



Trust Estates Officer

Job Description and Person Specification

January 2026

Responsible to: **Trust Estates Lead**
Review Date: **January 2028**

Purpose of Role

To ensure as far as reasonably practicable the Trust sites:

- Remain compliant with legislation.
- Are in good repair, particularly in terms of structure, fabric, and finishes.
- Are secure and safe for staff pupils and visitors.
- That environmental conditions remain appropriate and conducive to allow the Trust to safely and effectively deliver its services.

Responsibilities

Site Maintenance

Principal tasks:

- Ensure that there is a planned preventative maintenance programme in place.
- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works at designated Trust sites.
- Liaise with the Headteacher(s)/Trust Estates Lead in the preparation of maintenance and work plans; liaise with contractors and be their main point of contact.
- Manage all Trust contractors, ensuring that all Health and Safety requirements are met; monitor their performance and inspect completed work.
- Undertake routine inspections of Trust sites including daily maintenance checks.
- Maintain computerised record of all regular checks undertaken.
- Responsible for heating and lighting systems throughout Trust sites.
- Arrange to remedy any problems and to participate in cost saving projects across the Trust.
- Undertake and document termly risk assessments of Trust sites and health and safety checks as required.
- Attend regular weekly/monthly site review meetings with the Trust Estates Lead.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these on designated Trust sites.
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.

Health and Safety

Principal tasks:

- To review risk assessments on a regular basis.
- To arrange all necessary annual inspections and follow up maintenance work, e.g. fire equipment, ladders, legionella, asbestos checks etc and be responsible for appropriate action at Trust sites.
- To ensure all duties carried out, are carried out according to the Trust's Health and Safety policies, undertaking risk assessments where appropriate.
- To ensure Trust buildings and external areas are maintained to ensure good health and safety practices.
- To be proactive in reducing the potential for Health and Safety issues arising.
- To respond to all instances where Health and Safety issues are raised or noticed and where possible make safe / isolate.

- To be aware of the Trust's emergency response procedure.
- To manage the Asbestos Management Plan on designated Trust sites and to raise awareness within Trust, of the risks of asbestos in the workplace.
- To be First Aid trained.
- To be aware of and be able to instigate the Accident Reporting procedures for pupils and staff.

Fire and Security

Principal tasks:

- To ensure Trust sites are secure in line with safeguarding legislation.
- The buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
- Traffic is monitored on site including adherence to Trust rules, and regularly assess and review traffic and parking policy to ensure optimal safety.
- Ensure internal security procedures are adhered to; reporting any issues to the Headteacher(s)/Trust Estates Lead.
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with appropriate staff.
- Ensure fire alarm call points are tested weekly and other fire equipment is regularly checked for damage or expiration; change in batteries in detection equipment as required; maintain logs of all checks through Site Services Personnel. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Ensure the provision of fire drill notices and be responsible for fire evacuation plans their outcomes and the subsequent analysis.
- Maintain and review the Fire Safety Risk Assessment annually and resolve any issues.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire Gas and Electricity Board.
- Ensure effective lettings, ensuring clients are briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure.
- To maintain service records of all emergency equipment.
- Ensure Fire Wardens are trained in their duties.

Cleaning

Principle tasks:

- To oversee the regular and effective cleaning of all areas (internal and external) of the Trust and liaise with contractors where applicable.
- To carry out emergency / occasional cleaning and clearing requirements across the site.
- To manage the cleaning of door entrances, yards, paths, and gullies including removal of graffiti

Person Specification

Education & Qualifications	Essential	Desirable
Good standard of numeracy, literacy and ICT skills	✓	
GCSE English and Maths (Grade C or above / 4 or above / or equivalent)		✓
Relevant building/maintenance qualification e.g. City & Guilds, GNVQ, Health & Safety qualification etc		✓
Experience		
Experience in a similar role	✓	
General building maintenance/DIY experience	✓	
Experience of being part of an effective team	✓	
Experience in managing/leading others		✓
Experience of high quality maintenance, site management and health and safety		✓
Experience of working in a school/community environment		✓
Relevant experience of working in a more specialised role with relevant qualifications, e.g. plumber/electrician		✓
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓	
Knowledge & Skills		
An understanding of the various cleaning methods and techniques	✓	
An understanding of health & safety requirements, e.g. COSHH, security issues and relevant legislation affecting schools	✓	
A thorough practically based understanding of premises maintenance issues	✓	
Good communication skills, both written and verbal	✓	
Good IT skills including Outlook and Office	✓	
Ability to plan and prioritise own work and work of a team within established routines, referring only complex issues to line manager.	✓	
Ability to undertake all the physical aspects of the post	✓	
An ability to be flexible and be able to meet deadlines against changing priorities	✓	
Ability to manage own workload effectively and respond swiftly to tight deadlines.	✓	
Good budgeting skills		✓

A flexible approach to working hours and willingness to support at other sites if needed	✓	
Personal Qualities		
Willingness to successfully complete the range of training relevant to the job	✓	
Ability to work under pressure	✓	
Good personal organisation	✓	
Ability to use initiative	✓	
Capacity for lone working	✓	
Self motivation and an ability to motivate others	✓	
Trustworthy, honest and discrete, able to maintain confidentiality	✓	
Committed to the Mowbray Education Trust values and aims	✓	
Aware of and committed towards equal opportunities	✓	
Committed to own continual professional development	✓	
Other		
Is fluent in the use of the English language	✓	

All roles are subject to full pre-employment safeguarding checks, including an Enhanced DBS with Barred List check and 6 month probationary period.