

## **TRUST ESTATES MANAGER JOB DESCRIPTION**

**RESPONSIBLE TO:** Chief Finance & Compliance Officer

**GRADE:** £60,000 per annum

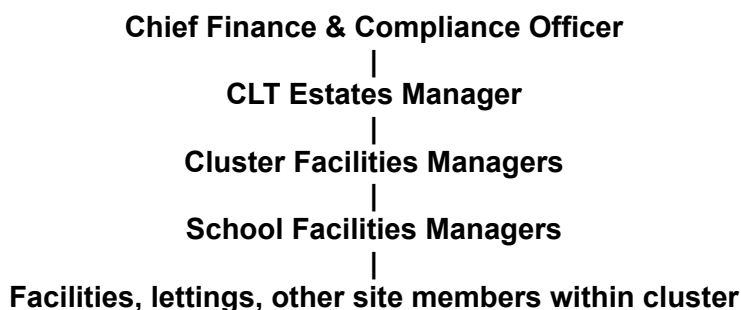
**CONDITIONS:** Annual hours will be based on an average working week of 37 hours over 52 weeks with appropriate holiday entitlement taken by negotiation with the line manager.

The postholder will be expected to work at all Chiltern Learning Trust schools in Bedfordshire and Hertfordshire across all existing and new Trust sites.

**PURPOSE OF POST:** The Estates Manager will ensure that all educational sites across Chiltern Learning Trust are fit for purpose and that they support excellent outcomes for young people and staff by being well-maintained, safe and welcoming at all times.

The Estates Manager will support the Chief Finance & Compliance Officer in the development and delivery of the Trust's asset and facilities management priorities, ensuring compliance with our Health and Safety Policy and also supporting all schools in the development and cost effective delivery of their site development plans as required.

### **ORGANISATION CHART:**



### **Main Accountabilities**

#### *Health and Safety*

1. To support the Cluster Facilities Managers and Facilities Managers to ensure the Trust's Health and Safety policy and current Health and Safety legislation is understood, implemented and monitored across all existing and new sites to ensure compliance at all times.
2. To provide regular and detailed Health & Safety reports to the Chief Finance & Compliance Officer for the Trust's Strategic asset and facilities committee including reporting key data on compliance on Health and Safety and property management processes and recommend changes where appropriate.
3. To ensure appropriate levels of security are maintained across all Trust sites including Head Office.

4. To review all reports of accidents recorded by schools, in consultation with the Trust's Health and Safety Consultant to ensure that Health and Safety practice remains strong and lessons are learnt where necessary.
5. To manage the Trust's outsourced Health and Safety competent person consultant and ensure appropriate audits are carried out and feedback received in a timely manner.

#### *Asset and Facilities Management*

6. To support the Chief Finance & Compliance Officer in the development of the Trust's strategic plans for asset and facilities management. These will be closely linked to the commissioning and analysis of condition surveys and other premises related reports from external agencies, consultants and other organisations.
7. To support all Trust schools in identifying and evaluating building condition and suitability priorities in order to define their Site Development Plans for reporting to LGBs on an annual basis.
8. To support Trust schools to develop planned and preventative maintenance programmes to inform the annual process of school budget building.
9. To promote sustainability and environmental improvements by supporting schools to review their energy usage and waste and drive behavioural change and develop proposals including external applications for funding applications.
10. To support site and facilities staff, Headteachers and Senior Leaders to make the necessary arrangements in connection with events/functions held at each school.
11. To carry out regular site visits and compliance inspections and reporting findings, as requested to the Chief Finance & Compliance Officer.

#### *Capital Projects*

12. To oversee all significant building and refurbishment projects across sites on behalf of the Trust, including the expansion or restructuring of sites to support the value for money of all projects.
13. To provide technical advice on the implementation of projects and to liaise with internal and external parties and with design consultants on larger projects as required.
14. To check all projects for statutory compliance such as planning permission, building regulations, CDM regulations etc and visit each school to monitor progress / completion of significant works and support as required.
15. To support the Chief Finance & Compliance Officer in making applications for external funding for the Trust as and when required.

#### *Risk Management*

16. To implement and oversee a comprehensive risk management program for all estate assets and operations, including regular hazard identification, risk assessment, and the development of mitigation strategies.
17. To ensure compliance with all relevant health, safety, and environmental regulations, maintaining up-to-date risk registers and documentation for regulatory audits.

18. To coordinate emergency planning and business continuity strategies for the Trust, ensuring regular drills are conducted and updating procedures to minimise disruption from unforeseen events.
19. To manage contractor and vendor risk by establishing clear safety requirements, monitoring compliance, and reviewing insurance documentation.

#### *Procurement and Contract Management*

20. To support schools and the Central Team in the review and procurement of building and site related contracts linked to supplies and services to ensure best value and to help to reduce operational costs.
21. To ensure compliance with the Trust's Scheme of Delegation, financial regulations, school policies, personnel procedures, service level agreements and the regulations and directives as appropriate.

#### *General*

22. To line manage and be responsible for the day to day management of the Cluster Facilities Managers across the Trust to ensure the smooth running of the facilities function within Chiltern Learning Trust.
23. To support schools in the recruitment and selection of operational facilities staff to ensure highly competent and experienced facilities teams across our schools.
24. To undertake any other additional duties as and when required under the direction of the Chief Finance & Compliance Officer.

#### **DIMENSIONS:**

Supervisory Management: Up to 4 facilities staff  
 Physical Resources: Office and other equipment  
 Finance Resources: Responsible for school management related budgets as determined with the Head Teacher and Finance Officer. Also be responsible for external contracts, as determined by the Chief Finance & Compliance Officer

**Physical Effort:** This job involves a high level of physical effort.

**Working Environment:** The post holder regularly works outdoors and will sometimes be exposed to the weather in doing so.

The post holder will be expected to represent Chiltern Learning Trust professionally and respectfully, including by dressing professionally in either approved, uniform work clothes or a business suit and tie.

Although the post's primary responsibility is towards the facilities of the Trust, the post holder may be required to work flexibly on occasion across the Chiltern Learning Trust estate.

**Chiltern Learning Trust is committed to working in wider partnership which will promote wellbeing outcomes for young people.**

#### **Safeguarding Children**

#### **CONTEXT:**

The broad accountabilities outlined above give an indication of what is expected in the post; however these may be subject to some variation as the service develops.

All staff are part of a whole Trust team. They are required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Development Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

**The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

CVs will not be accepted for any posts based in the Trust

## Person Specification - Trust Estates Manager

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to do the job.

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Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Attributes	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>A recognised Building Maintenance qualification at NVQ level 3 or an equivalent level of knowledge, skills and experience in an building trade or project management</p> <p>A recognised Health and Safety qualification such as IOSH Managing Safely or a willingness to complete as soon as possible.</p> <p>Evidence of relevant continued professional development.</p>	
<b>Relevant Experience</b>	<p>Substantial recent experience of successfully developing and delivering capital and facilities management programmes</p> <p>Detailed knowledge of building maintenance and facilities management issues</p> <p>Good knowledge of Fire Regulations and Health and Safety at Work legislation</p> <p>Significant experience of working collaboratively with senior managers and other stakeholders</p> <p>Proven recent success with project management ensuring projects are completed on time and on budget</p> <p>Proven experience of procurement processes for planned and preventative maintenance programmes and capital improvement works</p> <p>Experience of making key decisions in relation to facilities issues in accordance with health and safety and other regulatory requirements</p>	<p>Experience of working in the education sector and a demonstrable commitment to the safety and welfare of children</p>

<b>Skills and Abilities</b>	<p>Ability to self-manage and motivate, making judgements and decisions where required.</p> <p>Excellent communication skills, ICT, written and oral. Able to communicate effectively with external agencies and colleagues.</p> <p>Able to develop effective working relationships with facilities and site managers, headteachers, governing bodies and other stakeholders</p> <p>Robust negotiation skills and with the ability to influence outcomes.</p> <p>Able to give sound advice and gain credibility and confidence of school and Trust staff and key stakeholders</p> <p>Strong analytical and literacy skills to be able to draft reports, and understand complex written guidance.</p> <p>Presentation skills.</p> <p>Ability to work with minimal supervision and direction.</p> <p>Ability to adjust to constantly changing work demands and to meet competing deadlines.</p> <p>Ability to develop the skills of others within a structured framework.</p> <p>Ability to line manage and undertake performance management of others.</p> <p>Ability to act on own initiative.</p> <p>Ability to make effective decisions.</p>	
<b>Equality Issues</b>	<p>Committed to the principles of equality of opportunity.</p> <p>Able to recognise discrimination and take action within the policies and procedures of the school.</p> <p>Able to understand the issues for pupil's education in an urban, multi-cultural context.</p>	
<b>Other</b>	<p>Able to adapt to changing operational demands in terms of tasks undertaken.</p> <p>Able to work flexibly to meet the needs of the school (this may include some evening and weekend events / meetings).</p> <p>Full driving licence.</p>	

( 1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise )

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Trust's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.