

JOB DESCRIPTION

Job Title	Department	Reports to
Operations Coordinator	Operations	Head of School Operations

PURPOSE

Drive the Academy's estates, health & safety and sustainability agenda. Lead a skilled team to deliver safe, efficient and future-ready facilities that reflect our commitment to provide a high quality education to all students.

DIMENSIONS

Direct Reports	Budget Responsibility
Site & Caretaking Co-ordinator Site and Compliance Administrator Lettings Assistants Senior Medical Lead	Academy premises budget

PRINCIPAL ACCOUNTABILITIES

Line Management

- Be responsible for line managing direct reports, including carrying out regular Line Management meetings and Performance Management meetings for quality assurance.
- Manage and develop a cross functional team, setting measurable objectives, reviewing performance, identifying training needs and providing personal development that fits with the needs of the Academy.
- Work with Direct Reports to continually review and challenge the effectiveness of processes and procedures in place to support the growing academy.

Health and Safety

- Lead and champion health and safety across the Academy, ensuring that relevant legislation, procedures and best practice are continually observed by Academy staff and contractors.
- Deliver Health and Safety training.
- Liaise with the Trust Estates Manager and External Health and Safety Advisor, fulfilling information requests, facilitating visits and ensuring that audit actions are carried out to agreed timescales.
- Represent the Academy within the Trust Health and Safety Group.
- Support and continuously review departmental arrangements for Health and Safety across the Academy (including risk assessments) drawing upon best practice and HSE guidelines.
- Carry out investigations of accidents and near misses, with support from the Trust Estates Manager and External Health and Safety Advisor.
- Monitor and manage completion of mandatory training and compliance checks across the school, using Smartlog.
- Plan, lead and evaluate termly fire evacuation practices.

- Produce regular Health and Safety compliance reports for SLT, Local School Board and the Trust, and attend termly assurance meetings with the Health and Safety Governor.

First Aid

- Line manage and quality assure the Academy's First Aid provision.
- Work with pastoral and safeguarding teams to review incidents and improve practice

Sustainability

- Champion energy efficiency and sustainability initiatives across the Academy
- Play an active role in the Academy Sustainability committee
- Gather data and produce reports tracking the impact of sustainability initiatives.

Planning

- Work with the Trust, Head of School Operations and Headteacher, on strategic estates plans, 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.
- Work with the Trust and Head of School Operations to 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 Academy.
- Monitor contractors ensuring delivery to contract specification, contract amendments and renewals as necessary, providing feedback to the Trust and Leadership team, as required.
- Manage and monitor capital and refurbishment projects, ensuring stakeholders are fully informed at all times and involved as necessary.
- Attend, on request, Local School Board meetings and Leadership meetings, to advise on Estates matters.

Project Management and Events

- Undertake Project Management as required, ensuring projects are delivered to time and budget, meeting the needs of the School Community
- Ensure school events are facilitated with the resources, accommodation, and support that they need.

Property and Lettings Management

- Ensure the highest standards of general maintenance and cleaning of the Academy are maintained via the caretaking and cleaning teams, including taking an active role where necessary.
- Monitor standards by conducting regular inspections and drive improvements by establishing standards and clarifying expectations.

Lettings

- Working with the Business Manager and the Operations Administrator, implement systems and processes to ensure that all hirers receive excellent customer service, and Lettings operations are as efficient as possible.

- Arrange the evening and weekend rota to ensure appropriate cover for Lettings

Finance

- Maintain a day-to-day overview of the Estates budget, ensuring spending of this remains within the scope of budget.
- Provide detailed monthly updates, demonstrating performance against budget and showing where cost savings can be made for both regular repairs, maintenance and projects.

Contracts and procurement

- Ensure that all contracts are awarded, and orders placed, in line with Trust policies and procedures.

Grounds

- Manage the performance of outsourced contracts for grounds maintenance

Other

- Carry out any other reasonable duties as requested by your line manager or the Headteacher
- This job description is not exhaustive and will continuously evolve to meet the needs of the Academy and Trust.
- The Trust reserves the right to change this job description.

Further information about the role and the contractual requirements

- The Academy Site team operates between 6.30am and 9.30pm Monday to Friday, and 8am to 4.30pm on Saturdays. The core hours for this role are expected to be 8am to 4.30pm, Monday to Friday, with occasional flexibility to support holidays or school events.
- As Line Manager of Saturday Lettings Assistants, there will be a requirement to work some pre-agreed Saturday hours during the year, on a time off in lieu basis.
- You will be required to take half of your annual leave in term time.
- You will be required to reserve two days from your annual leave entitlement to cover the Academy Christmas closure period.

PERSON SPECIFICATION

Qualifications/Education	<ul style="list-style-type: none"> • GCSE Maths and English, grade C or equivalent. (Essential) • IOSH qualification and/or demonstrable knowledge of health and safety legislation and best practice gained via an alternative qualification (Essential) • NEBOSH qualification (Desirable) • First Aid Certificate. (Desirable) Training can be provided following employment.
Knowledge/Experience	<ul style="list-style-type: none"> • Demonstrable experience of managing an estate, grounds/property and group of people or relevant experience. (Essential)

	<ul style="list-style-type: none"> • Previous experience of working in an estates role within educational setting (Desirable) • Previous experience of working in accordance with and applying regulations including Health & Safety, manual handling and COSHH. (Essential). • Previous line management experience. (Essential). • Procurement experience. (Desirable) • Demonstrable experience of managing budgets and department finances. (Essential) • Experience in presentations and/or training. (Desirable) • Demonstrable experience of project management and/or change management including design, cost/benefit and implementation. (Desirable) • Demonstrable experience of procurement of contracts and management of contract delivery (Desirable) • Previous experience working with Smartlog (Desirable) • Experience of, or a demonstrable interest in, driving sustainability across an estate (Desirable)
<p>Technical/Business Skills/Ability/Training</p>	<ul style="list-style-type: none"> • Excellent planning and organisational skills. (Essential) • High levels of accuracy and attention to detail. (Essential) • Fully proficient in Microsoft Outlook, Excel and Word. (Essential) • Ability to fully understand in detail regulations such as health & safety, manual handling, COSHH etc. (Essential) • High degree of business/commercial acumen including financial understanding. (Desirable) • Previous experience of working with building management systems (Desirable)
<p>Particular aptitude/Personal skills required</p>	<ul style="list-style-type: none"> • Excellent leadership and interpersonal skills. (Essential) • Resilience and an ability to prioritise and delegate under pressure (Essential) • Strong problem solving skills (Essential) • Flexible approach to meet the needs of the Academy; particularly during busy periods. (Essential) • Fresh approach to legacy systems and ways of working in order to create the optimum level of service provision. (Essential) • A positive and professional attitude. (Essential) • Initiative and willingness to step in and assist in a variety of tasks when needed. (Essential) • Ability to communicate with staff members at all levels, parents, students, visitors and potential clients. (Essential) • An effective team player. (Essential) • Initiative, enthusiasm and commitment. (Essential) • Ability to work ad hoc evenings/weekends. (Essential)

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School/Academy 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 the School/Academy, 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:

DATE: