

JOB DESCRIPTION



Job title: Trust Cluster Estates Manager
Grade: 12: £44,075 - £50,269 per annum
Reporting to: Head of IT and Estates
Location: Regular travel across all SAST sites is required

Purpose and impact

- To play a key role in supporting the Head of IT and Estates to ensure the Trust delivers operational and strategic excellence in all matters relating to the estate and facilities management of its schools and is compliant with all current legal and regulatory requirements.
- To lead, within a defined geographical cluster, a team of Site Managers, Site Supervisors and maintenance teams in ensuring compliance across schools' sites, whilst managing an Estates helpdesk ticket system to deliver an efficient and customer focused service. To plan and deliver costed preventative maintenance programmes and develop the Trust Estates portfolio through successful planning and management of capital projects to provide high – quality learning environments.

Key responsibilities and duties

- Identify, plan and project manage projects relating to School Condition Allocation (SCA) and Asset Replacement
- Line management of a team of Site Managers, Site Supervisors, Mobile Technicians and maintenance teams
- To provide 3rd line technical support and advice for all site and estate related queries
- Build and manage relationship between Estate team, headteachers and the Trust
- Support central Trust function with Estate- related initiatives
- Assist in developing a Sustainability and environment management strategy
- Responsible for school termly Health and Safety Audits

Estate responsibilities

- To be responsible for the monitoring, tracking and delivery across designated SAST sites for but not limited to:
 - Health, Safety, statutory and regulatory compliance and requirement;
 - Premises maintenance and development of rolling maintenance programs;
 - Building and grounds maintenance;
 - Cleaning;
 - Delivery of small/medium projects;
 - Contracts management;
 - Environmental management and sustainability;
- To work with the Site Managers, Site Supervisors and maintenance teams to ensure consistency and quality of service support across all Trust sites in line with service level agreement requirements.
- To manage the mobile site technician(s) and direct their workload as required
- To co-ordinate site management works for schools where required
- Support the on-boarding of additional Schools and academies joining the Trust through Estates due diligence and compliance assessment
- To offer estate related guidance and advice, to school leaders and other Trust staff
- To ensure all SAST Estates-related policies and procedures are adhered
- In response to GEMS Compliance Framework, submit, monitor a costed planned and preventative maintenance schedule for all sites

- To be accountable for management of estates management system for all sites, delegating responsibility to site managers where they exist
- To understand the skills set of Estates staff and effectively deploy them across Trust sites as required to drive down costs and support service levels and operational requirements.
- Oversee and monitor relevant SAST sites estates budgets to ensure they meet targets;
- Authorise orders as per the Trust Scheme of Delegation;
- Work with Senior leaders or central Trust staff in submitting bids for external funding.
- Develop effective and supportive relationships with school leadership teams, school caretakers, site managers, mobile technicians and wider school and Trust staff.
- To meet with Head teachers at least termly to provide them with an update on the site and to discuss and agree planned maintenance schedules
- Implement, manage and monitor the use of an Estates helpdesk ticket system and analyse activity data to ensure effective deployment and level of resource to meet service-level agreement requirements.
- Carry out regular inspections of maintenance work within the designated sites for quality assurance purposes
- Co-ordinate and deliver meetings with Trust Estates maintenance team for training and sharing best practice on a termly basis.
- Work in conjunction with the Head of IT and Estates to develop a planned and preventative costed programme of maintenance work.
- Work in conjunction with the Head of IT and Estates and procurement to establish and maintain a list of preferred contractors to serve all Trust sites locations; to include checklist competency status for each contractor
- Develop proposals for, and deliver the procurement of cross Trust (Estate related) contracts where this is of benefit to trust schools
- Develop proposals for income generation, specifically around letting opportunities across SAST
- Collaborate on creation and management of Trust letting policy and procedures templates, personalising these as required for individual Trust sites
- To provide content and update the relevant areas on the Trust Estates Public SharePoint site with useful information which all School can access to include but not limited to; Procedures, preferred contractors list, Estates/Facilities Handbook for schools
- Developing effective liaison with Estates and compliance contractors, suppliers and service providers
- Manage Trust contractors, ensuring that all Health and Safety requirements are met; monitor their performance and inspect completed work for your designated sites
- Full Project manager responsibility for stand-alone Estates project as direct by Head of IT and Estates, this may include the construction of specifications, planning application, contractors checks, site meetings and final sign off of project.
- To work with Head of IT and Estates with management of projects conducted by third parties which may involve tenders and attending site meetings as required.
- To liaise with the Trust insurers where necessary
- Work in conjunction with the Head of IT and Estates to support SCA process in response to the School Condition Survey reports and construct cost estimates and technical specification for project as required
- To be accountable for the development and delivery of school action plans arising from the finding of premises related internal and external audit for the sites where post holder managers and support site where site has dedicated premises team
- In event of emergency post holder will be expected to assess and take remedial action to either secure the area themselves which may include working with tools as required or to contact relevant companies as required if post holder does not hold the necessary skills/tools to resolve the issue.

General



- Work with Trust Head of IT and Estates to achieve the core vision and strategic aims for SAST
- Attend Trust meetings and other related meetings as appropriate
- Ensure policy implementation is communicated and understood by School Leaders
- To support the Sherborne Area Schools' Trust in the successful achievement of its vision, values, strategic aims and business plan while working collaboratively with Trust Head of IT and Estates and Head teachers.
- To support the profile of the Trust with key stakeholders, local, national and international bodies and professionals from a range of sectors
- To adhere to the Trust's safeguarding procedures and share the commitment to promoting the welfare of children and young people within SAST.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties, tasks and responsibilities commensurate with the grade of their post. This will not substantially change the nature of the post.

Supervision and management

Responsibility for the full line management of mobile site technicians, Site Supervisors and other maintenance staff at specific SAST locations, including recruitment, performance management and deployment of mobile site technicians. Ensure consistent expectations are communicated and high standards of service are maintained. Drive a collaborative culture amongst all Estate staff to support all sites effectively and to work as one team. Ensure areas of responsibility are allocated to the appropriate Site Manager, Site Supervisor, mobile site technician or other Estates staff.

Resources

Responsible for generating requests for quotes (RFQs), tendering estates services, generating purchase orders, and authorising works, in accordance with the SAST Scheme of Financial Delegation.

Working Environment

The post will be based approximately one day per week in the office with four further days spent on school sites. There will be an expectation that the post holder will be required to attend projects which could entail working at height, confined spaces and potential of working with hazards e.g. asbestos. In event of emergency post holder will be expected to assess and take remedial action to make safe area as necessary this may include working with tools as required.

Contacts and Relationships

The post will require significant contact with direct reports, site teams, contractors, service providers, school leaders, SAST senior leadership team, trustees, and external stakeholders (e.g. planning departments, local residents, and interest groups)

Work Demands

The role will require frequent prioritisation of demands on time, resources, and finances.

PERSON SPECIFICATION



Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
1. Professional, trade related qualifications or experience e.g. NEBOSH Construction Certificate, CSBM or equivalent/similar	
2. Good numeracy and literacy skills	
Experience	
3. Minimum of 3 years role relevant experience gained in facilities management, estates, construction, health and safety or related trades	
4. Extensive experience of contractor management	
5. Experience of working in a customer-facing environment	
6. Managing Budgets and taking responsibility for Estates-related procurement	
7. Demonstrable experience of successful Project management of multiple Estates- related projects	
8. Managing an Estates helpdesk ticketing system	
9. Proven track record of effectively leading and managing high-performing teams across multiple sites	
10. Knowledge of construction and/or maintenance processes	
Skills, abilities & knowledge	
11. Knowledge and understanding of PPM schedules, statutory checks & inspections within an education setting	
12. Working knowledge of health and safety legislation	
13. Prioritise, plan, organise, distribute and coordinate the work of others across multiple sites to build, support and work with high performing teams	
14. Ability to find and implement solutions to complex problems	
15. Ability to analyse and interpret data and report to leaders and Trustees as required	
16. Ability to interpret and implement company policies	
17. Creating rolling estate maintenance programs	
18. Ability to communicate information clearly across differing levels of seniority	
19. Ability to manage competing deadlines	
20. Ability to coach and develop others	
21. Ability to understand and follow basic contractual terms and requirements	
22. IT – Ability to utilise MS Office suite, Office 365, and SharePoint	
Other	
23. Demonstrable evidence of successfully managing and driving change	
24. Resourceful and tenacious to drive improvement and maintain high standards of service	
25. Flexible, committed, resilient and positive including when working under pressure	
26. Customer- oriented approach to service is vital	

27. Prioritisation skills and being able to use own initiative are vital
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28. Full current driving license and access to a vehicle
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Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations
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29. Professional facilities management qualification
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30. IOSH trained

31. Membership of the institute of workplace facilities management
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Experience

32. Experience in an education setting
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Skills, abilities & knowledge

33. Ability to deliver value for money initiatives
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34. Knowledge and understanding of bid-writing
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35. Willingness to constructively challenge the work of self and others to continually improve own and term performance

Other

36. General trade skill experience e.g. plumbing, carpenter
