



Job Description

Job Title	Hub Estates Manager
Hours	36 hours per week. Full time - all year round 9am - 5.20pm 1 hours lunch) 8am-4pm during school holidays (45mins lunch)
Location	Ropemakers Academy Reef Way, Hailsham BN27 1FB The role will also require regular travel to other schools within the HUB
Reports to	Director of Estates and Head Teacher
Key Responsibilities	<p>The Estates Hub lead is responsible for the Estates function for a hub of schools, under the direction and guidance of the Head of Estate.</p> <p>Key responsibilities include: Implementation of the estate's strategy for your hub of schools, ensuring all aspects of the properties upkeep, care, maintenance, security, health and safety and facilities management are compliant with statutory and regulatory requirements.</p> <ul style="list-style-type: none"> • Establishing, executing, and regularly updating a planned maintenance program for your hub of schools. • Initiating ideas for improvements and exploring ways to achieve more efficient and economic methods of maintaining the premises and grounds. • Ensuring that all buildings comply with current Fire and Health & Safety regulations, in consultation with the Director of Compliance. • Ensuring that all testing and remedial work required either by statute or relevant guidelines is undertaken at appropriate intervals (e.g., PAT, fixed appliances, lifts, pressure vessels, lightning conductors, asbestos, Legionella etc). • Assisting with the preparation of plans for building refurbishments and developments, including obtaining relevant approvals (e.g., Building Control, planning permission) for smaller projects that do not have a professional design team. • Acting as Project lead on building projects.

<p>General</p>	<p>Responsibilities below are for your hub of schools, where it is a Trust wide responsibility this is detailed below.</p> <ul style="list-style-type: none"> • To work closely with the Head of Estates, Trust SLT & school leadership teams to ensure that the sites and facilities of the schools within your hub provide an effective and high-quality environment in which the MAT can achieve its objectives. • To ensure that the school buildings and site are clean, safe, secure and accessible. • To promote teamwork and to motivate staff to ensure effective working relationships.
<p>Health & Safety – Trust wide lead</p>	<ul style="list-style-type: none"> • As the designated ‘competent person’ for health and safety, to ensure that the relevant legislation and good practices are continually observed. • To be responsible for leading and implementing Health & Safety management systems. To provide advice to ensure that pupils, staff and visitors are provided with facilities that are safe and fit for purpose. • To implement policies, procedures and processes concerning Health and Safety (including risk/emergency management). • To promote and monitor safe working practices within the HUB and to provide regular reports to the Head of Estates. • To review local Estates Policies and Procedures ensuring they are relevant, updated and comply with all relevant legislation and are implemented consistently across schools. • To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required. • To ensure the security of HUB resources including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
<p>Capital Works & Maintenance</p>	<ul style="list-style-type: none"> • To monitor risk assessments within the areas of specific responsibility. • To manage effectively the duties of other Site Maintenance staff in the areas of resources, providing induction to new staff within the areas of responsibility. • To be involved in the development and implementation of the Trust wide estate development strategy for your hub. • To manage an effective Planned Preventative Maintenance program across your hub. • To establish, monitor and review a list of contractors for minor works

<p>Line Management & Budgeting</p> <p>Safeguarding</p> <p>Administration</p>	<p>including the provision of predetermined pricing/specifications as appropriate.</p> <ul style="list-style-type: none"> • To manage in house systems relating to minor maintenance/health and safety/accommodation/resources requests from staff. • To be responsible for developing and maintaining a program of electrical testing of portable items of electrical equipment including relevant record keeping. • Line management of the Maintenance Team for your schools including reviewing the skills and suitability of the Team, ensuring appropriate training is arranged where necessary for Site Maintenance staff. • To plan and monitor the expenditure of the relevant allocated budgets. • To ensure that regular checks of buildings, grounds, furniture, fittings are undertaken and to take appropriate action, which will include advising Senior Management on technical issues, financial and budgetary implications. • To obtain financial estimates relating to necessary work and advise the Estates Director accordingly. • To ensure that orders placed for approved site works/services are in accordance with approved procedures, specific • Following the schools procedures for safeguarding at all times. This includes when dealing with any visitors including contractors for their duration of time on site. • Complete relevant premises documentation • To use IT equipment and software packages (Google systems) to assist in delivery and management of site services and develop its provision. • Control the budgets allocated for repairs and maintenance, tools and equipment, cleaning materials and toilet requirements (other than those used by the cleaning contractors) and ensure adequate stocks of materials and equipment for carrying out the various elements of school housekeeping • Complete purchase order request forms for materials and external services required for the Trust sites • To advise on staffing needs, creation of job descriptions, person specifications and participate in the recruitment of relevant staff. • To assist the Estates Director with project work as required • Be comfortable and capable of operating equipment in line with health and safety policies and procedures.
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General heading	Detail	Desirable
Qualifications & Experience	At least 2 years' experience of managing teams effectively in a school or other estates environment	First Aid Trained Estates related qualification Trade skill
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid Good understanding of what Health & Safety means in a work environment
	Literacy	Ability to read and write
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use computers and work with online systems Ability to use cleaning products Ability to operate security, heating plant and other routine building systems Ability to undertake routine DIY tasks
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
	Teamwork	Ability to work as part of a team or individually as required
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop

	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults Ability to work independently on own initiative or as part of a team
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Excellent organisational skills
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively and proactively Demonstrate a flexible approach Ability to prioritise and manage own time effectively to complete tasks
	Creativity	Demonstrate ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	NEBOSH or IOSH
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role
	Keyholder	To demonstrate trustworthiness and commitment worthy of being a keyholder
	Driving	To hold a full and clean driving licence