

## **Job Description: Estates and Facilities Manager**

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race (including colour, nationality, ethnic or national origin), religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage, or civil partnership.

### **Job details**

**Location:**

**Salary:** Grade 8-9, point 18-26. Hourly rate £15.17-£18.06. Actual salary £31,642.16-£37,658.38. Rate will be dependent on experience.

**Hours:** 40 hours a week, to be worked from Monday to Friday between 7.30am-4.00pm. 28 days paid holiday per annum, plus bank holidays, depending on grade.

**Contract type:** Full time, permanent, 52 weeks per year

**Reporting to:** Headteacher

**Responsible for:** Site Assistant/Caretaker

**Start date:**

**Closing date:**

### **Principle Responsibilities**

- To manage the estates and facilities function across the school including the supervision of external contractors, and maintaining clean, safe, and secure premises and grounds.
- To manage, maintain and develop the physical resources on site to optimise use for staff, students, and the community to include carrying out handyperson tasks, routine maintenance and refurbishment, portorage, and minor repairs.
- To support the Senior Leadership Team and the Chief Operations Officer in their role in relation to the management and monitoring of the repairs and maintenance budget.
- To support the Senior Leadership Team and the Chief Operations Officer in their role in relation to the strategical running of the estate and successful delivery of all capital projects.
- To consistently promote a positive H&S culture across the school and be the school representative on the Trust Health and Safety Committee, helping to shape H&S policy across the Trust.
- To ensure the completion of compliance testing and equipment servicing in line with the relevant regulations.

### **Main Duties**

- To monitor the condition of furniture, fittings and buildings, grounds, and environments, and to draw up schedules of repair, maintenance, and decoration with support from the Senior Leadership Team.

- To ensure that any projects which do not come within the approved delegated budget are raised with the Senior Leadership Team to ensure they are correctly procured and reflected on the risk register
- To obtain quotations for larger works from approved suppliers and undertake supplier benchmarking in line with Trust policy and procedures.
- To undertake minor repairs in house where possible, including redecoration and DIY/improvement projects, always ensuring full H&S compliance.
- As main keyholder, to maintain the security of the school and be responsible for the control of keys across the school and for maintaining a register of keys issued and a key log.
- To be responsible for site access and egress control systems and processes.
- To ensure all estates, facilities & health and safety paperwork is kept secure and up to date and is easily accessible for audit purposes.
- Responsibility for providing HR and School Administration Team with DBS letters of assurance for any contractors working on the site.
- To communicate with the subcontracted cleaning team regularly and raise any concerns as necessary with cleaning contractor.
- To proactively take ownership of school energy and take a proactive approach to ensuring that Trust Energy Strategy is adhered to.
- To take ownership of submitting energy meter reads via the online portal and ensuring these reads are logged on the central spreadsheet and monitoring any inconsistencies in reading.
- To carry out portage duties such as moving furniture and equipment around the school and site
- To maintain the small item asset management system.
- To engage with the Trust Finance team, to raise purchase orders and log goods receipts for work done when appropriate and within the delegated budget.
- To be responsible for ensuring that fleet vehicles are maintained in line with statutory regulations and Trust policies and procedures.
- To ensure there is sufficient Management coverage across school terms and holidays to enable contractors to safely work on site.

## **Cleaning**

- To carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- To carry out emergency cleaning duties, such as gritting and cleaning up spillages
- To arrange the annual deep clean of classrooms, staffrooms, dining areas and other frequently used spaces on school premises with the cleaning contractor.
- To take responsibility of the maintenance of cleaning tools and products for site use (not for cleaning contractor) , including arranging replacements and ensuring good stock levels

## **Security**

- To lock and unlock the premises as required, including outside of school hours when necessary.

- To check at the end of the day that all windows, doors, and gates are locked, lights switched off, and gas and electrical appliances are turned off
- To set security alarm systems, report any potential security breaches, and respond to any alarms or other callouts following agreed procedures
- To carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.
- To advise the headteacher on all matters relating to school security and safety.

## **Health and safety**

- To carry out/oversee risk assessments and policies related to the operational, daily H&S work of the school, and ensure this fits within wider Trust policy.
- To ensure all items such as asbestos registers, fire risk assessments, EICRs, PAT Testing, Preventative Maintenance schedules are up to date and maintained.
- To ensure that all fire systems are regularly maintained and tested, appropriate records kept, and all related policies and procedures reviewed and updated regularly.
- To carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the Headteacher
- To schedule appropriate fire and lockdown drills in coordination with SLT, and to take a proactive role in leading the response in these situations.
- To ensure safe access to the site in cold weather conditions.
- To ensure that all school staff H&S training records are kept up to date.
- To work with Trust appointed H&S Advisor on ad-hoc basis to ensure full site compliance.
- To assist in the supervision, training, and development of school staff, including the delivery of the site health and safety induction for new starters

## **Safeguarding**

- To be committed to the safeguarding and promotion of the welfare of children and young people
- To comply with school and Trust policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

***The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.***

***This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.***

## **Person specification**

<b>CRITERIA</b>	<b>QUALITIES</b>
<b>Qualifications and training</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>English and Maths GCSE's at grade 4-9 (A* - C) or equivalent.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Health and safety at work qualification (Managing Safety IOSH) or is willing to work towards this qualification.</li> <li>Legionella responsible persons and asbestos responsible persons training or is willing to work towards this qualification.</li> <li>Specific trade experience i.e. plumbing, electrical, carpentry or building work/services.</li> <li>Previous experience of working within an education/school environment.</li> <li>SSSTS (site supervisors safety training scheme) or SMSTS (Site Managers Safety training scheme).</li> <li>Undertaken either a MIDAS Training scheme, have a D1 category on their license or be willing to achieve one</li> </ul>
<b>Experience and skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Relevant estates and facilities site management experience of a large site</li> <li>Experience of direct line management including managing performance, driving standards, and liaising with relevant stakeholders.</li> <li>Ability to undertake minor site improvement works where necessary.</li> <li>Experience of managing budgets and understanding estates spending trends</li> <li>Multi Skilled in all aspects of basic building maintenance.</li> <li>Good knowledge and understanding of Health and safety management systems.</li> <li>Computer literate, the ability to use a range of Microsoft products, as part of the day-to-day work.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Basic knowledge on financial systems and budget management software.</li> <li>Basic knowledge of asset management systems.</li> </ul>

<b>Personal attributes</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to work effectively and independently without supervision.</li> <li>• The ability to establish a strong leadership role.</li> <li>• Proactive, and supportive approach to staff and stakeholders.</li> <li>• Taking a proactive approach to observing the daily operations of the site and being vigilant to risks.</li> <li>• The ability to lead a motivated and positive team.</li> <li>• Works well in a fast-paced environment and calm emergency situations</li> <li>• Adaptable to change.</li> <li>• Tidy and well organised.</li> <li>• A commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• A good sense of humour.</li> <li>• Strong verbal and written communication skills.</li> <li>• Able to prioritise, and plan work out in advance in an organised manner.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Confident in undertaking work at height, manual handling and physical work</li> <li>• Successful completion of DBS and other pre-employment checks</li> </ul>

**Last review date:** June 2024

**Next review date:** June 2025

**Headteacher/line manager's signature:**

**Date:**