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| **Job Title:** | Estates Officer |
| **Job Grade:** | Band 8 |
| **Reports To:** | Estates Manager |
| **Direct Reports:** | N/A |
| **Clearance Required:** | Enhanced DBS |
| **Key Stakeholders:** | All levels of leadership and management, employees, governors, trustees, external agencies and partners |

**Job Purpose**

Working closely with the Estates Manager, to ensure that premises management and health and safety processes are efficient, economical and effective across the Education Village Academy Trust (EVAT).

**Key Responsibilities and Accountabilities**

You will be required to work collaboratively to meet the expected outcomes of this key leadership role.

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| **1.** | Responsible for supporting the Estates Manager in determining the routine maintenance requirements for the Trust’s buildings ensuring all items are added to the correct maintenance contracts | |
| **2.** | Carry out regular inspections of properties, works completed and service contracts | |
| **3.** | Complete regular property inspection audits in line with management agreements | |
| **4.** | Supporting the planning and management of all health and safety property related compliance programmes of the Trust’s buildings | |
| **5.** | Ensure remedial actions are addressed in a proportionate way and timely manner | |
| **6.** | Deliver health and Safety compliance by ensuring all relevant health and safety, emergency procedures and safe working practices are adhered to and managed correctly | |
| **7.** | | Ensure the buildings and services meet the needs of the Trust as efficiently, safely and cost effectively as possible |
| **11.** | | Work flexibly as needed to support the duties of the role and provide out-of-hours support for scheduled or emergency service when required |
| **12.** | | Keep up to date with relevant Health and Safety and Government policy developments and legislation, and the best practice of relevant organisations, ensuring the Trust complies with legislation and adopts prevailing best practice wherever appropriate. Identify policy change and initiate appropriate plans to consult, negotiate and inform the workforce and their representatives. |
| **13.** | | Contribute to the development of Trust-wide policy and projects by leading and joining working parties, delivering staff training and communicating and implementing at Trust and project level. |
| **14.** | | Participate in ad hoc project work to support the delivery of the Trust’s Strategic Plan and associated people strategies. |
| **15.** | | Undertake continuous professional development including participating in performance reviews and attending training as/when required. |

*This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.*

**Person Specification**

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| **Qualifications** | **Essential or Desirable** |
| GCSE grades 4-9 or equivalent grades in Maths and English | E |
| Full UK driving licence | E |
| IOSH Qualification or equivalent health and safety training | E |
| Facilities Management qualification | D |
| **Skills** | **Essential or Desirable** |
| Proficient in Microsoft Office programmes | E |
| Proactive and solution focused to achieve results | E |
| Excellent communication skills – both verbal and written and the ability to build effective working relationships with colleagues and external partners at all levels | E |
| Accuracy and attention to detail | E |
| Be highly responsive and flexible to rapidly changing priorities | E |
| **Knowledge / Experience** | **Essential or Desirable** |
| Previous experience of compliance, health and safety management, and in the maintenance of buildings and estates management | E |
| Ability to work without constant supervision, using own initiative | E |
| Knowledge of relevant health and safety legislation / regulations | E |
| Technical knowledge of relevant health and safety requirement and practical means of applying it | E |
| Full UK driving license and access to a vehicle | E |
| Working knowledge and experience of working within the education sector | D |
| Awareness of child protection / safeguarding issues | E |
| Experience of School Management Information Systems (e.g., SIMS) | D |