



Job Description

Job Title:		Trust Estates and Premises Manager			
School/Location:		Central Team			
JE Code:	A5148	Evaluation:	619	Grade:	N9
Date:	June 2023	Status:	Final		
Responsible to:		Head of Business Services			
Responsible for:		Site Managers and third party contractors.			
Job purpose:		To lead on the management of the Trust’s estates, ensuring on-going maintenance of all premises, the effective delivery of premises services and compliance with H&S matters. To plan and implement the programme of capital projects across the trust’s estates.			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Estates and Premises Management

1. To work closely with the Leadership teams in all Trust schools in ensuring that our schools provide a safe, effective and high-quality environment and comply with all relevant legislation.
2. To develop a trust-wide approach to estates and facility management that reflect best practice and allow the effective implementation of both short and medium term planning that supports the Trust’s strategic priorities.
3. To effectively supervise and line manage site manager staff working in the Trust’s schools, overseeing, monitoring, recording, evaluating and quality assuring their daily work routines.
4. To prepare reports for the Trust Board, Local Governing Committees and Schools’ Senior Leadership team as and when required.

Resource Management

5. To plan and monitor the expenditure of the Trust’s annual estates and premises revenue budgets.

6. To support the procurement of trust-wide service contracts, ensuring value for money is achieved and complies with the Trust's financial procedures.
7. To work with school site teams to ensure effective use of resources across each site.
8. To develop medium term maintenance and capital programmes for each school site.

Capital Works

9. To undertake the role of project manager for capital building works including maintenance, refurbishment and improvement projects as appropriate.
10. To be responsible for the identification and preparation of capital project plans using building condition survey information. Work with professional advisers to develop detailed specifications and costs, health and safety plans and proposed timelines.

Health and Safety

11. To manage the implementation of all health and safety issues, ensuring that all areas of the Trust's estates and practices comply with appropriate legislations and good practices are continually observed, implemented and improved at each school site.
12. To ensure that a systematic programme of repairs and maintenance is undertaken for all schools across the trust, including the implementation and management of a planned preventative maintenance schedule.
13. To liaise with external contractors regarding independent schedule of termly health and safety audits including fire, risk assessments, policies, and ensure any findings are reported to the schools Senior Leadership Teams, Local Governing Committees and Board of Directors when required.

Risk Management

14. To ensure risk assessment reviews, writing and implementation are carried out across all sites.
15. To compile property and land data for each school, including using building condition survey information to identify key risks at each site.
16. To review the schools' and trust's business continuity and critical incident plans annually, ensuring appropriate site processes and procedures are in place in the case of an emergency.

Service Provider and Contractors

17. To commission and liaise with third party contractors who are undertaking works on school sites, ensuring the quality of work carried out is to a high standard, following up on concerns in a timely and proactive way.

18. To undertake contractor management responsibility for reporting and monitoring against key performance indicators with regular reviews with contractors to review and resolve any problems, anticipating changes to mitigate problems in advance.
19. To monitor the quality of maintenance contracts and service level agreements in relation to the role and identify any concerns in a timely and pro-active way.

Trust responsibilities:

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.