



JOB DESCRIPTION

Job Title: Estates Manager	Grade/Level: 12 £43,857 - £46,845
School/College: Located within Central Services Team based at Bishop Milner Catholic College, Dudley.	Closing Date: 4 March 2022 – 12 noon
Reporting to: Chief Operating Officer	
<p>Job Purpose:</p> <p>This role of Estates Manager is a key role within the Central Services Team based in Dudley, the Estates Manager is the main point of contact for our Principals and Operations Managers on all Health, Safety and Estate matters including capital projects.</p> <p>To lead the implementation of an estates strategy and to manage all aspects of the MAC’s properties including upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements. To maintain refurbishments and other building advancements in term of bidding, developing and procuring and to act as the academy representative with suppliers to the estate, professional advisers (buildings) and contractors.</p> <p>To hold to account the catering and cleaning staff/service through business KPI’s in order to ensure effective delivery of services to MAC schools. To lead, support and develop site teams across the MAC Providing support and advice to the Chief Operating Officer.</p> <p>To lead and oversee the administration and management of functions including contract management, capital works, estates, site management compliance and Health and Safety, reporting to the Chief Operating Officer.</p> <p>The post holder will be expected to provide an efficient, effective and compliant service ensuring that the highest standards are achieved at all times, to ensure the delivery of outstanding educational outcomes for the students and secure the delivery of effective, high value for money services and solutions across the MAC. The post holder is required to be flexible in their approach to work, with a positive attitude and work with honesty, confidentiality and integrity whilst carrying out their duties at all times.</p> <p>Duties and responsibilities will include but are not limited to, those outlined in this job description. This job description may be modified by the Chief Operating Officer / Board of Directors, to reflect or anticipate changes in the role, commensurate with the salary and job title.</p>	
Key Duties Responsibilities and Tasks	
<p>Strategy</p> <ul style="list-style-type: none"> • Provide strategic advice to the MAC Senior Team and MAC Board on issues relating to Health & Safety and statutory compliance. • To strategically oversee the safety and security of all schools within the MAC working closely with the schools lead for site. • To monitor, review and devise new systems and procedures to improve efficiency and meet/maintain quality standards 	

- Complete of all statutory returns relating to estates and facility management in liaison with the CSEL and COO.
- Write and oversee the estates strategic annual and 3-5 year plan based from the condition and mechanical surveys
- Source and be responsible for monitoring the quality and specification compliance of the cleaning services to include liaising with the contracted service providers and/or direct management and supervision of MAC staff delivering such services
- Provide advice to Principals on statutory compliance for catering
- Lead on bids for capital funding including Condition Improvement Fund
- To manage all Site and H&S budgets, including the writing of action plans and budget bids, taking responsibility for procurement (ensuring best value), tendering and supplier management.
- Perform due diligence checks and create reports on any potential schools who may join the MAC in the future.
- Monitor Site team's performance in liaison with Academy Operations Managers and Principals and ensure internal compliance and H&S audits are carried out regularly which are shared with all stakeholders
- To assist/manage the design and build of new projects for medium to large capital projects.
- To develop strong and positive working relationships with school staff and contractors to maximise the potential of the estate and its development
- To advise and support the CSEL and Directors on the long-term capital strategy
- Ensure that estate buildings allow the curriculum for students to be maximised and delivered appropriately within budget
- Ensure sustainability and eco-friendly ideas are considered with all aspects of estates and facility management
- Ensure that buildings keep students and staff safeguarded and secure
- Manage, test and develop the MAC Emergency, Business Continuity Plan and Accessibility.

Risk Management

- Work with colleagues to ensure that the academy operational risks including unfilled places, data protection, site security, health and safety, and risks to business interruption, emergency planning and continuity are proactively and effectively identified, evaluated, controlled and managed.
- Ensure that the MACs standard Business Continuity Plan and Risk Registers are utilised and implemented in all academies, and are regularly updated and reported on in accordance with MAC timescales
- To identify and update risk management documents and ensure all staff and stakeholders are aware of appropriate risks.

Site Management and Effectiveness

Through monitoring and audit processes monitor the performance of the MAC Site Managers:

- Liaise with all relevant bodies, DFE, ESFA and the Local Authority in the planning and programming of projects.
- Completion of statutory returns to all outside agencies.

- Ensure all projects reflect the needs of the MAC and achieve value for money and are compliant with procedures and financial regulations.
- Co-ordinate works carried out to determine design detail specification and estimates prior to approval. Prepare reports for submission to MAC board, presenting/reporting as necessary
- Control tendering procedures for authorised schemes and prepare necessary reports for submission to the appropriate authority.
- To ensure the MAC buildings and premises are maintained to appropriately high standards that comply with all relevant legislation seeking advice from the MAC Central Team as required;
- To ensure the appropriate placing of all service contracts and to monitor the work of onsite contractors / liaise with MAC Central Team on MAC wide contracts;
- In conjunction with the MAC Central Team/MAC SLT develop the MAC's emergency procedures appropriate for all sites.
- To ensure that the terms and conditions of the MAC insurance policy are adhered to.
- To have oversight of all premises lettings across the MAC to outside organisations.
- Support COO in other site-based tenders/contracts.
- Responsible for overseeing cleaning and catering contracts.
- Overview of internal cleaning and catering staff.
- To be responsible for maintenance of the academy Asset Management system.
- To have oversight of Premises issues systems.
- Work with Site Managers, Principals and Operations Managers in formulating 3-5 year cycle of works.
- Consolidate cycle of works into MAC programme and liaise with COO and CSEL.
- Report to the MAC Directors in accordance with the MAC cycle and the needs of the role.

Health/Safety and Safeguarding

- To ensure sites are managed proactively, all activities undertaken and works carried out align fully comply with all relevant health and safety legislation.
- To ensure appropriate safeguarding and risk assessments and contractor safety checks for works carried out on the estate, RAMS and work permits etc.
- To ensure actions from audits and H&S meetings are delivered operationally whilst liaising closely with any relevant bodies.
- To regularly manage, devise, review and update site-based risk assessments, develop appropriate action plans to mitigate potential hazards and communicate updates to staff.
- To oversee all material and electric equipment and systems ensuring they are maintained, tested and serviced in accordance with health & safety legislation and recommended practices and that appropriate records are kept.
- To write and maintain a business plan for all catering equipment that sets a clear timeline, linked to the MAC financial plan for maintenance and replacement of key equipment.
- To be responsible for the management of asbestos across all sites, ensuring that the control of asbestos regulations 2012 and the management of asbestos in our academies is complied with
- Undertake H&S inspections and work with the Site Teams to devise academy-based action plans
- To be responsible for managing all aspects of health and safety matters within the MAC including the MAC risk assessments, MAC risk register, health and safety policy, fire safety and emergency planning

- Responsible for the development, implementation, monitoring and evaluation of MAC health and safety plans to ensure legal compliance, including health and safety strategic development and staff training
- Ensure general and specific risk assessments are carried out and recorded in line with all health and safety requirements and that a culture of positive risk management is embedded across all areas.
- Ensuring that accident/near miss incidents are effectively investigated and reported and that accidents are collated to view trends
- Oversee and monitor the preparation and maintenance fire risk assessments, fire evacuation testing and testing of fire equipment
- Ensure MAC and non-MAC personnel are fully aware of all fire safety and evacuation
- Ensure the personal emergency evacuation plans (PEEP) for people with disabilities are in place in all academies and are fit for purpose
- Ensure the reporting of all RIDDOR to the HSE and accurate RIDDOR records are maintained.

Capital

- Liaise with the COO over CIF works.

Strategic Leadership

- Ensure that all policies and procedures are fit for purpose, in date and followed by yourself, team and staff working across the MAC.
- Deliver first class training to your department and appropriate training to meet the needs of the MAC and its academies.
- Conduct Performance Management reviews of your staff as required.
- Facilitate and lead regular network meetings for your department.
- Understand that you are a senior member of the MAC and as such be an exemplary role model for all other staff.
- Be actively involved in shaping the future direction of the MAC, contributing to and driving the MAC's vision.
- Be a proactive contributor to MAC Central Team meetings.
- Take ownership with other departmental leads of the MAC risk register, MAC Strategic Plan and all other action plans for the MAC where appropriate.
- Ensure that there is effective communication with other departments and academies across the MAC, both at a strategic level and functional day-to-day level.
- Ensure effective financial management, meeting the needs of audit whilst realising cost savings wherever possible.
- Effectively support and hold to account staff within your department where the need arises following relevant HR procedures.
- Be on call in any emergency to support the team in need.
- Be strategic in responding to incidents, working with other senior leaders under pressure; you will be able to prioritise effectively when there are conflicting demands.
- Develop the suite of estates and facilities management policies for the MAC
- Ensure effective implementation and embedding of relevant policies and procedures across the MAC

- Perform a periodic review of relevant policies to ensure fitness for purpose
- Manage staff attendance and leave to ensure a continuous service throughout the year.

General Requirements

All Academy staff are expected to:

- Support the work of the MAC
- Administer First Aid as required and support with the administration of prescribed medication where required and in accordance with MAC policy and guidelines.
- Undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training.
- Commensurate with the level of the post holder undertake such other tasks that may be required to further the efficiency of the MAC.
- Ensure that all duties are performed in accordance within policies and guidelines.
- To work within and encourage the MAC Equal Opportunities Policies.
- Work towards and support the Academy/college vision and objectives.
- Support and contribute to the safeguarding of students.
- Work within the Academy health and safety policy to ensure a safe working environment for all.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Be fully supportive of the Catholic ethos.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<p>Experience of operations management to support the day to day operation of the Academy/college</p> <p>Experience of Site and Health and Safety and the ability to produce and evaluate reports.</p> <p>Experience of staff management and supervision.</p> <p>Evidence of submitting reports and returns to external organisations.</p>	<p>Evidence of managing change and implementing new systems/procedures.</p>
Qualifications/ Training	<p>Recognised Building Services specific qualification</p> <p>Degree or Equivalent</p>	<p>NEBOSH General Certificate or equivalent (L3 C&G NVQ in Health & Safety or NRRQ Certificate in Applied Health & Safety)</p> <p>IOSH or ROSPA approved COSHH training certificate</p> <p>IOSH or ROSPA approved asbestos awareness training certificate</p> <p>Member of IOSH at Associate / Technical Level</p>
Personal and Professional Qualities	<p>Set high professional standards</p> <p>Excellent verbal and written skills</p> <p>Shows initiative and ability to prioritise one's own work and that of others to meet deadlines</p> <p>Positive about innovation and creative approaches</p> <p>Able to work flexibly and adopt a hands on approach</p>	<p>Committed to own professional development opportunities.</p>

	<p>Supportive of our Christian ethos.</p> <p>Commitment and willingness to meet the ethos and flexible working arrangement of the MAC.</p>	
<p>Leadership and Skills</p>	<p>A knowledge of financial procedures.</p> <p>Well-developed analytical, planning and organisational skills.</p> <p>Ability to assist in the development of policies and implement new procedures in line with the needs of the Academy/college.</p> <p>Able to lead, develop and motivate a team of staff, delegating duties as required.</p> <p>Develop and maintain effective record keeping/management information systems.</p> <p>Understand the financial cycle, cash flow and financial summaries.</p> <p>Communicate effectively with a wide range of audiences.</p> <p>Full driving licence and use of car.</p> <p>Able to travel across the MAC and beyond to carry out duties.</p>	<p>Knowledge of health and safety legislation.</p> <p>In-depth knowledge of current Estates legislation, including statutory requirements regarding building services</p>