

JOB DESCRIPTION

Job Title:	Estates Manager	Reporting to:	Director of Business and Operations
Location:	All Schools/based at City Academy	Annual salary:	Grade 5a (points 32-36)
Contract type:	Permanent	Hours of work:	Full-time

Job Purpose and Responsibilities

- To provide a comprehensive Estates and Premises management function across the Trust, ensuring an effective and efficient service for all students, staff, and stakeholders.
- To deliver a safe, clean, and compliant environment in line with statutory and regulatory requirements, working within budgets set.
- To lead and implement the Trust's estates strategy, managing the upkeep, care, maintenance, security, health and safety, and facilities management of all properties.
- To lead and develop the premises team ensuring they are effective, engaged, and possess the right skills and experience to deliver a high-quality estates management service.

Strategy and Planning

- Contribute to formulating the Trust's estates strategy and masterplan by assisting in the evaluation of site and usage options and proposing solutions for improvement projects.
- Lead on compiling and implementing a Premises Plan for each site, including energy conservation, redecoration schedules, and replacement programmes for furniture and equipment in line with the Trust Estates Strategy Plan.
- Formulate and manage the medium and long-term building maintenance plan.
- Prepare annual, costed plans for repairs and upgrades of the estate.
- Advise the Director of Business and Operations and provide reports for Trustee and Governor meetings on matters relating to Estates, Health and Safety, and Capital expenditure.

Premises and Facilities Management

- Plan and manage the effective management of the Trust's sites, grounds, and buildings and their security, maximising use of the Estate to deliver the Trust's vision.
- Ensure that the fabric and fixtures and fittings of the estate are maintained to a high standard and meet the Trust's current and future needs.

- Oversee the day-to-day work on Trust sites and ensure Site Managers are liaising with all contractors to deal with any issues arising.
- Monitor and evaluate the condition and cleanliness of Trust buildings and grounds, working with Site Managers and contracted service providers to ensure consistent standards are maintained.
- Manage and ensure effective provision and management of all utilities, including water, gas, and electricity, to minimize waste and ensure compliance (e.g., ESOS regulations).
- Be responsible for securing appropriate licences, warranties, and insurances.
- Be responsible for providing any Premises related pre-conversion due diligence for any new schools joining the Trust.

Financial Management and Procurement

- Manage Premises expenditure within budgets set.
- Obtain best value on procurement in accordance with Trust financial control systems and procedures.
- Identify, negotiate, manage, and review procurement or contract renewals in relation to estate and facilities.
- Lead on the preparation of contract specifications and development of service contracts.
- Certify that work has been satisfactorily completed, then authorise payment of invoices.
- Maintain the School's fixed asset register on a regular basis, ensuring appropriate security marking of all relevant equipment.

Capital Projects and Development

- Prepare Capital Funding Bids to address key building priorities and expansion plans of the Trust.
- Oversee all matters related to development, funding, and management of capital works on the academies' sites.
- Manage delivery of all projects, including tendering and appointment of contractors, ensuring delivery on time, within budget, and meeting agreed quality standards.
- Manage/assist the design and build of new projects from minor refurbishment works to major new builds.
- Act as Project Manager for authorised schemes, paying attention to regulatory requirements, quality, and compliance with agreed specifications.

Health and Safety and Compliance

- Have overall responsibility for ensuring statutory compliance in all Estates related matters.

- Manage all aspects of Premises related health and safety matters within the Trust, including risk assessments, fire safety, and emergency planning.
- Be responsible for ensuring Risk Assessments are in place for all appropriate activities relating to Estates and ensuring regular periodic reviews are undertaken.
- Develop, maintain, and monitor a Trust-wide Planned Premises Maintenance Schedule to implement consistent systems to ensure compliance with Health and Safety regulations.
- Ensure all fire and security systems are regularly maintained and tested, appropriate records kept, and all related policies and procedures reviewed and updated.
- Maintain the Asbestos Policy and Register and ensure the school complies with all regulations relating to asbestos.
- Ensure all other premises compliance checks are completed as and when required (e.g., legionella, PAT testing).
- Advise the Director of Business and Operations and CEO on the development and review of Estates policies and procedures, including the Trust's Health & Safety Policy and Estates Management Policy.
- Liaise with the Trust's Health & Safety Consultant and provide updates to Director of Business and Operations, Trustees, staff, and Governors on changes to regulations and procedures.
- Act as a key holder and act as emergency 'call-out' in event of break-in or other urgent incident.

Staff Management and Development

- Plan, manage, and arrange staff development and training for staff as appropriate, including Food Hygiene, Fire Marshall, First Aid, and Legionella testing, ensuring training is always up to date.
- Monitor work routines of staff, ensuring consistently high standards of hygiene, cleanliness, upkeep, and safety.
- Ensure working procedures and standards are fully compliant with Trust policies and all regulations.
- Manage systems of staffing cover for staff absence, lettings, and other community use of sites.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Director of Business and Operations.

Special Conditions of Employment Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any

relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	
Job Description Reviewed by:	