



Estates Service Manager

Job Outline

Responsible to: Director of Estates
Salary Grade: Scale 9
Full time/Part time: Full time, Full year

Job Purpose:

To monitor, lead and report on all elements of soft FM services across the Trust, ensuring all grounds and buildings are maintained to the highest standard. Operational oversight of all contractual agreements across the Trust with a focus on procuring appropriate products, services including contractual monitoring of service and contract delivery. Reporting of key areas of monitoring to key stakeholders.

Special Features:

The post holder will need to be flexible, adaptable and able to travel to any of The Sigma Trust academies in order to fulfil the responsibilities of the role. There will be periods where they may be based at any of the Trust estates (including covering significant site team absence).

When not in schools the post holder will be based at our offices at Tendring Education Centre, Jaywick Lane, Clacton-on-Sea.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Responsibilities:

- Steer local site teams in executing the Trust's central estates strategy, overseeing day-to-day site supervision and aligning operational delivery with local senior leadership
- Undertake reviews of trust maintenance contracts including cleaning, grounds maintenance and reporting to key stakeholders.
- Review service documents ensuring any remedial works are budgeted for and completed within an appropriate timeframe.
- Be responsible for sites R&M budgets working alongside the local Site Manager.
- Responsible for producing and implementing an on-going annual maintenance plan, which identifies and schedules service contracts, long and short-term cyclical and preventative work across each estate – liaising with local Site Managers.
- Lead on minor capital works for the sites with the ability to take on identified projects at the request of the Director of Estates.

GREATER THAN THE SUM OF ITS PARTS



- Support the Director of Estates in implementing the Trust's Estates Strategy and Health & Safety policies.
- Undertaking regular reviews of performance targets and monitoring of contractual outputs for any external provisions.
- Attend any relevant meetings on behalf of the trust and provide regular updates to key stakeholders as required.
- Ensure all schools are operating within the scope of the Trust's Health and Safety Policy and that areas of concern are evaluated and financed to ensure the safety of all stakeholders.
- Support the Director of Estates by monitoring and operating as the administrator of the Trust agreed Health & Safety platform including the helpdesk system.
- Ensure compliance with General Data Protection Regulation.
- Attend meetings across The Sigma Trust sites as needed and/or at the request of the Director of Estates or COFO.
- Support the Director of Estates with any accident investigation, insurance claims or emergency response arrangements.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The Estates Service Manager will be expected to comply with any reasonable request from the Director of Estates to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Director of Estates and will be reviewed annually.