

Estates Manager

Person Specification

The person appointed will require:

- A professional qualification, in building, estates, facilities or related area;
- Highly motivated, maintains high standards;
- Energetic and proactive approach;
- Able to organise own work and supervise the work of others;
- The ability to work as part of a team;
- Flexible and adaptable;
- The ability to keep a cool head in emergencies;
- Good communication and organisational skills;
- A 'can do' attitude;
- Able to get things done correctly and on time with minimal direction;
- Strong ICT skills including Microsoft office;
- Clean Driving Licence.

Job Specification

The Estates Manager's overall responsibility is to provide effective and efficient management of the estate and facilities of the School so as to provide pupils, staff and visitors with facilities and services of the highest possible standards within budgetary constraints. The Estates Manager reports to the Bursar, who is the line manager for this position.

The duties and responsibilities of the Estates Manager are:

- Providing strategic, operational and technical advice to the Bursar on the development and rationalisation of the School estate and facilities, and development and implementation of the supporting strategies for maintenance, refurbishment and construction of new facilities.
- Responsibility for the budget for estates. This includes:
 - input to the setting of the annual budget (with the Bursar) and Three-Year Plan and management of operations within the approved budget, giving the Bursar timely notice of any difficulties that may arise;
 - seeking continuous improvements in value for money for the School in all of its facilities and related services;
 - setting appropriate benchmarks for performance and costs and monitoring accordingly;
 - provision of timely and accurate financial information to the School Finance Office including information required to maintain the asset register.
- Selection, employment, training, appraisal and management of all maintenance Staff (including cleaning staff and the laundry), in close liaison with the Bursar.
- Providing dynamic and effective leadership to the estates staff (including cleaning staff and the laundry) with the aim of developing an effective and flexible team with high morale. The Estates Manager is expected to set an example for others to follow in terms of attitude, conduct and motivation.

- Active management and monitoring of contractors, with regular tendering for all main contracts, to ensure that the School receives services of the required standard at competitive rates. This includes ensuring that all necessary Health & Safety requirements are being met by any contractor engaged by the School.
- Acting as the School's Fire Safety Officer and Health & Safety Officer to:
 - Ensure that fire and safety equipment and systems are functional and that safety awareness is promoted;
 - Ensure that an Annual Fire Risk Assessment is carried out;
 - Ensure safety when contractors are on site;
 - Prepare safety instructions for proposed contracts;
 - Ensure safety at major events;
 - Ensure the Estate Department manage all its operations in a safe and recorded manner, including producing all necessary Risk Assessments
- Assist the Bursar with the management (planning & execution) of construction of new buildings and major refurbishments.
- Maintenance and development of the School's buildings and associated plant and equipment. Specific responsibilities will include:
 - Development and implementation of a planned maintenance and refurbishment programme for accommodation, buildings and plant;
 - Ensuring the facilities remain compliant with legislation, in particular those in relation to electrical matters, asbestos, legionella and including those relating to access for people with disabilities;
 - Decoration and repairs to the fabric of the buildings, including development and implementation of a planned decoration schedule for the School;
 - Maintenance of all plant, including heating, ventilation and kitchen plant, and all mechanical, electrical and piped services and drainage;
 - Recording and monitoring the consumption of electricity, gas and water and making recommendations for improvements in energy efficiency;
 - Management of contractors working on the School site;
 - Maintenance and administration of the School minibuses and their use.
- Maintenance and refurbishment of the School boarding accommodation, including;
 - Implementing the strategy for maintenance and refurbishment;
 - updating and further developing the Annual Servicing Grid.
- Administration of all keys.
- Close liaison with the Bursar in order to manage of the School's lettings operation.
- Maintenance and refurbishment of staff accommodation, and planning to ensure that accommodation is ready for new staff as necessary. This will require a formal and recorded handover/takeover system to be in place as well as a file on each property, plus regular monitoring of properties to ensure that occupants are executing the required level of husbandry required by their Residential License.
- Ensuring that robust arrangements are in place to respond effectively to maintenance problems, security issues, emergencies or other callouts at all times, including School holidays, overnight and at weekends.

- Tidiness of School grounds and management of waste disposal and recycling arrangements and promotion of environmental awareness.
- Record keeping, including building plans.
- Ensuring the maintenance of all utility supply services to the School including communications systems.
- Any other duties which may reasonably be requested by the Bursar or the Headmaster.

The Estates Manager will have a high profile around the School. The duties of the Estates Manager will also require liaison with other members of the School management, teachers, pupils and support staff, including committee work; requiring strong inter-personal skills and the ability to interact with many different types of people.

Equal Opportunities

Old Swinford Services Ltd welcomes applications for employment from all sectors of the community.

Suitability to Work with Children

Old Swinford Services Ltd is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.