

JOB DESCRIPTION

Post Title:	Assistant Estates and Facilities Manager
Location:	Easton or Kings Lynn, Norfolk with occasional travel to other school sites in London
Department:	Central Team
Salary Grade:	£30,000 pro rata per annum
Contract:	Temp contract , 3 days per week (21 hours per week)
Responsible to:	Estates and Facilities Manager
Responsible for:	Norfolk Team

Purpose of the Job:

- To provide operational and administrative support to the Trust Estates Manager in all areas of estate management and compliance. To assist with ensuring all Trust grounds and school buildings are maintained to the highest standards, and that safe, high quality productive learning environments are provided to all students within the Trust.

Main Responsibilities

Key accountabilities

- Implementation and effective management of a strategic training matrix for all site staff across the Trust to ensure compliance.
- Provide additional local capacity when required at individual Trust estates to reduce operational risk and to lead on local site team development.
- Supporting the Trust Estates Manager with the production and management of the Trust Estates Development Plan, identifying immediate and long-term condition projects.
- Work with the Trust Estates Manager to produce and implement an on-going annual maintenance plan, which identifies and schedules service contracts, long and short-term cyclical and preventative work across each estate – liaising with local Site Managers.
- Support the Trust Estates Manager as directed, by liaising with external professionals such as architects, surveyors and planners to obtain advice, specifications, feasibility studies and costings for alterations and improvements to the Trust estate.
- Support headteachers, as required, with leading the site teams by undertaking regular reviews of performance targets and monitoring of contractual outputs for any external provisions, such as grounds maintenance, catering and mechanical and electrical contracts.
- Attend any relevant project site meetings and provide regular updates to the Trust Estates Manager as required.
- Ensure full monitoring and recording of statutory inspections are completed across the Trust and bring to the attention of the Trust Estates Manager any concerns of non- compliance.
- Ensure robust procedures are in place for the successful management of asbestos, including action plans for the management or removal of any asbestos containing materials.
- Support the Trust Estates Manager with the management of building projects within the appropriate timeframes and allocated budgets – leading on agreed projects and acting as the project manager.
- Attend meetings across The Trust sites as needed and/or at the request of the Trust Estates Manager,
- Support the Trust Estates Manager with any accident investigation, insurance claims or emergency response arrangements.
- Willingly deputise for any site manager in a short-term emergency.
- Willingly deputise for Estates and Facilities Manager

Procurement

- Develop a plan with the Trust Estates Manager for enhanced joint procurement opportunities and lead on developing specifications and the procurement process across the trust to reduce Premises costs and ensure value for money (as well as full compliance across the trust portfolio)
- Lead and co-ordinate joint procurement opportunities and collaborative approaches on all site related operations – developing a preferred supplier list.

Health and Safety

- Support the Trust Estates Manager in implementing the Trust's estates and Health & Safety policies.
- Deputise for the Estates & Facilities Manager at Norfolk Based Health & Safety Committee Meetings
- Ensure all schools are operating within the scope of the Trust's Health and Safety Policy and that areas of concern are evaluated and financed to ensure the safety of all stakeholders.
- Support the Trust Estates Manager by monitoring and operating as the administrator of the Trust agreed Health & Safety platform.
- Undertake regular health and safety monitoring inspections of each estate, formulating reports on compliance and any required action plans.

Safeguarding

- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

Other general duties

- To liaise with external suppliers and customers when required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To support the Estate Manager with projects, and on estate and facilities' matters/tasks when required.
- To Safeguard and protect children in accordance with the Bridge MAT'S Policies and Procedures at all times.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).
- To treat everyone with respect, dignity, and fairness and to acknowledge and celebrate diversity.
- Other responsibilities commensurate with the post.

PERSON SPECIFICATION

Experience, Skills and Abilities
<p>Essential</p> <ul style="list-style-type: none"> • At least 2-3 years of experience in facilities and estate management • Excellent administrative skills with good attention to detail • Good ICT skills with capacity to learn to use new systems and software. • A very high level of literacy and accuracy is required. • Excellent communication skills, both verbal and written. • Discretion and an ability to work confidentially. • A self-starter, resilience with an ability to work independently and on your own initiative. • Accuracy and attention to detail – this is vital for compliance. • Good time-management skills, including working to deadlines, priority setting, multi-tasking and problem solving. • Ability to motivate and influence, if necessary, in the face of adversity. • Ability to build relationships and work collaboratively as part of a team and with all staff. <p>Desirable</p> <ul style="list-style-type: none"> • Background and experience in education sector • Membership of relevant professional organisation – IOSH qualified with Estates related degree.
Knowledge
<p>Essential</p> <ul style="list-style-type: none"> • High level of health and safety knowledge • Good working knowledge of Microsoft Office (Excel in particular)