

JOB DESCRIPTION

POST: TRUST ESTATES MANAGER	
GRADE: Grade I SCP 23-27 £33,366 - £37,035 pro rata (actual £17,034 - £18,907)	
HOURS: 21 hours per week, Term Time plus 2 weeks	
RESPONSIBLE TO: CEO	
JOB PURPOSE:	<ul style="list-style-type: none"> • To carry out effective estate management across the 11 sites of the Trust, with due regard to the DfE's Good Estate Management for Schools (GEMS). • To work closely with the leadership teams within the Trust in ensuring that the sites and facilities of the schools provide an effective and high-quality environment in which the Trust schools can achieve their objectives. • To ensure that the Trust buildings and sites are clean, safe, secure and accessible and to promote a proactive health and safety culture throughout YCAT. • To deliver clear, concise information to Trustees, Governors, Headteachers and school staff on all aspects of the estate. • To ensure value for money in every aspect of estate management.
JOB CONTEXT:	<ul style="list-style-type: none"> • Work in partnership with the YCAT central team, specifically the Operations Manager, Chief Financial Officer and Chief Executive Officer, to fulfil the role effectively in alignment with the wider Trust strategic goals. • The role will be based at Bilton Grange Primary School, Harrogate but will involve regular travel to all sites.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Strategic management	<ul style="list-style-type: none"> • Lead the development of and implementation of the long-term estate vision, strategy and asset management plan. • Carry out strategic reviews to assess the progress of the plan.
Governance, resources and procurement	<ul style="list-style-type: none"> • Ensure the Trust Board and school Local Governing Bodies understand their accountability regarding the estate and have the information to allow strategic decision making at board level. • Include a budget plan within the estate strategy to ensure long-term maintenance is affordable and offers value for money, as well as identify potential funding sources. • Adhere to defined, compliant purchasing and procurement procedures. • Contribute towards emergency planning across all YCAT schools.
Understanding the estate	<ul style="list-style-type: none"> • Collate and hold data about all YCAT sites, including asset registers, property condition, H&S records and asbestos plans. • Carry out condition surveys to inform estate strategy. • Understand site legal issues and land ownership.
Sustainability	<ul style="list-style-type: none"> • Be proactive towards making YCAT schools more sustainable.
Maintenance	<ul style="list-style-type: none"> • Implement robust maintenance regimes to ensure the estate is maintained to keep it safe, warm, dry and a suitable learning environment. • Create a maintenance plan informed by condition surveys that includes maintenance contracts, compliance records and asbestos plans. • Implement a clear system for schools to follow for reactive maintenance. • Support schools with the management of works, such as gathering quotations, engagement of and liaison with contractors as appropriate. • Support schools by creating a directory of contractors.
Health & Safety	<ul style="list-style-type: none"> • Define and communicate responsibilities for sites' health and safety.

	<ul style="list-style-type: none"> • Understand statutory compliance requirements.
Projects	<ul style="list-style-type: none"> • Identify, define, appraise and prioritise estate projects and ensure planning is clearly and fully documented. • Manage all estate projects to minimise impact on school operations, projects are delivered within approved budgets and contract performance issues are minimised.
General	<ul style="list-style-type: none"> • Establish good working relationships and communicate effectively with all staff at each site. • Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding. • Be responsible and actively promote safeguarding the welfare of children and young people that you come into contact with. • Highlight additional training and supervision needs to build on your skills and knowledge. • Refresh knowledge and skills at least annually to remain up to date with any developments relevant to your role and your responsibilities for health and safety, including safeguarding (KCSIE).

PERSON SPECIFICATION

JOB TITLE: ESTATES MANAGER

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • Strong knowledge of financial management, including budget management • Knowledge of premises management, contract management and HR procedures • Knowledge of child protection procedures and a commitment to safeguarding pupils • Knowledge of procurement procedures 	<ul style="list-style-type: none"> • Knowledge of employment legislation • Knowledge of Health & Safety legislation
<p>Experience</p> <ul style="list-style-type: none"> • Experience of managing/supervising staff • Demonstrable financial management experience, including dealing with and overseeing several budgets at one time • Administrative experience • Experience of Premises Management • Experience of data management systems 	
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good ICT skills, particularly in Microsoft 365 • Ability to manage budgets on both a strategic and day to day level • Ability to lead and motivate a team • Proven project management skills • Analytical skills • Good negotiation skills • Report writing skills • Ability to make decisions • Attention to detail, neatness and accuracy • Good organisational and time management skills • Flexible and committed • Confidentiality 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Qualifications</p> <ul style="list-style-type: none"> • Relevant qualifications for the role such as in premises or estate management, or equivalent experience • H&S qualifications e.g., IOSH 	<ul style="list-style-type: none"> • Certificate of School Business Management • NEBOSH H&S Qualification
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the Trust's policies and ethos • To be committed to Continual Professional Development • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Clean driving licence and use of a vehicle 	