

Job Description

Job Title: **Trust Estates Manager**

Responsible to: **CFOO**

The main purpose of the role is to be responsible for the leadership of the estates teams and estates management across the Trust. This includes Saracens High School in its new build at Corner Mead, NW9 and its playing fields, Saracens Bell Lane and Saracens Broadfields primary schools. Saracens Primary School is programmed to open in September 2027.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy, aims and objectives of the school, and be instrumental in creating an ethos which facilitates the effective education of every pupil to ensure that they can make exceptional progress.

Your key responsibilities as **Trust Estates Manager** are:

- To contribute to the development of the estates vision and strategy for the trust
- To ensure there are robust asset management and compliance systems for all schools adhering to DfE Estates Standards and Good Estates Management for Schools
- To act as the H&S Responsible Officer for the schools
- To ensure that all buildings in the trust are managed efficiently and effectively - this includes optimising integrated building management systems
- To line manage the primary school site leads and work with the High School Operations Manager, supporting with performance management and the development of the site teams
- To update and implement risk assessments for all estates and facilities aspects across the Trust
- To procure and monitor the work of external contractors
- To be responsible for the project management of capital projects
- Work with the CFOO to support capital funding bids
- Work with schools to develop sustainability initiatives across the trust

Other Professional Requirements

- To be aware of and comply with policies and procedures relating to child protection and safeguarding, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To drive and adhere to school Health and Safety policy including risk assessment and safety systems
- To promote school policy on equality and diversity
- To positively contribute to the overall ethos/aims of the school
- To appreciate, respect and support the roles of other staff, Trustees and Governors
- To participate in training opportunities and professional development as required
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

These accountabilities outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the trust and at the direction of the CEO or CFOO.

Person Specification

Criteria	Essential	Desirable
Qualifications	Good standard of literacy and numeracy Relevant degree IOSH, NEBOSH or equivalent certificate or willing to train	Chartered Surveyor, Builder or Project management qualification
Experience	Estate management Building Maintenance Experience of leading teams Project management Procurement Contract management	Experience of working in an educational setting
Knowledge	Good knowledge of computer based systems Highly competent ICT user Building management systems Preventative maintenance programmes Compliance legislation	H&S Responsible Officer Sustainability initiatives CAD
Personal Attributes	Excellent communication and interpersonal skills to interact at all levels Able to write clear, concise reports Managerial skills to manage a diverse team Able to manage own time effectively and demonstrate initiative and resilience Flexibility to respond to changing priorities Competent problem solver High expectations and drive Commitment to personal development and the development of a large team Able to adhere to the school's policies and procedures and most importantly the equalities policy, child protection policy and all health & safety related policies. Able to maintain confidentiality Commitment to safeguarding and promoting the welfare of children	