

JOB DESCRIPTION

JOB TITLE:	Estates Manager
REPORTING TO:	Vice Principal – Corporate Services
SALARY:	Scale P05 £47,063 - £49,054 per annum (inclusive of location allowances)
HOURS:	36 Hours per week/ 52 weeks per year
ANNUAL LEAVE:	35 days, plus bank holidays

Job Purpose

- To contribute to and lead the implementation of an estates strategy for Sir George Monoux College.
- To ensure the highest standards of building and site maintenance and development in order to provide the best possible facilities for students and staff
- To manage the upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements.
- To manage refurbishment, expansion and other building advancements of bidding, developing, procuring and implementing building projects within the college.
- Deputise for the Vice Principal - Corporate Services regarding Estates matters.

Key Responsibilities

- Lead and manage the Estates team, ensuring that all members contribute effectively and efficiently with a focus on customer service. Ensure that all staff management duties are carried out in accordance with College policy (i.e. appraisals, staff development, training etc.)
- Manage the planning of works and the execution of building related projects (both large and small) to ensure that a consistently high quality of work is delivered, that efficient use is made of available resources, all stakeholders are consulted and disruption to users of the College is minimised.

- Supervision of contractors on site, including compliance with Health and Safety.
- To be responsible for the efficient procurement and management of construction contractors, service and maintenance contractors, consultants, utilities providers and other service providers in accordance with college policies and procedures and in liaison with the Finance Manager.
- Lead in the management, monitoring and maintenance of the health and safety of the estate including, but not limited to, risk assessments including fire, asbestos management, legionnaire management and services testing.
- Development and delivery of a property strategy, which includes planned maintenance.
- Prepare and submit applications for capital funding as required (in conjunction with the Finance Manager and Vice Principal- Corporate Services) ensuring accurate monitoring and reporting of outcomes and post occupancy evaluations.
- To operate within annual estates budgets and assist in preparing the Estates business plan and other financial budgets / reports
- Prepare an annual Self-Assessment Report (SAR) including operational smart targets and actions.
- To lead on sustainability and environmental issues and develop a Carbon Management Plan.
- Preparing and submitting estates data submissions.
- To lead on the maintenance and cleaning of the site
- To provide regular reports on estates and facilities performance including space utilisation and energy utilisation.
- To maintain, review and test the College's disaster management plan and disaster recovery plans.
- Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and safeguarding policy and procedure
- To lead on risk management on the College Estate
- To maintain and foster links with external stakeholders including, but not limited to contractors, cleaners, security and builders.
- To lead on hiring and letting income generation
- To lead on the physical and human security of the site
- To lead on efficiently procuring all building services, utilities and maintenance services
- Any other duties commensurate with this post.

General Responsibilities

- To assist the Principal in helping the college the college mission to achieve its strategic objectives, above all by realising the potential of the college through its physical structure
- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.
- Support the aims and ethos of the college and promote and work in accordance with College policy and practice
- Carry out any other duties commensurate with the general responsibilities of the post.
- To undertake and/or support the delivery of any training or development as required by the College.

PERSON SPECIFICATION Estates Manager

	Essential/ Desirable
Qualifications	
A degree or equivalent qualification	D
Estates Qualification	D
Health and Safety Qualification	E
Experience	
Experience of managing cleaning, waste disposal utilities and electrical services	E
A successful track record in the leadership and management of people	E
Experience of managing a service	E
A proven track record of delivering and maintaining excellent health and safety standards	E
Experience of managing and maintaining a site	E
Experience of running building projects	E
Experience of providing advice and guidance to staff, including senior management	E
Experience of working in a 16-19 education environment	D
Skills & Abilities	
Ability to effectively manage staff performance and address issues of under performance	E
An ability to lead and motivate others	E
An ability to take decisive action and follow through to completion	E
Effective interpersonal and communication skills and ability to represent the college	E
Able to work individually and as part of a team. Able to manage relationships with contracted service providers	E
The ability to write papers and analyse data	E
Knowledge and Understanding	
Good knowledge of facilities management	E
A thorough understanding of health and safety issues in a post-16 setting	E
In-depth understanding of current projected policies and developments within estate area	E
Understanding of the particular barriers and challenges facing a college operating in a multi-cultural, inner city environment	D
Personal Attributes	
Commitment to continuous professional development	E
A commitment to excellence and prioritising the needs of learners. A student centred approach to providing estates service	E