

Job Description

Teachers and Support Staff

Role: Estates Manager

School: Beckfoot Trust

Salary/Grade: PO3

Reporting to: Operations Director

Core Purpose of the Post:

The Estates Manager will work closely with the Operations Director, Central Improvement Team, School Leaders, and those employed in Trust schools to ensure its estates and facility management services support schools so they can deliver and sustain educational excellence.

The Estates Manager will need to lead people well, be a good team contributor and communicate effectively with a range of parties. They need to understand the Trust's vision for education and see clearly how the estates strategy supports the Trust's overall ambition.

Main Duties and responsibilities:

Key activities:

- Work with the Operations director on implementing and reviewing the Estates strategy
- Provide regular updates on Estates to the Operations Director and participate in SLA review meetings;
- Analyse service standards, identify areas for improvement and efficiency and work towards standardising practice across the Trust, and benchmark against industry standards;
- Assist the Operations Director in reviewing the arrangements for Estates & FM services and developing an organisational structure that allows for effective management and excellent service delivery.
- Work with school site and facility managers and staff to ensure their abilities are utilised to best effect to deliver high quality day-to-day service.
- Play a significant role in the Estates User Group to coordinate the work of Trust estates staff and to implement strategic priorities.
- Take a lead role in the specialist training of staff, working with the Compliance Officer and the AD Talent Management and AD Human Resources to develop training and CPD, and recruitment to ensure that each service has the necessary skills within its staff portfolio;
- Be the Trust estates specialist, providing solutions to complex technical issues and being the contact for higher level advice and guidance for the Cluster Business Managers and site teams;
- Work closely with the Compliance Officer to ensure sites are managed safely, and develop PPM schedules for each site and service, using Trust-wide software solutions (Every) as a platform for monitoring these activities;
- Working closely with the Operations Director, Headteachers and the Cluster Business Managers, take a lead role in developing a programme of capital works and planned major maintenance projects based on an analysis of condition surveys and maintenance activities across Trust Schools;
- Adopt a 'Clerk of works' type role in relation to the inspection and assessment of works for the Operations Director including works compliance with agreed specifications and contractual requirements. Maintain proper and adequate files and records at all times.
- Be responsible for managing contractors undertaking maintenance or project work on behalf of the Trust;
- Ensure systems are in place at each school to ensure contractors are working safely, that CDM regulations and responsibilities are understood by all parties;
- Provide regular updates on projects and building condition to the Operations Director;
- Manage and lead projects and institutional change, including major building projects, ensuring minimum disruption to core activities;
- Respond appropriately to emergencies or urgent issues and manage their consequences;
- Provide support to the Operations Director with any new schools joining the Trust in relation to due diligence work and onboarding schools on to Trust preferred platforms.

Supervision and range of decision making:	
<ul style="list-style-type: none"> You will be expected to make decisions autonomously and exercise considerable initiative in performing delegated duties, dealing with all complex issues as and when arises; including those outside of established policies and procedures. You will always have regard to the rules and regulations that govern the financial and corporate compliance requirements of a public sector organisation. You will ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust 	
Communications and working with others:	
<ul style="list-style-type: none"> To communicate with Central Improvement Team, Board of Directors and Trust school staff at all levels. Externally to communicate with suppliers and other schools and Trusts at all levels. As necessary to work with educational agencies including CBMDC, DfE, ESFA and Ofsted, professional advisors and regulatory bodies including HSE and ICO and Professional Associations. 	
Resources:	
<ul style="list-style-type: none"> Operate relevant equipment/complex ICT packages Manage and maintain storage of files, stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required Have responsibility for the management of financial resources, planning and monitoring budgets, securing external funding, cash management and implementing best practice as well as maintain and manage financial systems. Provide general advice and guidance to staff, students and others. 	
Professional development:	
<ul style="list-style-type: none"> To participate in training opportunities and professional development as required 	
Other Considerations:	
Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
Advanced Threshold Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can: <ul style="list-style-type: none"> Express themselves fluently and spontaneously at length effortlessly. Explain difficult concepts simply without hindering the natural smooth flow of language. Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school. 	
Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
Date:	