



CHAFYN GROVE SCHOOL JOB DESCRIPTION

Post:	Estates Manager
Reports To:	The Bursar
Responsible For:	Head of Grounds, Estates Worker and Housekeeping Manager
Hours of Work:	Full time, all year round, Monday to Friday from 8am until 4.30pm (including 30 minute paid lunch break), plus such hours as are required to fulfil the responsibilities of the post

Remuneration & Benefits:

- £30,000 per annum – negotiable dependent upon skills and experience.
- 25 days holiday plus bank and public holidays per annum (33 days in total)
- Support Staff Pension Scheme with employer contribution and Employees Assistance Programme.
- Death in service and sickness benefits.
- Lunch and refreshments provided free of charge during term time.
- All PPE and work clothing provided

Main Purpose:

The Estate Manager will be responsible for the hands-on supervision of all day to day maintenance repairs and refurbishment programs for the School estate and grounds with responsibility for the management of all health and safety and a small team of staff and contractors.

Duties and Responsibilities

Department Management

- To effectively line manage, lead and develop the Estates and grounds team consisting of the Head of Grounds, the Estates Worker and the Domestic Manager.
- To carry out annual appraisal reviews and work with HR and the Bursar to deal with any personnel issues, as required.

Estate Management

- To management and deliver cost effective and timely reactive and planned maintenance programmes, acting as the Clerk of Works to make recommendations, prepare briefs and specifications to ensure these are delivered within budget and to the high standards required.
- To operate the annual estate/buildings budgets and assist the Bursar in the preparation of these.
- To oversee and be responsible for the efficient procurement and tendering of consultants, contractors and suppliers.
- Monitor and prioritise maintenance tasks ensuing that all requests are logged on to the school system and carried out in a professional, cost effective and timely manner.

- Ensure all statutory checks and tests are carried out in a timely manner and all issues are dealt with swiftly.
- Manage and oversee the school refuse collection, heating and lighting on a daily basis to ensure the smooth running of the school services.
- Maintain a sufficient stock of maintenance and grounds materials and equipment dealing with and checking deliveries.
- Maintaining and running the School swimming pool including the provision and safeguarding of chemicals and preparing risk assessments for use.
- Manage the use, hire, maintenance and training for the School minibuses to comply with all legislative and insurance requirements.
- Oversee and assist with the mini bus services for pupils.
- Preparing for School functions and events, assisting with the moving of furniture and equipment, where required.
- Oversee the management of the School car parks and CCTV system to ensure compliance.
- Oversee and manage lettings of the school facilities during term time and holidays.
- To attend to any case of emergency during the school day and outside office hours including weekends, as required.
- To work with the Bursar to improve the School's sustainability and environmental performance, including energy consumption.
- To assist the Bursar with the renewal of the School insurance policies and management.

Maintenance:

- To be responsible for the maintenance, upkeep, and preparation of all School grounds, gardens, playing fields, car-parking areas and road accesses.
- To draw up a schedule each term, detailing the minor project, maintenance and grounds work to be carried out during the course of the coming school holidays.
- To develop and maintain a schedule of work which ensures that sports areas are brought to the required level of preparation in time for time-tabled or match use as determined by the Director of Sport. This includes the provision of external sports equipment such as goal posts, cricket nets, marker flags etc.
- To ensure that all grounds maintenance equipment and vehicles are kept in a good state of repair, are properly serviced, are used always in accordance with operating instructions, and are adequately secured when not in use.
- To ensure that all grounds maintenance buildings are locked-up and secure whenever unsupervised.
- Carrying out preparation work for work to be carried out by external contractors engaged on minor works programmes, and coordinating and overseeing their work on site.

Health and Safety

- To take the lead role as the Health and Safety Officer of the school and to manage the H&S at work regulations including any other statutory or inspection requirements.
- To be responsible for the creation and editing of the School's Health and Safety Policy ensuring that the Bursar and Head are updated on any compliance issues and issuing this to the Board of Governors for approval at the start of each Autumn term.
- To carry out a termly health and safety inspection and to implement an action plan to effectively manage any areas of concern.
- Ensuring that all health and safety rules are adhered to and that all staff using equipment are properly competent and trained to do so.
- To ensure that a comprehensive programme of Health and Safety training is delivered to all staff, as necessary.
- Ensure that risk assessments are up to date for the whole school and to implement any action plans as required following consultation with the appropriate stakeholders.
- Attend any meetings as required and to chair and take minutes of the termly H&S meetings.

- To ensure that safe working practices are employed and that all staff are properly trained and competent in the operation of any equipment put into their charge.
- To report incidents to the HSE/RIDDOR as necessary.
- To liaise with the HSE or other statutory departments, as required.
- To be aware of and to contribute to the Schools Disaster Recovery Plan.
- Work closely with the School Fire Marshall to oversee the weekly testing of the fire alarm system and ensure regular fire drills are carried out and recorded.
- Plan annual fire training for staff, as required.

Security

- Act as manager in charge of site security and resolve any issues as appropriate.
- Develop and manager CCTV, access control and other security measures to prevent theft or damage to the School property.
- To act as a designated on-call key holder, providing out of hours and emergency response to alarms or incidents.

General Duties

- Ensure that the safety and welfare of the pupils is paramount. Follow rigorously the advice given by the DSL (Designated Safeguarding Leader) and the instructions in the Chafyn Grove Safeguarding Policy.
- Contribute to the overall ethos, mission and aims of the School.
- To attend all School inset days and training.
- To comply with the School's code of conduct agreement and interaction with pupil's policy.
- Uphold the School policies and rules.
- Appreciate and support the roles of all support staff and teachers'.
- Attend and participate in relevant updates and meetings, as required.
- Work in a co-operative, diplomatic and flexible manner.
- To participate and support the School's appraisal of employees.
- Undertake any duties or activities as reasonably required by the Bursar or Headmaster to fulfil the requirements of this role and to contribute to the normal expectation and tradition of an independent boarding school.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

	Essential	Desirable
Qualifications	<p>Good standard of education to 'A' Level (or equivalent)/or substantial successful experience in a similar role.</p> <p>Accredited Health and Safety competent person or working towards NEBOSH/IOSH or equivalent qualification.</p> <p>Hold a full valid driving licence with access to a vehicle.</p>	<p>A professional qualification in Building Services, QS, BS or trade related training and qualifications.</p> <p>Child Safeguarding Training.</p> <p>First Aid training.</p> <p>MIDAS mini bus training.</p> <p>Hold a full valid driving licence with Category D1 and access to a vehicle</p>
Experience	<p>Experience in estates, building or facility management.</p> <p>An experienced line manager.</p> <p>Experience of setting and managing budgets.</p>	<p>Competent in a particular maintenance related trade.</p> <p>Experience in project management, building regulations and construction.</p> <p>Previous experience of working in a school.</p>
Knowledge and skills	<p>Excellent IT skills using Microsoft Word, Excel and Outlook.</p> <p>The ability to use general maintenance equipment safely and correctly.</p> <p>To be willing and able to drive a minibus.</p>	
Personal skills and aptitude	<p>Excellent interpersonal and team management skills.</p> <p>Self-motivated with the ability to work independently.</p> <p>Hands-on attitude with the ability to complete multiple tasks and go that extra mile.</p> <p>Ability to stay calm and work under pressure.</p> <p>Good sense of humour and communication skills.</p> <p>Ability to support the ethos of the school and deliver a high standard of customer service to school pupils, staff and parents, where required.</p> <p>Commitment to promoting and safeguarding the welfare of children and young persons.</p>	