

**JOB DESCRIPTION**

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| **JOB TITLE**  | Estates & Facilities Manager |
| **ACADEMY:** Harmony Trust centrally based, with an expectation to travel across the Trust’s estate |
| **GRADE** | Grade 10 - £41,846 - £44,697 |

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| **JOB PURPOSE**To ensure Asset Management Plans are developed and aligned to the Medium Term Financial StrategyTo ensure Stock Condition Surveys are in place across the estateTo lead & develop site management across the Trust’s portfolio, including asbestos management plans where appropriate for each academyTo ensure that all statutory and legislative requirements are carried out.To ensure Health & Safety is operationally managed and co-ordinated across all sites and compliant with legislation To achieve best value when procuring building related servicesTo write specifications, obtain appropriate approval, and project manage building related work on each site in accordance with legislation. To work at a strategic level to ensure the estate is managed, developed and maintained to the highest levelsTo manage & develop a team of site related staff |

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| **KEY TASKS – Building related** |
| 1.2.3.4.5.6.7. | To manage a full and comprehensive Capital and Revenue funded programme of worksLiaise with all relevant bodies and the Local Authority in the planning and programming of projects. Ensure all projects reflect the needs of the Trust / Academy and achieve value for money and are compliant with procedures and financial regulations.Co-ordinate design work to determine design detail specification and estimates prior to approval. Prepare reports for submission at Trustee meetings and attend where necessary.Control tendering procedures for authorised schemes and prepare necessary reports for submission to the appropriate Authority.Following award of the contract, attend pre-commencement meetings and assume responsibility for compliance with contract terms and conditions as per financial regulations.To be responsible for the management & performance of the site team to ensure the objectives of the Trust are achieved to high standard and cost effective.  |
| 8. | To establish constructive relationships and communication with contractors and other agencies and professionals, and ensure that contractors are observing the appropriate health & safety/safeguarding procedures when on site. |
| 9.10.11.12.13.14. | To manage & monitor the performance of contracts and record performance against specified standards.Be responsible for medium and long term plans and maintenance schemesPreparation, procurement and management of annual maintenance programmeTo ensure stock condition surveys are carried out and that this aligns with Asset Management Plans To ensure Asset Management Plans are in place and they align to Financial Strategy To manage a process of Capital Building bids that are based on agreed criteria across the Trust |
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| **KEY TASKS – Management of staff / resources** |
| 15.. | To line manage & develop a team of premises staff undertaking duties including performance management, appraisal, working patterns and annual leave, assisting with recruitment and selection, inducting new members of staff, allocating and organising workloads.  |
| **KEY TASKS – Health & Safety** |
| 16.17. | To ensure sites are managed proactively and align to Health & Safety legislationTo ensure actions from audits are delivered operationally whilst liaising closely with Compliance Managers and external auditors.  |
| 18. | To regularly manage, devise, review and update site based risk assessments, develop appropriate action plans to mitigate potential hazards and communicate updates to staff. |
| 19.20. | To co-ordinate & manage all material and electric equipment and systems ensuring they are maintained, tested and serviced in accordance with health & safety legislation and recommended practices and that appropriate records are kept.To undertake H&S inspections and work with the Compliance Team to devise action plans |
| **KEY TASKS – Security & Access** |
| 21.22.23.24.25 | Responsibility for “Safe Systems of Work” to be adhered to by staff and appointed construction contractors.Responsibility for internal staff to receive the appropriate training commensurate to their post.Ensure appropriate risk assessments are in place and updated as required Ensure all necessary procedures are adhered to in relation to CDM regulations 2015. Ensure the effective management & delivery of security on each site |
| 2627 | Ensure regular audits of each site are undertaken and any potential risks have been reported to the Principal.Undertake regular security reviews, ensuring sites are secure  |
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| **KEY TASKS – Finance & Resources** |
| 28 | To manage associated budgets and complete regular financial reports for submission to Trust / Principal. |
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| 29. | To manage the ordering of material to fulfil planned maintenance schedules. To ensure that economies of scale are achieved when procuring the materials across all sites.  |
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| 30.31.3233. | To advise the Trust Leadership Team on matters relating to energy control and conservation, ensuring that best value achieved. To horizon scan opportunities to generate building related income across the TrustPreparation of bids for annual capital and revenue budgetsResponsible for ensuring best value for money along with quality within the building portfolio |
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| **STANDARD DUTIES** |
| 1. | To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. |
| 2. | To uphold and promote the values and the ethos of the Trust. |
| 3. | To implement and uphold the policies, procedures and codes of practice of the Trust, including relating to customer care, finance, GDPR, ICT, health & safety, anti-bullying and safeguarding/child protection. |
| 4. | To take a pro-active approach to health and safety, working with others in the Trust to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. |
| 5. | To participate and engage with workplace learning and development opportunities, subject to the Trust’s training plan, working to continually improve own performance and that of the team/trust. |
| 6. | To attend and participate in relevant meetings as appropriate. |
| 7. | To undertake any other additional duties commensurate with the grade of the post. ***The applicant will be required to safeguard and promote the welfare of children and young people.****This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.*  |

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| **CONTACTS**Pupils, staff, contactors, Trustees, stakeholders, Local Authority  |

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| **RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT** |
| **Responsible to:** | Head of Operations |
| **Responsible for:** | Site Management staff, external contractors, external site related contracts i.e Cleaning |

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| **SPECIAL CONDITIONS** Enhanced DBS Disclosure Required |

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|  | DATE | NAME | POST TITLE |
| PREPARED | 4/12/18 | TM | Head of Operations |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

**PERSON SPECIFICATION**

**Job Title:** Estates & Facilities Manager

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|  | **Selection Criteria****Essential** | **Selection Criteria****Desirable** | **How Assessed** |
| **Education & Qualifications** | High standard of education up to degree level in Building, Construction or Facilities Management related subject. | First Aid Certificate or willing to undertakeIOSH Managing Safely or willing to undertakeNEBOSH, or willing to undertake  | AF / IAF / IAF / I |
| **Experience** | Experience of managing a property related functionExperience of working within a team Experience of dealing with complex and technical issues and delivering agreed outcomes to a high standard within a short timescale. Good understanding of technical & legislative terminology within the built environment Experience of working to best value principles and financial regulationsExperience of monitoring budgets and accounting for expenditureExperience of organising and planning maintenance schedulesExperience of completing paperwork, maintaining records and producing reports, including financial reportsExperience of undertaking a range of line management duties with a team of staff, e.g. recruitment, allocating work and performance managementExperience of managing contractual processes including designing specifications, tendering, contract award and monitoring. Experience of communicating and exchanging information with a range of audiences, including giving advice and guidance to others on a range of health and safety issuesTo be able to deliver stock condition surveysTo manage the implementation and delivery of Asset Management Plans |  | AF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / I |
| **Skills & Abilities** | Problem solving skills and can use judgement to interpret information and make recommendations/ decisions for actionOrganisational skills to prioritise own work and that of team members, to work to deadlines and to work on own initiativeICT skills to monitor projects, write reports and deliver presentations.  |  | AF / IAF / IAF / I |
| **Knowledge** | Knowledge of Building Regulations and construction related British Standards.Knowledge of health and safety procedures and regulations e.g. COSHH, including moving, lifting and handling regulations and the writing of risk assessments, and mitigation of potential hazardsUnderstand and recognise the importance of ensuring a secure and safe environment for children and young people  |  | AF / IAF / IAF / I |
| **Work circumstances** | To be able to be the main key holder on occasions and attend to “call outs” outside normal working hoursDriving Licence free from significant endorsement for which mileage will be reimbursed |  | AFAF |

*Abbreviations:* AF = Application Form; I = Interview.

**NB. - Any candidate with a disability who meets the**

**essential criteria will be guaranteed an interview**