Bedford Girls' School
Job Description
Estates Manager

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Purpose:	Lead the effective, safe and efficient operation, maintenance and development of the School estate, working closely with the Director of Finance and Operations Ensure that buildings, grounds, sports facilities and associated services support teaching, learning, safeguarding and commercial activity. The remit includes the Junior and Senior Schools, relevant off-site properties and Harpur House flats.
Job Title:	Estates Manager
Reporting Line:	Director of Finance and Operations
Management Responsibility	Estates Team (currently 7 posts)
Principal Accountabilities/ Responsibilities	Main Responsibilities: **Estates operations and maintenance** • Manage day-to-day estates services, the maintenance helpdesk, cleaning and security arrangements, access controls, keys and emergency call-outs. • Develop and deliver planned preventative maintenance, inspections, repairs, decoration and refurbishment programmes for buildings, plant, mechanical and electrical services, drainage and specialist facilities. • Oversee swimming pool plant and water treatment arrangements, including appropriate specialist support, testing, chemical procurement and records. • Manage grounds maintenance through the external contractor, monitoring service standards, performance and contractual obligations. • Oversee washroom supplies, relevant fleet arrangements and practical support for School events and lettings. **Compliance, health, safety and safeguarding** • Work with the School's Health and Safety lead and other duty holders to maintain safe premises, appropriate risk assessments, records and statutory inspection schedules. • Coordinate estates-related compliance, including fire precautions and drills, asbestos management, legionella/water hygiene, electrical and gas safety, lifts, pressure systems and contractor safety, as applicable. • Administer permit-to-work and contractor induction processes, including safeguarding controls, access restrictions and appropriate supervision when pupils are present. • Maintain emergency response arrangements and contribute to business continuity, site security and incident management. • Act as the School's designated Fire Safety Officer if formally appointed, with appropriate training and defined responsibilities. **Projects, contractors and property**

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	• Support the DFO in planning, procuring and delivering capital projects, construction works and major refurbishments, including tendering, contractor oversight, programme, budget and handover. • Ensure relevant approvals, surveys, risk assessments, construction duties and contract requirements are addressed with competent professional advisers. • Coordinate property-related insurance claims, from notification and liaison with brokers through remedial works and completion. • Maintain relevant property, compliance and asset records across the estate, including the Cardington Road sites, Burnaby House, Trinity House, Cople Fields buildings, Abbey Cottage and Harpur House, subject to confirmation of the current portfolio. **Financial management and sustainability** • Prepare and monitor estates revenue and capital budgets with the DFO; report forecasts, variances, emerging risks and required expenditure promptly. • Procure goods and services in line with School policies, maintain effective supplier relationships and demonstrate value for money through benchmarking and contract review. • Monitor electricity, gas and water use, identify opportunities to reduce consumption and costs, and support the School's sustainability and net-zero objectives, including monitoring solar PV performance. **People management and collaboration** • Lead, supervise, appraise and develop the Estates Team, setting clear standards for conduct, responsiveness, safe working and customer service. • Coordinate external providers, including grounds, cleaning, security and specialist maintenance contractors, to achieve agreed service levels. • Work collaboratively with colleagues responsible for health and safety, IT, catering, sport, lettings and finance; attend committees and meetings as required. • Carry out other duties reasonably consistent with the seniority and purpose of the role, as requested by the DFO.

You may also be required to undertake such other comparable duties as the Trust/School requires from time to time. This job description is subject to regular review and may be amended in consultation with the post holder to meet the evolving needs of the school.

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Person Specification		
	Essential Criteria These are qualities without which the Applicant could not be appointed	**Desirable Criteria**
Qualifications	Relevant health and safety training (for example IOSH or NEBOSH) or demonstrable equivalent competence; ability to assess and manage premises risks.	IWFM qualification or other relevant facilities/property qualification; relevant trade qualification; fire safety or project management training.
Experience	Substantial relevant estates or facilities management experience; team leadership; contractor and budget management; planned maintenance and project delivery.	Experience in a school or other occupied, safeguarding-sensitive environment; managing outsourced grounds services; fleet or residential property management.
Technical Knowledge	Working knowledge of premises compliance, including fire safety, asbestos, legionella, COSHH and safe contractor management; understanding of building services and maintenance systems.	Experience of capital construction projects, swimming pool systems, energy management and solar PV.
Skills	Strong organisation, prioritisation, communication, literacy, numeracy, digital record-keeping, procurement and negotiation skills; ability to respond calmly to emergencies.	Experience with computer-aided facilities management or maintenance helpdesk systems.
Personal competencies and qualities	Approachable, reliable and proactive; service-focused; sound judgement; commitment to safeguarding, equality and professional standards.	