

JOB DESCRIPTION	
Job Title	Trust Estates Manager
Salary Scale	Scale K
Hours of Work	37 hours per week
Weeks Worked	52 weeks per year
Responsible to	Director of Operations
Location	Norwich - travel throughout Norfolk/Suffolk and occasionally further afield

MAIN PURPOSE OF ROLE

- Support the Director of Operations in discharging their responsibilities
- Provide an excellent, H&S service to the Trust and all schools within the Trust.
- Manage centrally led operational aspects of the Trust Estate.
- Engage effectively at all levels across the Trust, and to foster productive relationships with external bodies.
- Responsibility of being the area manager for one or more nominated Academy site(s)

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Director of Operations.
- Liaison with Academy Principals and other senior managers within Trust Academies

Job Description



- Liaison with site management, caretakers, other site support staff and contracting staff.
- Other key contacts include external contractors, suppliers and agencies

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES - Health and Safety

- Create and manage changes to the Health & Safety Policy and appendices as necessary
- Audit (and appoint external auditors) as required to ensure an annual check of H&S compliance across the Trust.
- Act as the appointed H&S "competent person" for the Trust, discharging responsibilities as necessary
- Provide support to the Audit & Risk committee presenting H&S reports as requested
- Support schools Principals and other managers by explaining the requirements for a safe school and working environment, support the H&S improvement plans coming out of audit and ensure that actions are completed to agree time scales.
- Provide regular reports to Director of Operations on H&S performance of the estate (this could include - though not be limited to - accident book analysis, action plan updates, drafts of proposed appendices for H&S policy and others)

PRINCIPAL ACCOUNTABILITIES/ACTIVITIES - Estates Facilities

Job Description



- Create implement and manage preferred supplier / contractor arrangements that meet service requirements and cost limitations, delivering safe, secure, compliant, warm and dry properties
- Monitor sites to ensure that the relevant statutory and legal compliances (including Health & Safety) are in place achieving 100% compliance.
- Monitor sites to ensure that planned preventative maintenance is scheduled and takes place appropriately. Support site management staff in schools in the understanding and discharge of their responsibilities
- Perform the area estates manager role for nominated site(s) within the Trust

PRINCIPAL ACCOUNTABILITIES/ACTIVITIES - Other

- Support the implementation of an integrated service infrastructure and a school-focused approach
- Implement appropriate service standards within the Trust and ensure that systems are in place to deliver a consistently high standard of service to internal and external customers
- Monitor and control budgets for allocated areas, complying with the relevant value-for-money criteria in the management and procurement of premises, goods and services
- Promote efficiency and flexibility in the use of physical resources, optimising the

Job Description



utilisation of space, and providing an effective teaching and learning environment for staff and students

- Champion and support the implementation of the structural, procedural and cultural changes necessary to achieve the objectives outlined above and to work with colleagues to deliver a coherent professional services' approach for the Trust
- Provide regular reports to Director of Operations on management of the estate (this could include - though not be limited to - statutory compliance, maintenance compliance, contractor performance)
- To undertake any further tasks which could be reasonably expected by the Trust.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

Job Description



The Data Protection Act 1998 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equal Opportunities Policy.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions)

Job Description



(Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications		
A qualification in literacy and numeracy	✓	
Membership of a relevant body	✓	
Appropriate qualification to demonstrate H&S competence	✓	
Experience		
Experience of working in a Property/Estates environment	✓	
Experience of Health and Safety	✓	
Experience of organising tenders/bids	✓	
Experience of reviewing/implementing policies and procedures across a range of locations	✓	
Experience of project management principles		✓
Experience of central oversight of estates management methodology		✓
Experience of budget control		✓
Knowledge of education sector		✓
Professional Skills and Attributes		

Job Description



Excellent organisational skills		
Ability to meet deadlines	✓	
Ability to develop positive working relationships	✓	
Creative approach leading to solution focusing	✓	
Excellent communication skills at senior level	✓	
Approachable	✓	
Accurate and diligent work	✓	
Passion for learning and development	✓	
Able to exercise judgement and refer matters as necessary	✓	
Knowledge and Understanding		
Excellent knowledge and understanding of Health and Safety legislation	✓	
Knowledge of Google Apps & MS Office	✓	

Name.....

Signed.....

Date