

Wootton Academy Trust

Estates Manager

Job Description

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose:

To shape, lead and oversee the estate management programme for Wootton Academy Trust including premises, facilities, health and safety, contact management and capital works.

To manage and ensure a proactive health and safety process throughout the Wootton Academy Trust.

To ensure that the estate and facilities are open, fit for purpose and that value for money is achieved.

The Trust Estate Manager is the Trust's lead professional.

Job Title: Estates Manager

Location: Wootton Upper School and Kimberley College

Reporting Line: Finance Lead/Executive Principal

Hours: Part-time or Full-time. The standard full-time working week is 37 hours however there is an option to review the role to accommodate part-time working - actual work times will be planned in advance but may include occasional early starts/evenings so the ability to be flexible to meet operational needs is an essential requirement.

Line management responsibility for: Line management and day to day supervision of the Site maintenance team.

Principal Accountabilities/Responsibilities

Leadership and Management

Be a visible and effective leader; developing, co-ordinating and leading site staff as the Trust grows.

Be able to perform at a high level strategically and operationally.

Promote the highest standards of business ethos within the business function of the Trust.

Provide leadership and guidance to Trust staff on all aspects of estate management.

Ensure a high-quality level of performance from all Trust contracts.

Ensure all aspects of health and safety (legislation and implementation) are reflected in the highest standards, ensuring all schools in the Trust are safe and legally compliant.

Estates Management

Lead on the development and implementation of the Trust-wide estate vision, strategy and preventative maintenance plan. This will involve both short- and long-term planning.

Ensure that guidance in the Department of Education, 'Good Estate Management for Schools' document is followed and implemented.

Ensure the Trust buildings and premises are maintained to an appropriately high standard that comply with all relevant legislation.

Manage the procurement of Trust-wide service contracts ensuring value for money is achieved via a competitive tender in compliance with the Academy Trust Handbook and Trust Finance Policy.

Working with the Trust Central Team to develop the Trust's emergency procedures.

Working with the Finance Lead in ensuring that the terms and conditions of the Trust's insurance policy are adhered to.

To establish, monitor and review a list of contractors for minor works, including the provision of predetermined pricing/specifications as appropriate. Moving forward the Trust Estates Manager may develop a central team of staff to support the maintenance of school/college.

Arrange periodic condition surveys for all school/college and proactively lead on identifying the priorities from the report together with Senior Leaders and business/premises staff.

Capital Works

The post holder will be responsible for the management of the Trust's Capital Budget allocation.

Together with the Finance Lead, implement a transparent strategy for the spending of the Trust's Capital Budget.

Consider the school/college condition surveys and liaise with Finance Lead in developing an annual programme for the use of the Trust's Capital Budget and present to Trustees for approval.

Lead in coordinating major projects, liaising with advisors, and bid writers. Oversee the tendering, letting, implementation and snagging of all capital projects so that they are completed to time, on budget and fit for purpose, working closely with school senior leaders and premises staff.

Ensure a robust and value for money approach to prioritising, planning, procuring, and delivering and monitoring projects.

Health and Safety and Risk Management

The Trust Estates Manager is the designated lead for Health and Safety in the Trust ensuring that legislation and good practices are continually observed.

To be responsible for designing, leading, implementing, auditing, and reviewing the Trust health and safety management systems.

Provide advice to schools to ensure that pupils, staff and visitors are provided with facilities that are safe and fit for purpose.

To develop and implement policies, procedures and processes concerning Health and Safety (including risk/emergency management), and ensure they are implemented consistently across school/college.

To be responsible for reviewing health and safety audits and fire risk assessments and support schools in developing an action plan for areas of concern or that require improvement.

To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action when required.

Working with school/college to ensure the security of Trust resources and accommodation, including the operation of fire, smoke, and intruder alarms, emergency key holder responsibilities and risk management.

To establish, monitor and evaluate risk assessments within the areas of specific responsibility.

Support Trust school/college in the effective recruitment, induction, management, and development of their premises staff.

Ensure the school/college has processes to ensure statutory inspections and compliance checks are carried out. The post holder will implement a Trust wide system to ensure the school/college are able to log their compliance checks in a consistent way.

To advise the Trust staff on health and safety matters, seeking advice from the Trust health and safety advisors as appropriate.

To successfully complete the IOSH Health and safety course.

To ensure that all persons in Wootton Academy Trust (staff, learners, visitors, and contractors) are aware of their responsibilities in respect of health and safety and that relevant training is provided.

To arrange Trust wide health and safety training for trust staff e.g., COSHH, manual handling, asbestos awareness.

To oversee the asbestos management plan for school/college and raise awareness in the Trust of the risks of asbestos in the workplace.

Support school staff to ensure the fleet of vehicles are appropriately maintained and inspected.

To work closely with our external health and safety advisors and have full access to their support. The Trust purchases health and safety advisory support which currently includes an annual audit of each setting, health and safety advice line, an annual conference for health and safety leads in each setting and a fixed amount of time for the Trust to use for health and safety support.

Policies and Procedures

Develop the suite of Estates and Facilities management policies for the Trust.

Ensure effective implementation and embedding of relevant policies and procedures across the Trust.

Perform a periodic review of relevant policies to ensure fitness for purpose.

Provide clear and visible leadership at all times.

Attend Trust Board meetings when required.

Be available out of hours for emergency contact.

Additional Duties and Information

The post holder will be based at Wootton Academy Trust Headquarters in Wootton but will be expected to travel to other Wootton Academy Trust sites, as necessary. The post holder will need to have transport and a valid driving licence.

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.

Ensure the aims, priorities and policies of the Trust are adhered to.

Act as a positive representative of the Trust and its learners in all circumstances and at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.

Carry out any other duties as reasonably requested by the Executive Principal or Finance Lead.

Attending relevant meetings, as required.

Participating in training and other learning activities and performance development, as required.

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

The Trust recognises that the following skills are required for this post:

Leading

- *Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics.*
- *Holding people accountable: the drive, resilience, and ability to set clear expectations and parameters and to hold others accountable for performance.*
- *Leading people: the drive and ability to provide clear direction to learners and staff, and to enthuse and motivate them.*

Relating to others

- *Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others.*
- *Team working: the ability to work with others to achieve shared goals.*
- *Understanding others: the drive and ability to understand others, and why they behave like they do.*

Developing people

- *Encourage staff to work together and share expertise within and across teams.*

Reflecting

- *Reflect on personal and professional development.*
- *Use feedback from all levels of the Trust to help improve the way you lead and manage.*
- *Be aware of your own skills of self-management as regards time and prioritising workload.*

Inspiring

- *Be able to inspire staff and pupils with the highest standards and expectations.*

Other General Responsibilities:

1. To ensure a duty of care at all times to safeguard and promote the welfare of all pupils.
2. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
3. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.
4. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The post holder may be required from time to time to undertake other duties within the Trust as may be reasonably expected, without changing the general character of the duties or the level of responsibility.

The job description will be reviewed through the appraisal process.

Wootton Academy Trust

Estates Manager Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	<p>5 GCSEs or equivalent (Grade A* - C) including Maths and English</p> <p>Evidence of Continuous Professional Development</p>	<p>Graduate</p> <p>Building Services related e.g. surveying, engineering</p> <p>Recognised Health and Safety qualification</p>
Experience	<p>Significant experience of estates related work including health and safety</p> <p>Demonstrate experience in line management role</p>	<p>Experience of working in a public sector/educational setting</p> <p>Experience of working across multiple sites</p> <p>Demonstrate experience of successfully leading and managing large programmes and projects, with a combination of direct delivery responsibility and delivering through a range of partners and budgets</p>
Abilities, Knowledge & Skills	<p>In-depth knowledge of current Estate's legislation, including statutory requirements regarding building services</p> <p>In-depth working knowledge of a range of hard and soft FM services that schools require on a daily basis</p> <p>Strong ICT skills</p> <p>Strong interpersonal, communication skills</p> <p>Ability to manage a diverse team of professionals</p> <p>Well organised – able to work to tight deadlines and manage multiple projects simultaneously</p> <p>Collaborative leadership skills</p> <p>Able to influence key stakeholders and to inspire confidence with the Trust Board</p>	<p>Good working knowledge of procurement and contract management</p>

<p>Personal Competencies and Qualities</p>	<p>A strong commitment to personal development for all staff including oneself</p> <p>Self-motivated approach to working</p> <p>Flexible, creative and innovative</p> <p>Positive attitude to promoting change</p> <p>A commitment to do everything possible for others to be successful</p> <p>High integrity and openness combined with a dedication to good governance</p> <p>A strong commitment to the Trust's values</p>	
<p>Other Factors</p>	<p>Commitment to Equal Opportunities</p> <p>Enhanced DBS check</p> <p>Full driving licence and use of car</p> <p>Able to travel across the Trust and beyond to carry out duties</p>	