



Job Summary & Person Specification

Job Title: Estates and H&S Manager

Accountable to: Estates and Health & Safety Director

Job Purpose

To ensure robust processes, guidance, and monitoring are embedded across all trust academies, supporting compliance with legal responsibilities relating to the protection of pupils, staff, members of the public, and wider stakeholders.

To provide dedicated support to site teams across all academies, including assistance with compliance inspections, site security, and the flexible deployment of resource to meet the operational demands of the organisation.

To work collaboratively across trust academies, supporting site teams in maintaining a safe and well-managed working environment for all pupils and staff at all times.

To champion and actively contribute to the ongoing development of a positive Health & Safety culture throughout the trust, embedding best practice at every level.

To lead and support operational functions both centrally and within individual academies, ensuring consistency, accountability, and high standards of service delivery across the trust.

Given the trust-wide, multi-site nature of this role, the post holder must be capable of working autonomously and with a high degree of self-sufficiency. The ability to effectively manage competing priorities across multiple locations demands excellent organisational skills, strong time management, and the confidence to make sound, informed decisions independently when required.

Key Responsibilities

Health & Safety

- Ensure robust health and safety processes, guidance, and monitoring frameworks are embedded and consistently applied across all trust academies.
- Support each academy in meeting its legal obligations in relation to the health, safety, and welfare of pupils, staff, members of the public, and other stakeholders.
- Conduct and assist with compliance inspections, risk assessments, and audits across trust sites, ensuring actions are recorded and followed up in a timely manner.
- Champion the ongoing development of a positive Health & Safety culture throughout the trust, promoting best practice and continuous improvement at all levels.
- Maintain accurate records of compliance activity, statutory testing, and certification, ensuring all documentation is current and accessible.
- Liaise with external contractors, local authorities, and regulatory bodies as required.

- Undertake the regular review of health and safety compliance documentation across all trust academies, ensuring consistency and uniformity of approach wherever possible. This includes, but is not limited to:
 - Premises risk assessments, including fire, water (legionella), and asbestos management
 - Statutory maintenance and inspection paperwork
 - Curriculum risk assessments
 - Academy and trust-wide strategic risk registers

Site Operations & Support

- Cover Site Manager roles during periods of absence — including planned leave, sickness, and vacancy — ensuring continuity of site operations and maintaining the safety and security of each academy.
- Undertake all duties expected of a Site Manager, including opening and securing premises.
- Manage site safety and respond to emergencies.
- Liaise with contractors and oversee works on site.
- Adapt quickly to different school environments.
- Open and close the school, including school gates, and arranging access to the site for contractors and other persons at all reasonable times as required.
- Direct contractors to the site of repair and maintenance work and verify that contractors have attended to and completed the tasks for which they have been hired
- Set, test and operate the fire and intruder alarms on a regular basis.
- Act as a 'key holder' as directed by the Estates and Health and Safety Manager, and solely in the absence of the Site Manager.
- Maintain records and complete service reports as appropriate.
- Oversee the management of trust vehicles and plant equipment where applicable, ensuring appropriate maintenance, insurance, and compliance records are maintained.
- Travel between sites and work flexibly as required.
- Support the maintenance and upkeep of academy buildings and grounds, identifying and reporting defects, hazards, or areas requiring remedial action
- Participate in training and other learning activities as required.
- To support in the undertaking of:
 - General maintenance tasks including minor repairs.
 - Complete reactive and preventative maintenance where required.
 - The Maintenance of the school grounds including grass cutting and hedge trimming.
 - Carry out internal and external decorating tasks.

Leadership & People Management

- Provide day-to-day leadership, guidance, and support to Site Managers and site staff across all trust academies, fostering a culture of professionalism, accountability, and continuous improvement.
- Support the recruitment and induction of site staff in conjunction with the Estates and Health and Safety Director.

- Identify training and development needs within the site team, coordinating appropriate training to ensure staff are competent, compliant, and confident in their roles.
- Lead and support operational functions both centrally and within individual academies, promoting consistency and high standards of service delivery across the trust.
- Contribute to regular site team meetings, briefings, and operational reviews, ensuring effective communication and the sharing of best practice across the trust.

Person Specification

<p>Essential Knowledge, Skills and Experience</p>	<ul style="list-style-type: none"> • Experience in Health and Safety management and site management. • Experience conducting risk assessments, audits, and compliance checks. • Ability to work independently and adapt quickly. • Highly organised with strong prioritisation skills • Experience working in educational settings and with community lets. • Must ensure attention to detail and work accurately whilst following instruction. • Be dynamic too the changing needs of the schools and Trust. • Must work within their limits of understanding and knowledge. • Undertake training to maintain and develop the requirements of the service. • Full UK driving license.
<p>Desirable Knowledge, Skills or experience</p>	<ul style="list-style-type: none"> • Basic knowledge of plumbing, electrical systems, carpentry, and HVAC systems is essential for performing maintenance tasks effectively • Meticulousness in performing maintenance tasks and inspections is important to ensure safety and functionality • Relevant trade qualifications. • First Aid qualification.

Additional Information

The Gateway Trust is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Criminal Records check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the postholder.