

Wellington School



Job Description – Estates Manager

Full Time, Full year – 36.25 hours per week, 8am- 4pm

Expected Salary - Points 26-29 £29,636 - £32,029 (salary dependent upon qualifications, expertise and experience)

Responsible to - Headteacher

Main Purpose of the Job

To have overall responsibility for the whole School Site and resources to provide a safe, efficient and effective learning and working environment for students and staff.

To manage, develop and support the Caretaking Team and the school to ensure high standards and to contribute to the aims of the school.

Principal Responsibilities Include:

Strategic

- To develop, monitor and evaluate a strategic estates management plan in collaboration with the Headteacher and Finance and Business Manager, which reflects the priorities of the School Improvement Plan and contributes to the aims and values of the school.

Health and Safety

- Acting as the main Health and Safety Officer for the school, ensuring a safe working and learning environment in accordance with relevant legislation.
- To ensure Health & Safety, First Aid and Fire Policies are updated and communicated to all staff and contractors. To ensure all required risk assessments are in place, arranging Health & Safety training for staff where appropriate.
- To keep up to date with changes in legislation, (especially Health and Safety) and best practice in facilities management. Ensuring DfE/ESFA guidance documents are understood and implemented into school practices.
- To be the key contact for external Health and Safety performance reviews, ensuring findings are actioned in a timely manner.

People Management

- Line management of the Caretaking team. Ensuring continual coverage within specific times during both term time and school holidays. Carrying out Performance Management and ensuring that staff receive appropriate and adequate training. Ensuring effective and efficient deployment of staff.

Site Management

- Ensuring the maintenance of the site, including:
 - Conducting regular site walks to proactively identify maintenance/repair requirements
 - Organising minor structural repairs and decoration that can be done in-house
 - Keeping fixtures, fittings and furniture in a good state of repair
 - Maintaining a rolling programme of decoration and refurbishment

- To work collaboratively with the school Cleaning Supervisor to ensure cleanliness of the school site.
- Responsibility for ensuring the security of the site and buildings both in term time and school holidays
- Ensuring that the required checks and servicing of equipment such as heating, lighting, air-conditioning, water, fire equipment and alarm systems is carried-out on a regular basis.
- Supervision and monitoring of the operation of the estates contracts to a high standard, including security, grounds maintenance and waste management.
- Preparing the site for major events, including Christmas Fair, Open Morning.
- Manage staff hall bookings and site requests e.g. maintenance, room layout changes, furniture moves, effectively delegating tasks to the caretaking team.
- Supervision of car parking for staff and visitors and ensuring that appropriate access arrangements are in place for delivery and service vehicles.
- Supervision of the site at lunchtime

Budget/Contractor Management

- In collaboration with the Finance and Business Manager, acting as Budget Holder for those areas of delegated responsibility, such as Building Maintenance, Building Works (projects), Health & Safety, Furniture and Fittings.
- Ensuring that all expenditure is within budget limits, that all purchasing is in accordance with the school's procurement procedures achieving value for money and regularly reviewed, and that all necessary procedures are followed before any commitments are made. Maintaining all paperwork directly connected with these areas.
- Engaging with contractors for works that cannot be done in-house, ensuring that the school's Health & Safety and safeguarding procedures are followed.
- To manage new building and refurbishment programmes, acting as a point of liaison between contractors and the school, ensuring projects are delivered to the required specification and by deadline.

Asset Management

- Maintaining school asset registers, ensuring regular physical checks are performed, managing any disposals appropriately.
- Managing the operation of the school minibuses and van including driver licence checks, arranging MOT/servicing, Road Tax, awareness of insurance/breakdown cover etc.

Lettings Management

- To manage the letting of school facilities to external organisations, ensuring booking terms are agreed to and met.
- To support the Finance and Business Manager to increase income generation via use of the school estate e.g. lettings.

Reporting

- Attending and preparing reports for the Governors' Resources Committee.
- Keeping appropriate records, ensuring that they are available for inspection and provide statistical and other returns, as required, to the Headteacher, Governors and ESFA.

General

- To contribute to the overall ethos and aims of the school

- To appreciate and support the roles of other professionals
- Participate in training opportunities and professional development as required

NOTE

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher, other members of the Senior Leadership Team, or the Finance and Business Manager.