



### JOB DESCRIPTION

Role Title	Department	Reports to
Estates and Compliance Manager	Site and Facilities	Business Manager

#### PURPOSE

The post holder will oversee and fulfil a range of duties within the School. They will have full responsibility for the operational management of the Site Teams and the Health and Safety compliance for the School.

#### DIMENSIONS

Direct Reports	Budget Responsibility
Site Team Cleaning Team Letting Assistants	Premises Budget

#### PRINCIPAL ACCOUNTABILITIES

##### Health and Safety

- To be the School Health and Safety Manager, responsible for all operational aspects and operational responsibilities of health and safety.
- To ensure that relevant legislation, procedures and best practice are continually observed by promoting and monitoring safe working behaviour within the School.
- Oversee the statutory and advisory safety checks carried out by the Site and Facilities Team in accordance with the Trusts Health and Safety Policy and legislation.
- Oversee the retention of all Health & Safety records associated with the School and ensure that checks are undertaken.
- Liaise with the Trust Health and Safety Advisor, fulfilling information requests, facilitating visits and ensuring that audit actions are carried out to agreed timescales.
- Ensure the School is legally compliant with statutory inspections and maintenance, including but not limited to legionella, fire, PAT testing and other annual maintenance.
- Ensure all contractors complete and observe the Trusts health and safety requirements.
- Ensure the School is compliant with fire regulations.
- Initiate support and review risk assessments across the School, taking a leading role in risk assessing large scale events, supporting the higher risk faculty activities and drawing upon best practice and HSE guidelines.
- Regularly review departmental arrangements for Health and Safety across the School, maintaining a register of documentation, and providing support and guidance as necessary to achieve the required standards

- Ensure a register of COSHH and regular checks are being carried out by the Site and Facilities Team and that regulated substances are being stored and used correctly.
- Ensure PPE is supplied and used where necessary, specifically for the Site and Facilities Team
- To undergo all necessary training as required, and to monitor and manage completion of mandatory training of staff across the school

#### **Line Management and Administration**

- To manage the Site Caretakers, Cleaners, and all associated tasks
- To establish appropriate systems and working practices and ensure compliance with all relevant statutory regulations and recognised best practice.
- To oversee all aspects of building/facilities and to ensure that the School is maintained to the highest standard through the effective use of the team.
- Manage and develop a cross functional team, setting measurable objectives, reviewing performance and to provide personal development that fits with the needs of the School.
- To continually review the workings hours/days in terms of the events that are taking place within the School, for example Open Evenings and events.
- To provide cover for the Caretakers during periods of holiday and other absence, carrying out all duties as required.
- To supervise the quality of work of the teams, ensuring all work is carried out to an acceptable standard.
- To ensure the highest standards of general maintenance and cleaning of the School are maintained via the Caretakers and the Cleaners, including taking an active role.
- To monitor standards by conducting regular inspections and drive improvements by establishing standards and clarifying expectations.
- To arrange and implement Exam set ups and set up for School events throughout the academic year, working alongside the Caretaking team including with the setting up, dismantling of furniture when necessary.
- To carry out all appropriate training and operate all machinery associated with the role.
- To carry out maintenance and repairs, including painting/decorating, fixing of equipment and furniture, doors or flooring.

#### **Security**

- To act as one of the registered key holders for estate/grounds/property ensuring that all emergency calls during and outside of School and working hours are addressed and resolved.
- To manage and fully understand the day to day security, maintenance and upkeep of the School buildings, grounds, plant and machinery.

#### **Planning**

- Working with the Business Manager to ensure that strategic planning ensuring goals are clearly communicated, critical elements are identified and priorities are set.
- Ensure resources are identified and allocated to meet strategic and operational needs/goals. This includes a rolling pre planned maintenance programme which is fully budgeted and outlines the maintenance priorities to cover statutory and scheduled maintenance, periodic tasks, service contracts, minor new works, grounds maintenance, furniture and equipment and capitalised works.
- Secure quality contractors and conduct regular reviews for the estates/grounds/property maintenance and repairs, grounds maintenance and repairs, statutory testing of various plant, equipment and technology throughout the School.

- To monitor contractors ensuring delivery to contract specification, contract amendments and renewals as necessary, providing feedback to the Business Manager as required.
- To plan and assist with the preparation of School events, taking a lead and active role at all times.

**Finance**

- Responsibility for the Site budget ensuring spending remains within the scope of the budget.
- To regularly provide detailed monthly reporting, demonstrating the budget spend is upheld and showing where cost savings can be made for both regular repairs, maintenance and projects.

**Environment/Grounds**

- To support the School with driving change in respect of environment matters, recycling monitoring water and energy consumption, advising on efficiency.
- Maintenance of the minibuses, the bicycle storage areas and car parks.
- To ensure that the internal and external environment is maintained to a high standard.

**Other**

- To carry out any estate/grounds/property/facilities related tasks as requested.
- This job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. It will continuously evolve and we reserve the right to change this job description.

Further information about the role and the contractual requirements:

- Flexibility to change your start and finish time is required in order to meet the changing needs of the School.
- You may be required to work a set number of weekend days throughout the year to meet the needs of the lettings strategy as and when required, this is not currently expected to be more than 7 weekends per year. Weekend working will be paid at the appropriate overtime rate.
- We reserve the right to occasionally close the school during school holidays. Should this occur, it will be counted as part of your annual leave entitlement.
- You will be required to reserve some of your annual leave entitlement to cover the School Christmas closure period.

**PERSON SPECIFICATION**

Qualifications/Education/ Training	<ul style="list-style-type: none"> <li>• GCSE Maths and English, grade C or equivalent (Essential)</li> <li>• IOSH qualification (Essential)</li> <li>• NEBOSH qualification. (Desirable – training may be provided for the right candidate)</li> <li>• First Aid Certificate (Desirable)</li> </ul>
---------------------------------------	--

	<ul style="list-style-type: none"> <li>• Evidence of further relevant qualifications, post 16 (Desirable)</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• Demonstrable experience of managing a estate, grounds/property and group of people or relevant experience. (Essential)</li> <li>• Previous experience of working in accordance with and applying regulations including Health &amp; Safety, manual handling and COSHH. (Essential).</li> <li>• Previous line management experience. (Essential).</li> <li>• Demonstrable experience of managing budgets and department finances, (Essential)</li> <li>• Demonstrable experience of project management and/or change management including design, cost/benefit and implementation. (Desirable)</li> <li>• Demonstrable experience of procurement of contracts and managing, developing and delivering projects (Desirable)</li> <li>• Demonstrable experience of providing monthly finance reporting in which you can demonstrate budget spend and cost savings. (Desirable)</li> </ul>
Technical/Business Skills/Ability	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills. (Essential)</li> <li>• High levels of accuracy and attention to detail. (Essential)</li> <li>• Fully proficient in Microsoft Outlook, Excel and Word. (Essential)</li> <li>• Ability to fully understand in detail regulations such as health &amp; safety, manual handling, COSHH etc. (Essential)</li> <li>• Ability to work ad hoc evenings/weekends. (Essential)</li> <li>• High degree of business/commercial acumen including financial understanding. (Desirable)</li> </ul>
Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none"> <li>• Excellent leadership and interpersonal skills. (Essential)</li> <li>• Flexible approach to meet the needs of the School, particularly during busy periods. (Essential)</li> <li>• Fresh approach to legacy systems and ways of working in order to create the optimum level of service provision. (Essential)</li> <li>• Resilience and an ability to prioritise and delegate under pressure (Essential)</li> <li>• Strong problem solving skills (Essential)</li> <li>• A positive and professional attitude. (Essential)</li> <li>• Initiative and willingness to step in and assist in a variety of tasks when needed. (Essential)</li> <li>• Ability to communicate with staff members at all levels, parents, students, visitors and potential clients. (Essential)</li> <li>• An effective team player. (Essential)</li> <li>• Initiative, enthusiasm and commitment. (Essential)</li> </ul>

### **Associate Staff Standards**

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

### **Personal and Professional Conduct**

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....