

JOB DESCRIPTION

Job Title: Head of Estates

Salary: Grade 5 (£42,839 - £51,356)

Purpose of Job Role:

Provide strategic leadership of the Trust's estate, ensuring long term sustainability, regulatory compliance- and alignment with Trust growth plans, including implementing a Trust wide estates strategy, incorporating condition, capacity, lifecycle planning- and environmental sustainability

To lead the Trust facilities management services across all sites, ensuring the estate is well maintained and compliant with all Health and Safety requirements. This includes oversight of cleaning, caretaking, and catering.

The Estates Manager should demonstrate a commitment to operational excellence and excellent customer service and be able to provide professional information and advice to the Leadership Team to enable informed decision making.

Duties and Responsibilities:

Strategic Estate Planning

- Develop and implement a multi-year Estates Strategy incorporating capital planning, asset management, environmental sustainability, and risk.
- Lead on DfE/ESFA estate returns such as Land & Buildings Collection Tool (LBCT), Condition Data Collection (CDC) engagements, and School Condition Allocations (SCA) planning (where applicable).
- Oversee and advise on capital bids, due diligence and school conversions.
- Lead the Trust Capital Programme, including oversight of all major capital bids and projects
- Develop and manage Trust wide procurement frameworks for estates and facilities management services, ensuring value for money.

Estates and Facilities Management

- Lead facilities staff ensuring high performance, including recruitment, development, performance management and succession planning
- Effective management of the estates budget and capital projects
- Ensure the Trust estate is maintained to an excellent condition.
- Ensure that reactive repairs and maintenance are undertaken in an efficient manner and demonstrate value for money.
- Review SLAs to ensure they meet Trust requirements and represent value for money.
- Consider the impact of the use of all facilities on the environment.
- Develop and maintain a rolling 5-year Estates Plan that incorporates proactive maintenance and environmental improvements and sustainability
- Ensure compliance with the Good Estates Management in Schools (GEMS) guidance
- Manage the opening, closing and security of the estate
- Manage any lettings of premises, grounds or facilities

Health & Safety Leadership

- Serve as the Trust lead for Health and Safety governance, ensuring that statutory duties delegated by the Board/CEO are implemented effectively
- Ensure changes in Health and Safety legislation and best practice methods are shared and incorporated into policy and practice
- Lead in all estates related matters of Health and Safety for the Trust and offer advice and support where required
- Ensure that Health and Safety policies are kept current, meet legislative requirements and can be implemented

Compliance & Assurance

- Oversee statutory inspections, testing, and risk assessments
- Maintain oversight of the Trust's compliance monitoring ensuring consistency across all sites
- Co-ordinate Trust and school Health and Safety audit cycle
- Maintain Trust oversight of competent contractor management and ensure that contractors have safe schemes of work in place
- Produce periodic assurance reports to support informed decision making

Emergency Preparedness & Safety Management

- Manage fire evacuation and lockdown processes
- Lead estates emergency preparedness Trust-wide, including critical incident and business continuity

Other

- Support the CFOO to develop and implement key performance indicators and metrics for the performance of the estates and facilities management service
- Support the CFOO to develop and implement a Trust Sustainability Strategy
- Maximise income by applying for available grant funding
- Ensure that the provision of school meals is excellent across all sites.
- Minimise risk by ensuring that insurance arrangements are in place, with adequate cover.
- Ensure all vehicles are maintained to a high standard, kept clean and that systems of use are in place and documented.
- Other duties commensurate with the grade.

Additional Responsibilities

- To ensure a professional image of the Executive office is portrayed to external and internal stakeholders at all times and the THINK values are reflected in all documentation produced
- Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Take a pro-active approach and work on own initiative
- Commit to ongoing personal development
- Maintain a professional network for the benefit of the Trust
- Follow all organisational policies, systems and procedures, including health and safety.
- Support and promote diversity and equality of opportunity for all.
- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.

- Promote the agreed vision and aims of the Trust.
- Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
- May be required to work at any other sites within TDET as the needs of the Trust dictate.
- To perform other such duties as the line manager, Assistant Principal, Vice Principal or CEO may from time to time determine.
- Undertake and participate in relevant CPD and appraisal arrangements.

This post is subject to an enhanced Disclosure and Barring Service check

Working week/pattern)

- 36.5 hours
- Time off in lieu for additional hours to be agreed with the CFOO and to be taken in line with Trust policy

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Team/s: Corporate Services Team

Responsible to: Chief Finance and Operating Officer (CFOO).

Responsible for: Site and cleaning staff

Job description issued after consultation

Signature of the CEO.....

Date

Copy received by

Signature of the Post holder.....

Date