



<b>Job Purpose:</b>	To manage operations ensuring the estate is safe, well-maintained, and supports educational delivery through effective planning, compliance, and investment. Ensuring that all buildings, grounds and infrastructure are safe, compliant, sustainable and fit for purpose.
<b>Responsible to:</b>	Director of Estates & Sustainability
<b>Responsible for:</b>	Senior Site Officer, Site Officers, Student Supervisors
<b>Works closely with:</b>	Health & Safety Officer
<b>Annual Salary:</b>	SFCA Support Staff Salary spine, NJC points 23- 26
<b>Hours of Work:</b>	37 hours per week, Monday to Friday 8am to 4pm but providing leave and sickness cover to the six day shift pattern as required below. <i>37 hours per week over a six day period generally working five shifts out of the six day period. The early shift is 7.00 am to 15.00, the day shift is 8.00 am to 16.00 and the late shift is 12.30 pm to 20.30. The College also operates on Saturday and occasionally you may be asked to work on a Saturday and take a weekday off. The Saturday shift is generally 10.00 am till 18.00.</i>
<b>Annual Leave:</b>	24 days per year, (29 after 5 Years' service), plus 8 bank holidays
<b>Further Information:</b>	The needs of the College may require change in the timing of the hours worked each day. Events and meetings are generally known well in advance and staffing is planned accordingly.
<b>Pension Scheme:</b>	Staff are enrolled in the Local Government Pension Scheme, a contributory scheme with the option to opt out under transitional arrangements

**Key Responsibilities:**

**1. Estate Management**

- Assist Director of Estates & Sustainability to implement the Estate Strategy and Asset Management Plan aligned to organisational priorities.
- To be responsible for ensuring that the premises are opened in accordance with the College's needs and to ensure that adequate security arrangements are in place.
- Maintain, update and review the Planned Maintenance and Repair plan, ensuring a proactive and practicable schedule of works.
- Ensure estate data (condition, sufficiency, suitability) is accurate and up to date.
- Work with the Director of Estates & Sustainability, the College Principal, and Senior Colleagues to implement the Trust Estates Strategy.
- Ensure the Key Holder arrangements and out of hours call out rota is always maintained to provide adequate response to all "out of hours" call outs. Between the hours of 9.30pm and 7am, a minimum 4 hour overtime payment will be made per call out.

**2. Compliance & Health and Safety**

- Ensure full compliance with all statutory and regulatory requirements, including:

- Health & Safety at Work Act, Fire safety, asbestos, legionella, COSHH and all other relevant Health and Safety Regulations, ACOF's and Guidance.
- Maintain robust systems for risk assessments, audits, and statutory inspections.
- Support the Responsible Person for premises H&S compliance.
- Promote a strong safety culture across the site.
- Ensure regular reviews, audits and monitoring is undertaken of Health and Safety Practices.
- To advise on all matters relating to fire safety in the College, including the arrangement of regular fire practices. Ensuring regular testing of alarms and maintenance accurate records.

### **3. Operations, Maintenance & Facilities Management**

- Oversee planned preventative maintenance (PPM) and reactive works.
- Ensure buildings are safe, secure, clean and operational at all times.
- Manage utilities, energy use, and site services.
- Develop efficient systems for helpdesk, asset tracking and compliance records.
- Manage all F&M assets supporting Director of Estates with prioritisation of issue tracking, investment and capital bids.
- To be responsible for college owned vehicles, to include upkeep and repair and ensuring drivers are appropriately licensed.
- Maintain an effective Ticket / Issues Log and support staff is raising issues quickly and effectively resolving issues, repairs and renewals in good time.

### **4. Contract & Supplier Management**

- Support the Director of Estates & Sustainability to procure and manage FM and estates contracts (cleaning, catering, maintenance, etc.).
- Appoint, manage and supervise regular contractors ensuring they work to appropriate specifications and service levels.
- Monitor contractor performance against SLAs/KPIs.
- Ensure compliance with procurement regulations and best value principles.
- Ensure "Management of Contractors" policy is adhered to including management of RAMS, CDM, Certification, Insurance and Safeguarding is in place.

### **5. Team Management**

- Lead and manage Estates staff.
- Promote professional development and performance standards.
- Ensure correct levels of staffing are maintained for effective site management and a staff Rota is in place for weekly working patterns.
- Assign reactive maintenance work to site officers and contractors, as appropriate.

### **6. Financial Management**

- Working with the Director of Estates & Sustainability, prepare and manage estates budgets (revenue and capital).
- Ensure value for money through effective procurement and contract management.

### **7. Sustainability & Environment**

- Support delivery of sustainability and carbon reduction initiatives.
- Provide effective management of BMS and facility systems to improve energy efficiency and environmental performance.
- Manage effective refuse and waste management and input into zero waste initiatives.
- Support organisational net-zero or climate strategies.

## **8. Estates Reporting**

- Manage and maintain the college CAFM site to enable effective reporting on effective Estates and Asset Management.
- Support compliance with DfE, ESFA, and audit requirements.
- Maintain accurate estate records and documentation.

## **9. Other Duties**

- Assist in the planning and play an active role in the delivery of College events such as admissions, open evenings and any other such events as and when required.

### **General:**

- To take part in the College's Professional Review and Development Scheme (PRD).
- To contribute to the college responsibility for safeguarding and promoting the welfare of young people.
- To attend College staff meetings and briefings and any other relevant planning meetings for events.
- To observe the College's commitment to equal opportunities.
- To undertake any other duties which are reasonably comparable to a post of this grade.
- A willingness to undertake further training as and when required.
- A willingness and aptitude to lone working.

<b>PERSON SPECIFICATION</b>		
<b>SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION/ TRAINING</b>	<ul style="list-style-type: none"> <li>• A Levels or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Health and Safety training qualification</li> <li>• Recognised professional qualification (ie Facilities Management)</li> </ul>
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Minimum three years' experience in an Estates Role</li> <li>• Experience of maintenance work</li> <li>• Experience of administrative tasks</li> <li>• Experience in use of Microsoft Office applications including proficiency in Word, Excel and Outlook</li> <li>• Ability to identify problems and to develop and implement solutions</li> <li>• Strong knowledge of Health and Safety regulations</li> <li>• Experience of supervising staff – and supporting others to achieve excellent levels of performance</li> <li>• Knowledge of operation of building management systems</li> </ul>	<ul style="list-style-type: none"> <li>• Working within an educational environment</li> </ul>
<b>SKILLS/ APTITUDES</b>	<ul style="list-style-type: none"> <li>• A good understanding of all building trade skills and process, and a keen eye for detail to ensure high standards of work.</li> <li>• Confident and willing to lead by example, being hands on as required</li> <li>• Able to work without direct supervision undertaking a varied and demanding workload</li> <li>• Able to prioritise and plan workloads, often multi-tasking and working with complex changeable routines.</li> <li>• Excellent IT skills</li> <li>• Excellent communication skills - able to communicate effectively with staff, visitors and students</li> <li>• Able to liaise effectively with relevant suppliers and contractors</li> <li>• Able to develop and implement ideas to improve service, quality and safety in order to provide the best experience for the students and staff of the College</li> <li>• A calm disposition under pressure</li> <li>• Able to maintain a positive outlook</li> <li>• Good organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified to PAT test equipment.</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Interest in educational needs of students</li> <li>• A commitment to deliver excellent standards of service for young people</li> <li>• There is potential for moderate physical exertion (as normal for the job role) whilst overseeing and carrying out work across the site</li> <li>• A good standard of general fitness is required due to the layout and design of buildings, which requires significant walking and climbing of stairs</li> <li>• Flexible approach to working hours</li> <li>• Keen eye for detail and commitment to promoting a pleasing and safe environment</li> <li>• Willingness to undergo an enhanced DBS check</li> <li>• A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people</li> <li>• Commitment to the College's ethos and values</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> </ul>

Last reviewed	June 2026
Reviewed by	Director of Finance