

Job Description – Estates Manager

Job Title:	Estates Manager
Line Manager:	CFO
Salary Grade Range:	NJC Point 32 – 42 (actual salary £20,288-£26,028)
Hours of Work:	21 hours per week, across 3 days
Weeks Worked:	52 weeks per year

Purpose of the position

To work with the CAO/CFO of the Trust to manage all aspects of the MAT's properties including upkeep, care, maintenance, security, Health & Safety and facilities management in line with statutory and regulatory requirements.

Specific Responsibilities

Estates & Facilities Management (Working with others)

- Contribute to the strategic Trust-wide estates plan and individual estate development plans for each academy, leading the implementation of these plans to deliver the objectives for each of the individual academies and the Trust as a whole.
- Developing & implementing building projects and acting as Project Manager for authorised projects ensuring quality, compliance within agreed specifications, timescales, safety and value for money.
- Liaise with contractors involved in major projects on academy sites.
- Completion of annual maintenance inspections and condition surveys for each academy.
- Using the annual maintenance inspections and condition surveys working with each academy to develop a planned maintenance programme.
- Proactive engagement and management of professional contractor services to ensure that services procured are in line with academy / financial / procurement regulations and delivery of high quality and cost-effective services, in line with contract specifications.
- Ensuring that accurate and detailed floor and site plans are kept and updated and to maintain a property register.

Health & Safety

- Ensuring that fire risk assessments and other statutory and non- statutory testing and inspections are completed in a timely manner and by contractors /or staff who are appropriately qualified/trained.
- Ensuring that all the health & safety management systems, processes and practices are consistent across the Trust and a central record is held.

- Co-ordinating and ensuring implementation of the Trusts responsibilities in relation to maintaining health and safety statutory documentation.
- Ensuring that academy buildings are always safe and secure and adhere to all requirements and statutory guidelines for the health and wellbeing of all staff, pupils and visitors.

Reporting and Budgeting

- Responsibility for the management of the relevant budgets ensuring they are expended in accordance with the Trusts financial regulations
- Preparing reports for the Trustees and individual academies.