



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description	
Job title	Estates Manager
Hours of work	In accordance with the respective contract
Safer recruiting	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
Main purpose of the job	The Estates Manager is responsible for the Estates team. The purpose of this role is to lead the implementation of an estates strategy and to manage all aspects of the School's properties upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements. Additionally, to maintain refurbishments and other building advancements in terms of development and procurement and to act as the School representative with suppliers to the Estate, profession advisors (buildings) and contractors.
Reporting to	Bursar
Main responsibilities and duties	<p>Strategic Development</p> <ul style="list-style-type: none"> • To contribute to formulating the School's estates strategy by assisting in the evaluation of site and usage options and proposing creative and inspiring suggestions for improvements • To implement the estates strategy using physical development plans directing the activities of staff, consultants and contractors where appropriate for the execution of such plans and manage progress with regard to time, quality and cost • To assist/manage the design and build of new projects from minor works e.g. refurbishment of office/teaching spaces, to major projects e.g. future new builds • To develop strong and positive working relationships with school staff to maximise the potential of the estate and its development • To ensure appropriate safeguarding and health and safety compliance and that all risk assessments and contractor safety checks are carried out <p>Maintenance of Grounds and Buildings</p> <ul style="list-style-type: none"> • Ensure that the fabric and fixtures and fittings of the estate is maintained to a high standard and meets the School's current and future needs • Ensure daily and short-term maintenance of all areas of the school. This will involve both reactive maintenance and prioritising a short, medium and long term maintenance programme • Prepare annual, costed plans for repairs and upgrades of estates

- Manage all works within budget

Provision of Utilities and Estate Services

- To take responsibility for and ensure all utilities provision, including water, gas and electricity is effectively managed and that usage minimises wastage
- To ensure that boilers, lifts, air-conditioning, ventilation and mechanical equipment is maintained, insured and replaced as and when necessary
- To provide adequate training, supervision and staff development for all employees within the Estates team
- To ensure that all Estates staff and contractors comply with the safeguarding rules and procedures set by the school
- To take responsibility for risk management in the Estates department including disaster and continuity planning and managing the development maintenance of a risk register

Health and Safety, Fire Safety and Security of the Estate

- To act as the School's Health & Safety Coordinator in compliance with the Health & Safety Policy
- Responsibility for Fire Safety and the Security of the Estate working alongside the senior management in the school to ensure all buildings comply with health and safety regulations
- To act as a key holder and ensure all key holders understand their responsibilities
- To ensure all fire systems and prevention equipment are properly and appropriately installed and maintained and that all fire alarms and monitoring systems are regularly tested
- To ensure Fire Risk Assessments and all relevant policy and procedures are fully compliant and carried out on a regular basis and that there is a positive relationship with the local Fire Service
- To ensure all school facilities benefit from appropriate intruder alarms and CCTV protection which are properly maintained and monitored and that these and the monitoring systems are regularly tested
- To provide relevant staff with adequate training for providing the fire safety and security arrangements of the school
- To provide training across all health and safety disciplines
- To take responsibility for ensuring that risk assessments for all school building, grounds and activities (excluding school trips) are produced and reviewed in accordance with school policy and that action points are followed up as and when appropriate. In particular ensuring that the Estates team produces risk assessments and method statements for communal and/or external grounds and buildings of the school and Estate team/contractors work
- To ensure that all electrical installations comply with the regulations and that periodic testing is completed to schedule and within regulated timeframes

- To maintain the Asbestos Policy and Register and to ensure the school complies with all health and safety and ISI regulations relating to asbestos
- To ensure that all other premises compliance checks are completed as and when required e.g. legionella, PAT testing etc
- To ensure that accident/incident and near miss form are completed and properly recorded and that appropriate action is taken as and when required.

Operational Matters

- To ensure the effective deployment of the Estates team to provide the manpower needed to cover the setup, running, cleaning and security requirements for all day to day operational; school and external lettings events and activities
- To ensure the effective deployment of the Estates team to maintain the school minibus fleet and provide drivers as and when required including the daily school runs
- To manage and liaise with the Bursary Administrator and Bursar in the arrangements of external lettings
- To liaise with the Catering Manager and the Bursar in ensuring the catering facilities and equipment are maintained
- To take an active role on both the Health and Safety and Estates Committee
- To act as Transport Manager responsible for coordinating pupil home to school transport. Additionally, you will ensure the school's vehicle fleet is maintained in accordance with current regulations

This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment

Person Specification

Qualities, Knowledge, Skills & Attributes

Essential:

- Experience in operational and facilities management
- Experience of managing operational teams
- Experience of working effectively with staff and management at all levels
- Experience of liaising effectively with building users, external consultants and external contractors
- Experience of contract management
- Experience of basic building maintenance and providing facilities services within business premises
- Excellent organisational skills with an ability to plan, prioritise within agreed deadlines and budgets
- Ability to establish, maintain, manage and monitor the legal and regulatory records required for the School's facilities
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Good level of IT skills (Microsoft Office products)
- Knowledge of relevant Health and Safety legislation/regulations with proven ability to manage and monitor
- Competent and personable
- High degree of personal drive and motivation
- Ability to work calmly under pressure and multi task
- Willing to be flexible and work outside normal working hours as required
- Ability to work individually or as part of a team
- Ability to demonstrate initiative and to lead from the front
- Committed to keeping abreast of best practice and relevant legislation

Desirable:

- Hold recognised facilities management and health & safety qualifications
- Have experience of tendering and procurement

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