



Role Profile

Job Title:	Premises & Estates Manager
Grade Range:	Grade 12. For Outer London rates this is points 42 (£38,538) to 44 (£41,435)
Hours:	Full Time
Location:	Flexible and according to the needs of STEP Academy Trust
Reports to:	Director of Operational Services
Responsible for:	The role will involve matrix management of Premises staff across the Trust. Site Staff in each academy will be line managed by the leadership of that academy; however the professional standards to which they work will be set by the Senior Multi-Academy Site Manager.

Role Purpose and Role

Dimensions:	<p>Responsible for the property and asset management of the Trust and ensuring that the highest possible standards in Premises and Estates management are met. To achieve this it is expected that this role will:</p> <ul style="list-style-type: none">• Develop academy based Site teams in line with best practice so that Site Teams are fully accountable and responsible for the management of their sites;• Have responsibility for Health and Safety compliance across the Trust;• Develop and define, in conjunction with a range of stakeholders, property, estates & facilities management goals and strategies;• Support the management key facilities and property management services;• Put in place strategies to ensure effective energy management, waste management and reduction of environmental impact;• Oversee and act as programme manager in respect of all maintenance and improvements programmes of work;• Ensure value for money of all Premises and Estates contracts.
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Commitment to Diversity:

As a member of the Trust community to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key External Contacts:

- Health and Safety Executive
- Contractors and suppliers
- Facilities providers.
- Parents
- General Public

Key Internal Contacts:

- Director of Operational Services
- Chief Finance and Operations Officer
- CEO/DCEO
- Executive Headteacher
- Headteacher
- Caretaking staff
- Governors and Trustees
- Staff
- Pupils

Financial Dimensions:

- Assist the Director of Operational Services to effectively plan for multi-year property and asset management of the Trust;
- Advising academy staff of external providers and ensuring that a proper procurement process is adhered to when purchasing goods and services;
- Responsible for maintenance of all machinery and plant owned, leased or otherwise.

Key Areas for Decision Making:

- Ensure adequate cover is available during own absence.
- With the assistance of the Headteacher select the provider for services for the school following Best Value principles.

Other Considerations:

The role will require travel between sites on a frequent basis, therefore it is essential that the post holder provide their own transportation (reasonable expenses can be claimed).

Job Description

Strategic Development

- Develop strong and positive working relationships with all staff to maximise the potential of the estate and its development.
- Ensure appropriate Health & Safety compliance and that all risk assessments and contractor safety checks are carried out.
- Develop academy based Site teams in line with best practice so that Site Teams are fully accountable and responsible for the management of their sites.

Project Management

- Working closely with all relevant stakeholders, support the preparation of plans and specifications for refurbishment projects and new buildings; acting as programme manager on such.
- Supporting the preparation of tender documentation and the evaluation of returned tenders to ensure best value.
- Liaison with appropriate planning authorities (e.g. Local Authorities, neighbourhood groups, Environmental Agency, Highways, etc).
- Monitor the performance of outside contractors, holding them to account as necessary.
- Deliver capital projects to time, quality and budget – either through personal project management, or the management of the appointed project manager.
- Identify and adopt imaginative and creative environmentally-sound principles, where relevant and appropriate to estate projects.
- Ensure that any changes to the estate meet required legal, practical and aesthetic standards.

Buildings Maintenance

- Ensure that the fabric of the estate is maintained to a high standard and that in all cases it is 'fit for purpose', meeting the Trust's current and anticipated future needs.
- Ensure daily maintenance of all areas of each academy's site, in line with set standards as agreed by Trustees, the Site Managers and their teams.
- Formulate and manage the medium- and long-term building maintenance plan.
- Define, source and negotiate the Service Level Agreements and/or contracts which are Trust-wide.
- Develop medium and long term premises plans which cover repairs and upgrades of estate.

Utilities Management

- Ensure all utilities provision is effectively managed to leverage the purchasing power of the Trust.
- Monitor utilities usage and develop plans to minimise wastage.
- Adopt appropriate methods to ensure continuity of supply of services and business continuity, providing input where necessary to each Academy's Leadership team plans for crisis management.
- Develop and implement plans to improve the Trust's environmental credentials through the reduction, re-use and recycling of utilities and supplies.

Estates Services

- Maintaining all the Trust's insurance policies, both relating to the estates and to the each academy's own functional premises, property and chattels. Revising the valuations annually and instructing necessary agents. Keeping the necessary records, and recovering premiums where appropriate. Submitting claims when they arise.
- Design and implement standards to support the Housekeeping of each site to ensure that the work of cleaning teams is of the highest standard and carried out in accordance with legislative and practice standards.
- Ensuring the that Trust's transport provision (including minibuses and other vehicles) is properly run, managed, insured and maintained to meet the demands of the Trust.
- Provide adequate inductions, training, supervision and staff development for all employees within the Estates team.
- Responsible for risk management including disaster and business continuity planning, and managing the development and maintenance of a risk register.

Fire Safety and Site Security

- Ensure that fire systems are properly and appropriately installed and maintained.
- Ensure that fire prevention equipment is effectively monitored and maintained, including regular fire alarm testing.
- Ensure Risk Assessments are fully compliant and carried out on a regular basis; and that there is a positive relationship with the local Fire Authority.
- Monitor briefings for pupils and staff and ensure that relevant induction and refresher training is carried out regarding responsibility towards fire prevention.
- Provide assistance when emergency evacuation exercises are undertaken
- Ensure that all Trust facilities benefit from appropriate intruder alarms and protection, which are properly maintained and monitored.
- Ensure all accident and other incidents are properly recorded and follow-up action taken and recorded as required.

Leadership and Professional Development

- Be the lead professional and technical adviser and provide specialist advice to Leadership and Management teams on all buildings/estates-related matters.
- Support Headteachers to ensure all Site staff are appropriately managed and directed and that they benefit from effective communication.
- Liaise regularly and effectively with the whole Academy community (staff, pupils, Governors, parents and other stakeholders) regarding developments to the Trust's estate.
- Show evidence of and a continuing interest in professional and personal development.
- Participate in the Support Staff (appraisal) system.
- Provide support and guidance to colleagues in the Trust.

Person Specification

Area	Essential	Desirable	Assessed
Qualifications			
Professional qualification in Engineering, Building or Facilities Management (i)		x	
Personal Competencies	x		
Capable of turning a vision into results (a)	x		
Good time management skills organised, proactive and assertive, enthusiastic and confident (a)	x		
Patient and enjoys attention to detail and has ability to use initiative (i)	x		
Willingness to accept that the role will require some work outside 'normal hours' (i)	x		
Comfortable with the need to operate in a changing and sometimes uncertain environment (i)	x		
Excellent interpersonal and leadership skills(a)	x		
Ability to confront issues and take difficult decisions, particularly in relation to staffing and financial matters (a)	x		
Commitment to Continuous Professional Development (a)		x	
Experience			
Held roles in Education or Local Government (a)	x		
Evidencing effective and efficient resource management, with the ability to deliver significant and sustained cost control without detriment to overall quality of service being provided.		x	

(a) Application

(i) Interview