

The Hastings Academies Trust

Job Description

Job title: Estates Manager

Grade: 9 (ss points 23 – 25 £23,477 - £25,361pa)

Responsible to: Head of Finance and Estates

Responsible for: Estate management of academy facilities, including all land, property and buildings.

Job Purpose:

To manage the academy's site facilities within an agreed budget, including all land, property and buildings. A principal requirement of the post is to ensure that the academy facilities are developed and improved, well run, clean and tidy, safe and secure, and accessible at all times in accordance with the wishes of the Principal and senior leadership team. This will include community use. There is a requirement to liaise with builders and contractors to ensure works do not impede academy life, are completed in a timely fashion and in accordance with all Health and Safety Legislation.

Accountabilities:

Estates Management

Where the academy is responsible for project management, manage capital programme developments, schemes and projects, in liaison with external contractors, in order to ensure their completion on time and within budget according to the direction of the Principal and Head of Finance and Estates

Manage site staff, including caretaking and cleaning staff, in order to ensure that the academy facilities are maintained to the highest standards of cleanliness and appearance

Take responsibility for building maintenance, grounds maintenance, utilities and other premises related budgets in order that they are spent in a way which maintains and enhances the site and provides best value

Act as the focal point for all site-related enquiries in order to ensure a responsive, welcoming and prompt service.

Ensure the safety and security of the site, acting as the liaison point for these issues on behalf of the Head of Finance and Estates, so that the academy complies with all health and safety legislation and regulations.

Ensure the care and maintenance of furniture, fittings and equipment on site in order to ensure that they are kept in good working condition and maintained in a customer friendly manner

Facilitate the letting of the academy for community and other purposes in order to meet the academy's community learning and development strategy and optimise income generation

Undertake responsibility for the receipt of goods so that the finance team can reconcile purchase orders with invoices

Where appropriate and necessary work alongside the site team in order to coach and support the team or help at times of peak workload

Manage contracts and contractors involved in maintaining and improving the site

Raise requisitions for materials and services used to maintain and improve the facilities

Act to reduce the environmental impact of the buildings and site

Act to contain and, where possible to reduce the cost base of the facilities

Other Duties

Contribute to management meetings, site meetings and other events so that decisions about the site and buildings are well-informed.

Participate in the duty call out scheme so that effective site cover is provided at all times.

Provide reciprocal cover services to The Hastings Academy / St Leonards Academy in the event of absence or sickness in order to ensure that both academies can work smoothly and effectively at all times

Respond to emergency drills and situations as they arise

PERSON SPECIFICATION

ESTATES MANAGER

	Essential Criteria	Desirable Criteria
Key Skills & Abilities	<p>Ability to prioritise, plan and organise with meticulous attention to detail</p> <p>Ability to line-manage a team</p> <p>Ability to manage time effectively, to meet deadlines and work under pressure</p> <p>Ability to take responsibility and work on own initiative</p> <p>Ability to manage budgets within specified constraints with good numerate skills and competency</p> <p>Ability to manage capital building and site specific services, including proven project management skills</p> <p>Good communication skills, both oral and written</p> <p>Ability to form good working relationships both within the school and with external bodies</p> <p>Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues</p>	<p>Understanding of the school environment.</p> <p>Good ICT skills and the capacity to learn to use new systems and software</p>
Education & Qualifications	<p>A good standard of education</p>	<p>A site / facilities management qualification</p> <p>Trade accreditation</p>

Knowledge	Good knowledge and understanding of site management practices including Health and Safety issues	Experience of site and facilities management in a school setting
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Experience	Substantial experience in a estates management role	Detailed knowledge of site management issues within a school environment
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Personal Attributes	<p>Commitment to the aims of the academies working together as a federation</p> <p>Self motivated with drive, initiative and high degree of pro-activity</p> <p>Sense of humour and equable temperament</p> <p>Commitment to working as a positive and constructive team member</p> <p>An awareness that the academy environment will influence the educational outcomes for students</p> <p>Commitment to Equal Opportunities.</p>	
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