

Batley Multi Academy Trust - Job Description

Trust/School Post:	Batley Multi Academy Trust
Department:	Trust
Post:	Estates Manager
Grade:	Grade 11
Accountable to:	Chief Operating Officer
Responsible for:	Trust Caretakers and Cleaners

Purpose of Job

The Trust Estates Manager provides professional leadership and operational management for the Batley Multi Academy Trust's estate. Reporting to the COO and serving as an integral member of the Trust Central Team, the postholder is responsible for the development and implementation of the strategic estates plan. The postholder will play a leading role in the management of capital projects and facilities management contract procurement in accordance with statutory, regulatory and best practice estates, facilities, health and safety and compliance standards. The postholder will oversee Trust sites to ensure a safe, well-maintained environment, conducive to high quality learning.

This is a key role that would suit someone with strong project management, communication and service management skills, and someone who has the drive to deliver excellent customer service to our schools, staff and learners.

Responsibilities

- Act as the Trust's Competent Person for Health & Safety (with support from the COO and external H&S service level agreements as required).
- Provide comprehensive and professional estates advice and ensure an effective and efficient support service.
- Support the Central Team and Headteachers in creating a safe, modern, future-proofed and engaging learning environment.
- Provide regular input to the Trust Strategic Estates Plan, in liaison with the COO, CFO and Trust Compliance Lead ensuring it meets the Trust's requirements and is viable from a compliance and budgetary perspective.
- Support the effective promotion and operation of a collaborative approach to the delivery of the Trust Estates Plan to enhance the Trust estates.
- Work closely with the COO to co-ordinate and manage Estates related project work delivered through School Condition Allocation (SCA),

Devolved Formula Capital (DFC) and other grants.

- Develop and monitor relevant policies and procedures to ensure effective estates management across the Trust in line with DfE Good Estate Management Guidance (GEMS)
- Support with the identification of future estates and H&S requirements.
- Lead on arrangements with external Estates consultants / providers as required, liaising regarding any issues with health & safety as a priority.
- Work with colleagues across the Trust to ensure delivery of appropriate training on new systems, software and resources is provided.
- Work with the Trust Finance Team to ensure best value procurement of Estates related services and products within agreed budgets.
- Maintain documentation of all Estates systems and services.

Strategic Estates Leadership

- Contribute to the development of the Trust Estates Vision and Strategy, ensuring alignment with Trust Priorities and DfE Good Estates Management guidance (GEMS). Lead implementation, monitoring and reporting.
- Provide leadership, co-ordination and guidance for estates development including estate condition, risk and capital planning to the Central Team, Schools and Trust Board regarding estate condition, risk and capital planning ensuring high quality day-to-day operations.
- Develop and maintain asset management plans, including condition surveys, long-term maintenance strategies and capital investment programmes.
- Work with the Central Team to develop strategic planning for optimum site operation/utilisation, capacity and future estate expansion or rationalisation.
- Oversee site security policies and procedures.
- Oversee delegated external contracts to ensure they meet Trust policy and value for money requirements.
- Oversee Trust strategy to increase lettings to maximise income streams liaising with key School personnel and Estates teams as required.
- Work with the COO on compliance to ensure statutory and non-statutory checks, inspections and servicing are completed on time and to required standards.

Project and Contract Management

- Lead or support the delivery of capital projects, refurbishments and emergency works.
- Support procurement through competitive tendering processes, ensuring compliance.
- Ensure that appropriate insurance and risk management processes are in place.
- Monitoring, recording and escalating compliance concerns during

projects.

- Ensure project completion protocols are completed including guarantees, warranties and defect retentions being actively managed.
- Develop and maintain contractual relationships as required.
- Oversee utility monitoring systems, energy data reporting, and reduction planning.

Health, Safety and Compliance

- Act as the Trust's Health & Safety Competent Person, advising on policies and procedures.
- Support the COO to ensure full statutory compliance across all sites, including but not limited to, fire safety, asbestos, water hygiene, gas and electrical safety and other regulated areas.
- Ensures the Trust Wide health & safety policy is up-to-date and work with Trust Headteachers and their delegates to ensure its implementation across the Trust.
- Work with the Central Team and Headteachers to ensure up to date Business Continuity and Critical Incident Plans are in place.
- Work with the COO to implement and monitor trust wide risk assessments and ensure consistent processes for monitoring, recording and escalating concerns.
- Work with Headteachers and the Estates Team to embed a strong, consistent culture of health & safety across the Trust family of schools.
- Act as lead contact for external inspections, audits, incident reporting (including RIDDOR) and regulatory engagement.
- Ensure that termly Trust H&S meetings take place and follow up actions are implemented in a timely manner.

Estates Team

- Work with Estates colleagues within the Trust, including those provided by third party contractors to support the strategic estates aims, offering guidance and support as required.
- Contribute to the performance development and professional development of all staff in the Estates team.
- Provide project direction across the Trust, to ensure all work is clearly understood / planned, risks identified and issues addressed.

Financial Management

- Work with the CFO, Finance Team and COO to set, monitor and manage estates related budgets, reporting regularly on performance.
- Identify efficiencies, sustainability initiatives, and opportunities for income generation or value for money improvements.
- Lead or support applications for external funding streams (e.g. decarbonisation, capital grants).

Systems, Reporting & Documentation

- Develop the Trust's digital estate management, exploring the new estates information systems developments and playing a key role in the development and implementation of the system
- Produce regular reports for the Central Team, CEO, Trust Board and other stakeholders as required.
- Ensure effective and secure recordkeeping aligned with cybersecurity and GDPR requirements.

Additional Information

- Undertake any such duties commensurate with the post as directed by the CEO/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and young people and act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: Estates Manager	Grade: 11
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills and Experience	Essential/ Desirable	Method of Assessment
Educated to A-level standard, or equivalent.	Essential	Certificates
NEBOSH General Certificate or IOSH Managing safely (or commitment to achieve within 12 months)	Essential	Certificates
Evidence of study to a Level 3 qualification	Essential	Certificates
Degree/Level 6 or equivalent qualification in Estates or relevant discipline	Desirable	Certificates
Strong understanding of statutory compliance requirements (fire, asbestos, water, electrical, gas etc.)	Essential	Application Form/Selection Process
Experience of working in a Health and Safety role at management level (ideally within an education setting) with line management responsibility	Essential	Application Form/Selection Process
Experience of working closely with third party suppliers and internal stakeholders to successfully deliver large, complex, multi-team/site projects	Essential	Application Form/Selection Process
Experienced in managing budgets and contracts	Essential	Application Form/Selection Process
Full, clean driving licence and ability to travel across Trust sites	Essential	Photo Driving Licence

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of Assessment
Good literacy and numeracy skills.	Application Form/Selection Process
Good IT skills.	Selection Process
Effectively communicates and exchanges orally or in writing sensitive information to inform others, including colleagues, young people, parents/carers and members of the public.	Application Form/Selection Process
Makes an active contribution to working flexibly with colleagues across school and the Trust to achieve shared goals.	Application Form/Selection Process
Takes a flexible approach to changing priorities or unexpected situations.	Application Form/Selection Process
Consistently performs to the best of their ability in accordance with the school's and the Trust's policies and procedures and delivers an efficient and effective service.	Application Form/Selection Process
Responds appropriately to difficult or unexpected situations in the workplace and interprets information to resolve complex problems.	Application Form/Selection Process
Recognises the importance of continued professional development.	Application Form/Selection Process
Represents the school and the Trust with integrity and professionalism.	Application Form/Selection Process
Flexible approach and adapts to change in a positive manner.	Application Form/Selection Process
Resilient and able to work under pressure.	Application Form/Selection Process