

Job description: School Estates Manager

Location	School-based (Secondary)
Contract term	Permanent
Pay range	£30,518 to £35,412 (NJC 16 – 24, FTE). <i>Actual salary will be pro rata for part-time/term-time arrangements.</i>
Reporting to	Regional Estates Manager

Role purpose

To ensure the safe, efficient, and well-maintained operation of the school's premises and facilities. The School Estates Manager is a senior site-based role responsible for the day-to-day management and oversight of all premises functions within a secondary school. The post-holder will line manage Premises Assistants, coordinate maintenance and compliance activities, and ensure the school environment is safe, secure, and fit for purpose at all times, in support of the Trust's estates strategy, policies and procedures.

Main duties and responsibilities

Health & Safety and Statutory Compliance

- Act as a key point of contact for health and safety matters on site, supporting the senior leadership team.
- Ensure all statutory compliance checks are carried out in accordance with legal requirements and Trust policy (including fire safety, legionella, asbestos, electrical testing, gas safety, and lifting equipment where applicable).
- Maintain accurate and up-to-date records for all compliance activities, inspections, and certifications.
- Conduct regular health and safety walkarounds and site inspections, reporting and actioning hazards promptly.
- Assist in fire evacuation and lockdown procedures, including coordinating the premises team during drills and incidents.
- Ensure all risk assessments relevant to the premises function are in place, reviewed, and communicated to the team.

Estates and Facilities Management

- Oversee and coordinate the day-to-day maintenance and upkeep of the school's buildings, grounds, and facilities.
- Implement a programme of planned preventative maintenance (PPM), ensuring tasks are allocated, tracked, and completed.
- Carry out and supervise general maintenance and minor repairs across the site (e.g. joinery, plumbing, decorating, electrical as competent to do so).

A place to thrive

- Manage the upkeep of the school grounds, including pathways, car parks, playing fields, and external areas.
- Monitor and manage utility systems (heating, ventilation, lighting) to ensure efficient operation and report faults.
- Ensure all plant and equipment is serviced, maintained, and operated safely.
- Manage key holding responsibilities and the opening and closing of the school site.
- Obtain and share relevant information about the school calendar of events and routines to enable effective planning and capacity for set up and take down of furniture and resources as required.

Contractor Management

- Liaise with approved contractors for maintenance, repair, and improvement works, obtaining quotes as required.
- Ensure contractors are appropriately vetted, inducted, and supervised on site in accordance with Trust procedures.
- Monitor the quality and progress of contractor work, raising concerns with the Regional Estates Manager where appropriate.
- Maintain accurate records of contractor visits, works undertaken, and sign-off documentation.

Capital Projects and Estates Improvement

- Support the Regional Estates Manager in the delivery of capital improvement and refurbishment projects on site.
- Assist with scoping of works, liaising with contractors, and overseeing site activity during project delivery.
- Contribute to the development and review of the school's estate improvement plan.

Risk Management and Reporting

- Maintain and update the premises risk register, reporting significant risks to the Regional Estates Manager.
- Complete and submit all required premises-related reports in a timely manner.
- Ensure incident and near-miss reports relating to the estate are properly recorded and followed up.
- Keep the Regional Estates Manager informed of any matters that could impact the safe operation of the site.

People Management

- Directly line manage Premises Assistants, including allocating daily tasks, monitoring performance, and providing support and guidance.
- Carry out regular supervision meetings and contribute to annual appraisals for members of the premises team.
- Manage staff rotas to ensure appropriate site cover throughout the school day, evenings, weekends, and holiday periods as required.
- Support the induction and training of new premises staff.



- Identify training needs within the team and work with the Regional Estates Manager to address these.
- Foster a positive, professional, and collaborative team culture.

General Responsibilities

- Uphold and promote the school's and trust's values, policies, and procedures at all times.
- Maintain a professional and courteous manner when dealing with staff, pupils, parents, contractors, and visitors.
- Participate in relevant training and continuing professional development as required.
- Contribute to the broader school community, including supporting events and activities that require premises input (e.g. lettings, school productions, open days).
- Manage the storage, use, and disposal of hazardous substances (COSHH) in accordance with regulations.
- Ensure the faithful and consistent adoption of agreed tools and procedures both personally and across the estates team.
- Carry out any other reasonable duties as directed by the Regional Estates Manager or senior leadership, commensurate with the grade and nature of the post. Including supporting local schools within the region with support and capacity as identified.

Scope and Limitations

The principal responsibilities and tasks set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

The successful candidate will have a right to work in the UK.

Anthem Schools Trust uses standardised job titles across its schools to support consistency and career progression. The title of this role is School Estates Manager. Within the education sector and wider employment market, equivalent roles may also be referred to as Site Manager, Facilities Manager, Senior Caretaker or similar. Employees may wish to reference these equivalent sector-recognised titles when describing their experience and responsibilities in job applications, CVs or professional profiles. The contractual title of the post remains School Estates Manager.

Person specification: School Estates Manager

Qualifications and Professional Standing <i>Evidenced through: Application</i>	Essential	Desirable
Relevant trade or facilities qualification (e.g. City & Guilds, NVQ Level 2+ in a building/maintenance discipline)	Yes	
IOSH Managing Safely or equivalent Health & Safety qualification	Yes	
First Aid at Work certificate (or willingness to obtain)	Yes	
Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Substantial experience in a premises, facilities, or estates environment	Yes	
Experience supervising or leading a team	Yes	
Experience carrying out planned and reactive maintenance	Yes	
Experience managing health and safety compliance	Yes	
Experience in a school or educational setting		Yes
Experience managing contractors and/or using a facilities management system		Yes
Professional Knowledge and Understanding <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Working knowledge of H&S legislation and statutory compliance requirements (fire, legionella, asbestos, gas, electrical)	Yes	
Knowledge of building systems and maintenance practices	Yes	
Understanding of safeguarding principles in a school setting	Yes	
Strong organisational skills with ability to prioritise a varied workload	Yes	
Effective written and verbal communication skills	Yes	
IT proficiency for record-keeping and reporting	Yes	
Knowledge of DfE Good Estate Management for Schools or MAT estates management		Yes
Experience using compliance or facilities management software		Yes
Budget monitoring skills		Yes
Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable

Reliable, proactive, and self-motivated with a "can do" attitude	Yes	
Able to lead, motivate, and manage a small team	Yes	
Able to work calmly and pragmatically under pressure, prioritising workload to reflect organisational priorities	Yes	
Committed to maintaining a safe, high-quality environment aligned to the values of the school and MAT	Yes	
Flexible and adaptable, including willingness to work outside normal hours	Yes	
Continuous improvement mindset; takes pride in the presentation and upkeep of the school environment		Yes
Commitment to equality, diversity and inclusion	Yes	
A strong commitment to safeguarding and promoting the welfare of children and young people	Yes	