriate up to date records are kept
- The post holder will be expected to arrange holiday/sickness cover within the contracted hours of the teams as far as possible, ensuring there are sufficient staff on-sites at all times.
- Undertake other duties as deemed appropriate by the CEO or CFOO

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current but, following consultation with you, may be changed by the CEO to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Name:

Role:

Signed:

Date:

This job description will be reviewed regularly in consultation with the post holder through the appraisal process.

Job description created April 2024