



Lincolnshire Gateway Academies Trust

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the Trust's ethos to promote performance management and quality service.

Job Title: Estates Operations Manager

Responsible to – Trust Lead for Estates and Operations

Main Responsibilities

The Estates Operations Manager is a key operational role within the Trust's central estates function. Working closely with the Trust Lead for Estates and operations, the postholder will take day-to-day responsibility for coordinating and managing estates activity across all Trust sites – ensuring buildings are safe, compliant and maintained to a high standard.

The post holder will work across the estate evidencing a practical, people focused outlook with excellent organisational skills and a sound knowledge of building and facilities management. The postholder will provide operational leadership and support to academy site teams, ensuring consistency of standards, performance and compliance across all Trust sites.

Operational Estates and Contracts Management

1. Coordinate and oversee the day-to-day estates and facilities operations across all Trust sites
2. Carry out regular site visits to all academies to monitor standards, identify issues, and provide hands on support to the academy site teams
3. Manage reactive and planned maintenance programmes, ensuing works are carried out promptly, safely, and to a high standard.
4. Maintain and develop the Trust's planned preventative maintenance (PPM) schedule, ensuring all assets are serviced in line with manufacturer and regulatory requirements.
5. Support the Trust Lead in developing and implementing the Trust's Estates Strategy.
6. Manage key service contracts, including cleaning, catering and other outsourced FM services.
7. Support the development and maintenance of the Trust Asset Management Plan

Compliance and Health & Safety

8. Support the Trust Lead in maintaining the Trust's Health & Safety compliance across all sites, acting as key operational contact for statutory inspections, testing, and certification.



9. Monitor and maintain compliance records for fire safety, asbestos, water hygiene (Legionella), electrical testing, and other statutory requirements, ensuring records are up to date and properly evidenced.
10. Chair and lead the Trust wide Health & Safety Committee
11. Conduct regular health & safety audits and site inspections, identifying risks and ensuring corrective actions are completed in a timely manner.
12. Support the management of incidents and, near misses and RIDDOR reportable events, contributing to investigations and implementation of lessons learned
13. Ensure site teams understand and fulfil their compliance responsibilities at academy level

Contractor and Supplier Management

14. Manage day-to-day relationships with estates contractors and service providers, monitoring performance and service level agreements
15. Coordinate access for contractors, ensuring work is carried out safely and with minimal disruption to academy operations.
16. Support procurement exercises for estates contracts and minor works, obtaining quotes, evaluating submissions and providing recommendations in line with Trust financial regulations

Projects and Minor works

17. Project manage minor works and small capital schemes across Trust sites, coordinating contractors, monitoring progress and ensuring quality outcomes.
18. Support the Trust Lead on larger capital projects, acting as an on-site point of contact during works.
19. Carry out condition and defect surveys, feeding findings into the Trust's asset management and maintenance planning processes.

Financial and Administrative

20. Monitor the estates budget at an operational level, raising purchase orders, approving invoices and flagging budget pressures to the Trust Lead in a timely manner.
21. Maintain accurate and up-to-date records across all estates management systems, including the asset register, compliance logs, and maintenance records.
22. Produce regular operational reports for the Trust Lead covering maintenance activity, compliance status, and site team performance.



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General

The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.

The ability to drive between sites is essential and the postholder may be required to work flexibly, including occasional out of hours work.

The postholder should keep professional qualifications (e.g., NEBOSH, IOSH, RICS or equivalent) and working knowledge of Health & Safety law and compliance requirements up to date.

The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Health and Safety procedures.