

TRUST JOB DESCRIPTION

Section: ADMINISTRATION	Reports to: CHIEF OPERATIONS OFFICER
Job Title: MAT ESTATES MANAGER	Grade/Salary Range: BP8/ £39,082 - £43,490 per annum
Working Pattern: 37 hours per week	Weeks per annum: 52

PURPOSE OF JOB

The MAT Estates Manager is responsible for managing the effective utilisation of the Trust's assets and to plan for their replacement. This should incorporate the development of the Trust's premises and grounds to ensure a comfortable, secure, orderly and stimulating learning environment.

S(he) is the chief Health & Safety Officer under the CEO and is responsible for ensuring the Trust's sites are healthy and safe environments for all.

PREMISES MANAGEMENT

The MAT Estates Manager must ensure that any work undertaken minimises the impact on the Trust's normal operation whenever possible.

- Develop an 'optimum schedule of accommodation' to present to the Senior Leadership Team (SLT) and Trust Board (TB); this should be conducted every three years.
- Responsible for the maintenance of the school sites and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also, for the installations and plant for lighting, heating, domestic hot water, cooking, ventilation, water softening and waste disposal.
- Develop policies to minimise waste, maximise value from lighting, heating and learning and keep control of use of gas, electricity and water.
- Maintain and develop attractive and purposeful working and learning establishments, ensuring every part of the schools are clean, tidy and in good order.
- Provide advice on developing the grounds to enhance facilities and ensure efficiency in the upkeep of playing fields, gardens, all weather surfaces and land drainage.
- To ensure the maintenance of boundaries, footpaths, roads and rights of way.
- To manage Capital Build Projects liaising with contractors and relevant consultants accordingly.
- To be responsible for the overall monitoring of the school's external contracts and for quality monitoring including the implementation of corrective measures.
- Provide sound advice to the Chief Operations Officer on matters relating to the management and development of the site.
- Ensure arrangements for securing the premises and contents are in place.
- Ensure systems are in place for emergencies, including emergency repairs and call outs.
- Ensure the purchase, repair and maintenance of all communal furniture and fittings.

- Ensure all furniture arrangements and accommodation requests are in place on time e.g. examination furniture, materials and notices are in place.
- Responsible for letting of the school premises to outside organisations, local community and school staff, ensuring the Academies are open and staffed appropriately. Work with external suppliers to explore benefit of lettings being managed externally.
- Responsible for the upkeep of residential staff properties and for alerting Chiltern DC and Buckinghamshire Council with information on staff arrivals/departures.
- Work in partnership with the ICT Subject Leaders, ICT Manager and Technician to ensure that technical faults and new resources are dealt with effectively.
- Ensure that efficient, effective and safe programmes are in operation for the disposal of waste.
- Ensure the necessary risk assessments are in place.
- Responsible for the Trust stock books (each campus and inter-campus)

HEALTH & SAFETY MANAGEMENT

- To be conversant with current Health & Safety legislation and to ensure its successful implementation throughout the Trust. Make sure students, staff, visitors and contractors comply with the legislation and feel comfortable that they are in safe hands.
- Ensure that all work (maintenance and development) complies with relevant Building Health and safety, and appropriate regulations.
- Ensure that all Trustees and Staff have access to health and safety policies, codes of practice, risk assessments and other health and safety procedures issued by the DfE and HSE specifically:
 - Schools Health and Safety Handbook
 - Risk Management Handbook
 - School Visits Policy Document
 - Asbestos Log
 - Regulations for the Use of Vehicles
- In co-operation with the Fire Service be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
- To be responsible for the security of the school site.
- To undertake regular health and safety inspections, risk assessments and develop action plans to deal with identified risks and safety failures.
- Ensure all plant and equipment is serviced and maintained in compliance with the requirements of health and safety legislation and the Trust's insurers.
- Ensure all accidents, incidents, dangerous occurrences are reported to Buckinghamshire Council on the Accident Report Form provided and where appropriate are reported to the Health and Safety Executive.
- To review all accident reports at least once termly and check that they have been investigated and that the appropriate remedial action has been taken to prevent a recurrence
- To use incident reporting information, especially accidents and near misses to identify any patterns or trends and directly advise the SLT and TB accordingly.
- To develop a crisis management/recovery plan.

- To develop a business continuity plan.
- Complete all Health & Safety returns including annual statement and compliance reports.
- Create action plan to remedy any shortcomings identified in the H&S audit.
- Ensure all H&S checks are carried out.
- Attend FP&GP committee and TB meetings, when required, to report on the Trust's Health and Safety situation and local and national policies which have an impact on the Trust.
- Conduct regular patrol of the Trust's premises during school holidays-ensuring the security of the buildings.
- Ensure the Trust complies with current statutory requirements, e.g. Equalities act, Access to Work, Equal Opportunities etc.
- Ensure appropriate professional development and training is undertaken.
- Ensure catering facility is economic; staff are suitably trained and address the healthy eating policy.

FINANCIAL RESPONSIBILITIES

- Prepare a five-year budget prioritising expenditure in line with the asset management and Trust priority premises plans. Ensure agreed works are carried out following appropriate quotations and tenders and in line with a prepared management project.
- Prepare budget plans and specifications for work.
- Monitor budgets for premises work.
- Investigate opportunities to maximise income from lettings.
- Process insurance claims.
- Manages personal use of the school vehicles.
- Update and maintain the stock book and security mark all desirable assets.
- Work alongside the LA and taxi companies to improve the levels of service and costs.
- Maximise income through lettings and other activities.

PERSONNEL MANAGEMENT

Lead and manage the facilities staff.

Undertake performance management reviews and ensure staff training needs are met, in line with Trust Development Priorities.

Ensure newly appointed staff are appropriately monitored, supported and assessed.

Delegate responsibility to staff to ensure their effectiveness.

Provide accurate details to the Finance department for payroll, e.g. leave of absence from work, holiday.

OTHER RESPONSIBILITIES

- Ensure effective communication between staff, contractors and others as appropriate.
- EVOLVE Co-ordinator.
- Smartlog Co-ordinator

Contribute to the overall aims and targets of the Trust, appreciate and support the roles of other members of the team.

Attend INSET, appropriate training and relevant meetings as required and participate in the Trust’s performance management process.

Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy, DfE and HSE in health and safety matters.

Chiltern Way Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder’s professional responsibilities and duties. The duties of this post may vary from time to time, as required by the CEO, without changing their general character or the level of responsibility entailed.

Signature:
Line Manager

Date:

Signature:
Job Holder

Date: