



Job Description

Position: Estate and Facilities Manager

Line Manager: Head of Operations and Finance

Standing Committee Membership: Grounds and Premises Committee; Health, Safety and Compliance Committee

Line Management of: Grounds and Premises Assistants, Cleaning Supervisor, Minibus Drivers

Role Overview: Reporting to the Head of Operations and Finance and working closely with other members of the Senior Management Team, the Estates and Facilities Manager is responsible for managing the effective running of the premises and grounds. This will include oversight of the maintenance, upkeep and development of the estate grounds, buildings, equipment, vehicles and cleaning, including Health and Safety compliance. The postholder will develop, manage and implement the School maintenance and improvement plans, including the structures and procedures to implement these.

Duties:

Strategy

- Ensure the presentation of the school grounds and premises meet the objectives of the Marketing Strategy
- Assist the Head of Operations and Finance to prepare and maintain one and five year rolling buildings and grounds maintenance work plans, according to the School's development plans.
- Prepare budget estimates for inclusion in the annual expenditure budget
- Management and implementation of school maintenance and improvement plans

Team Management

- Manage the Estate and Facilities teams to ensure delivery of the daily and weekly works schedules, providing hands on assistance as necessary
- Arrange rotas for teams during term time and holidays, ensuring appropriate cover for school activities, lettings and events
- Encourage and enforce safe working practices and set positive examples to the team
- Conduct annual performance reviews and set performance targets for line managed staff

Grounds, Sports Fields and Gardens

- Take responsibility for the maintenance, development and presentation of the School grounds, sport pitches, roads and pathways, lawns, gardens and borders
- Actively liaise with Heads of Sport to ensure the quality of sport facilities is satisfactory

Buildings and Equipment

- Manage the maintenance of all buildings, services, regular and emergency works, special projects and capital projects throughout the School site
- Ensure that all equipment is used to industry standards, meets H&S requirements and is routinely maintained
- Develop and deliver planned preventative and reactive maintenance and improvement works to maintain high standards, including H & S across the school site
- Maintain accurate documentation of the estate, maintenance, compliance and H&S records

Health and Safety

- Take the lead role in all Health and Safety matters, raising awareness of the importance of Health and Safety to the wider School community and delivering training to new staff
- Put in place and regularly review appropriate H&S policies and procedures which comply with current regulations
- Prepare and present policies and procedural documentation on H&S and compliance, for ISI inspections
- Ensure that Health and Safety systems are followed, checks are in place and compliance records maintained
- Advise on and report incidents to the necessary bodies, as appropriate
- Maintain an annual testing programme, ensuring that the school carries out testing and routine maintenance to comply with legislative and H&S requirements in a timely manner
- Conduct Risk Assessments as they relate to your areas of responsibility, including for events held in the school grounds. Identify areas of compliance risk and take mitigating actions
- Advise on and review Risk Assessment completed by other department leads
- Ensure that school vehicles and machinery are H&S compliant and correctly maintained
- Ensure that relevant staff have training in areas of First Aid, Fire Safety and COSHH etc.

Security

- Ensure an effective system of estate security, ensuring the school buildings are locked, alarmed where available and secure outside operational hours
- Regularly review, develop and improve the security of the site and make recommendations to Senior Leadership Team.

Cleaning

- Work with the cleaning supervisor to oversee the cleaning rota for daily, weekly, termly and annual cleaning requirements to ensure that the premises are clean and hygienic, including additional measures as required during pandemic outbreaks
- Ensure that cleaning equipment is Health and Safety compliant and that working practices remain compliant

Transport and vehicles

- Schedule servicing and maintenance of school vehicles and ensure that all are in good working order and meet regulatory and health and safety requirements
- Oversee management of Minibus drivers and logistical deployment of vehicles

Events

- Take an active part in development and delivery of school events and marketing opportunities, in liaison with the Marketing Manager

- Liaise with relevant stakeholders on preparation requirements for school events and deploy resources accordingly

Contractors

- Act as the key point of contact for all contractors and regularly review external contracts, ensuring value for money
- Manage all aspects external contract, ensuring that all required checks are completed in advance to meet regulatory compliance requirement, including the HSE and ISI.

Safeguarding and School Policies

- Always promote safeguarding and the welfare of the children in the school's care, in accordance with the School's safeguarding policies
- Be familiar with the School's policies and promote safe working practices
- Ensure visitors and contractors are instructed in and follow safeguarding, child welfare and health and safety policies of the School
- Ensure that all team staff uphold the ethos and values of Gosfield School

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person Specification

Personal Attribute and Skills	Essential	Desirable
Highly motivated and productive	x	
Excellent communication and interpersonal skills;	x	
Strong people management skills with the ability to resolve difficult situations calmly	x	
The ability to prioritise and work under pressure to tight deadlines	x	
Project and team management skills	x	
A flexible, approachable attitude that fosters excellent working relationships with colleagues, parents and pupils	x	
A sense of humour and personal resilience	x	
Caring and supportive of the children's needs and capabilities	x	
A flexible and adaptive approach to work with willingness to be on-call for emergency situations	x	
The ability to show initiative	x	
Outstanding planning, administration, ICT and time-management skills	x	
Experience in the management of infrastructure projects		x
Experience of implementing change	x	
A relevant qualification in facilities management, grounds management or health and safety		x
Proven administrative and financial abilities including experience of compiling and monitoring budgets		x
Experience of working in an education environment		x

Knowledge and understanding of HSE and ISI requirements including legionella, PAT Testing, COSHH and similar	x	
Health and Safety qualification, such as IOSH Managing Safely or NEBOSH		x
Holder of PSV driving licence		x
First Aid qualification		x