

Post Name	Estates Business Partner
Reporting To	Director of Estates (DoE)
Location	Hybrid, working from and travel to schools as required
Salary Scale Point	NJC point 35 to NJC point 39 (full time equivalent) £46,412- £50,269 To be appointed on a 5-point band within this range depending on experience.
Weekly Hours	52 weeks 1 FTE / 37 hrs a week
Contract Type	Permanent

Main Duties

Core Purpose:

To support the Director of Estates, (DoE) in the development and implementation of the Trust's Strategic Estates Plan including the production of Premises Development Plans and site documents. Oversee and effectively manage estates-related risk across the Trust. Support and develop estates staff across the Trust by identifying and organising both in-house and external training programmes.

Primary Duties & Responsibilities: -

Capital Projects

- To maintain an accurate and a comprehensive awareness of the range of building conditions throughout the Trust estate to inform capital funding expenditure under the Department for Education's SCA and DFC funding streams and utilising independent reports/surveys where necessary.
- Own the procurement process for the procurement of local capital projects.
- Programme, manage and be accountable for the delivery of Capital Projects across the hub.

Premises Management

- Proactively identify improvements and contribute to the Trust's property strategy planning.
- Monitor the performance of service contractors and hold regular contractor review meetings to promote and record continual improvement.
- Ensure all estates assets are accurately recorded and updated.
- Responsibility for on-site delivery of works, ensuring compliance with H+S legislation and Trust policies, aims and priorities and provide value for money and quality of final product.
- Undertake health & safety planning and management to always ensure safe and compliant environments.

Environmental

- To support the Trust's strategy and initiatives to reduce the environmental impact, to increase revenue and reduce energy costs.
- To promote activity towards increased sustainable practice and work closely with the DoE to implement strategy to reduce its impact on the environment.
- Promote the understanding on how we use data, and manage systems, to measure the performance of the estate and encourage sustainability.
- Benchmarking with other bodies or organisations to help identify areas for improvement.
- Business Continuity & Risk Management
- To actively risk manage any facilities-related threat to continuity. To implement and manage procedures and pre-planned recovery plans including the 'out of hours' emergencies, winter weather precautions, duty officer and call out procedures.
- Contribute to the production, implementation and testing of the Academies' Business Continuity Plans and Risk Management.

Health & Safety

- To lead on Health & Safety within the allocated schools ensuring the effective introduction, support and management of Trust policies and procedures.
- To ensure all schools maintain a compliant and safe environment for all users.
- To monitor, review and demonstrate a process of continuous improvement to health, safety and environmental practices.
- Ensure that the schools facilities meet DDA regulations and are accessible to all.

Finance

- To ensure procurement procedures are always followed.
- To actively seek value for money from all procured services and supplies.
- To work closely with the Trust finance and operations teams to ensure costs remain within agreed budget.

Supervision and Management

The role is graded to include line management, which will be added to your responsibilities as the Trust evolves with its centralised services

Working Environment

The position will be based at the nearest suitable school or office location as required. The post relies upon maintaining relationships with Trust operations and educational staff and regular visits to all Trust locations will be necessary

Other

Safeguarding Statement

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Equality & Diversity

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Health & Safety

The post holder must always carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post

	Essential	Desirable	How Identified
Education & Qualifications			Formal possession of an appropriate qualification to be verified at Interview or from records
Facilities Management qualification to Level 4 or above	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NEBOSH Health & Safety Certificate, or above equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Maths and English at Grade C and above, or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Right to work in the UK.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Experience			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion.
Extensive experience within the field of Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience working within Primary as well as Secondary educational environments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience in Project Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Good knowledge and understanding of Health & Safety policy and practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Skills & Abilities			
Good ICT skills with the capacity to learn to use new systems and software	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Good communication skills, both oral and written, including presentational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to form good working relationships both within the MAT and with external bodies and suppliers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to manage time effectively, to meet deadlines and work under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disposition			
Commitment to equality of opportunity and the safeguarding and welfare of all pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Willingness to undertake training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview questioning and reference.
General & Specific or Legal knowledge			
Ability and/or willingness to travel as required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	