

YCAT CENTRAL TEAM JOB DESCRIPTION

POST: TRUST ESTATES MANAGER	
GRADE: Grade I SCP 23-27 £32,076 - £35,745 pro rata (actual £16,270 - £18,639)	
HOURS: 21 hours per week, Term Time plus 2 weeks	
RESPONSIBLE TO: CEO	
JOB PURPOSE:	<ul style="list-style-type: none"> To manage the Premises and Estate Management function across the Trust, developing policy/procedures and ensuring all statutory requirements within the remit of the post are met. To manage and promote a proactive health and safety culture throughout the Trust. To manage the procurement for each site within the trust and manage the large contracts for the schools e.g., caretaking and manage the SLAs, accordingly, advising the Trustees of other options available to secure best value. To support all schools within the Trust to meet legal requirements in particularly in relation to Health and Safety through strong facilities management. To liaise with surveyors and property consultants regarding grant bids in preparation to secure funding for property projects.
JOB CONTEXT:	<ul style="list-style-type: none"> Works within the central YCAT team taking a strategic role in managing the property maintenance and Estate Management Plan of each MAT site. Work with the Operations Manager to ensure the Trust procures contracts that provide best value to each individual school and at trust level. To maximise income generation by securing grant bids for property projects working with surveyors
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
General	<ul style="list-style-type: none"> 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.
Operational Management	<ul style="list-style-type: none"> To provide information analysis to support school planning and improvement. To continually analyse information to ensure cost efficiency. Write summary reports for each FRAR and Board of Trustees meetings. Write other reports as required by the CFO/OM, CEO and/or governors/trustees. Attend regular YCAT Central team meetings and provide updates on all aspects of estates management. Attend regular YCAT admin/HT meetings and provide updates on all aspects of estates management. Undertake effective procurement processes with regards to facilities and estate management to ensure value for money, liaising with the OM/CFO/CEO as necessary. Maintain a central repository (SYPRO and Sharepoint) for estates and premises documentation for all Trust schools including certification, site plans and other documentation such as Fire Risk assessments, planning and building regulations sign offs, condition surveys etc.
Communications	<ul style="list-style-type: none"> Establish good working relationships and communicate effectively with all staff at each site within the trust, pupils, Governors, Trustees contractors and external partners.

YCAT CENTRAL TEAM

JOB DESCRIPTION

Training	<ul style="list-style-type: none"> • Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding. • 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) • Attend staff meetings and training days
Estates and Facilities Management	<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • Act as the designated 'competent person' for health and safety where the NEBOSH qualification is held, and to work with a relevant external advisor where NEBOSH is not yet held, to ensure the relevant legislation and good practices are continually observed. • To be responsible for leading, developing, implementing, auditing and reviewing the Trusts' Health and safety management systems, and providing advice to ensure pupils, staff and visitors are provided with facilities that are safe and fit for purpose. • To coordinate NYC HANDS annual health and safety reviews/audits, attending the termly Health and Safety reviews at each MAT school. • To provide schools with agendas for their termly H&S meetings with NYC HANDS to ensure consistency across all Trust schools. • To check, once per term, that Trust schools have completed all fire alarm practices, emergency lighting checks, step ladder checks, asbestos checks, legionella testing and record evidence that documentation in each school is up to date and monitor that any resulting actions have been completed. • To ensure the Trust H&S policy is updated annually, posted on Trust website and reviewed by Trustees. • To ensure all individual schools H&S Policies are updated annually, posted on school website and reviewed and acknowledged by all school staff and Governors. • To liaise with school leaders to ensure termly H&S checks are completed by Governors, using NYC HANDS termly inspection documents and paperwork completed and reviewed to check that actions noted are acted upon. • Liaise annually with NYC HANDS to update Trust risk assessment templates and review schedule and assist schools in implementing robust risk assessment review cycles, checking staff on each school site are reviewing risk assessments termly. • To work with NYC HANDS service to develop, implement and review policies, procedures and processes concerning H&S, ensuring they are implemented consistently across all Trust schools. Provide Trustees/Schools with an overview of any updates made to policies and procedures and ensure updated versions on SYPRO policies sections. (Including risk/emergency management) • To check that all school sites have reviewed H&S policies in line with Trust schedule. • To promote and support safe working practices within the Trust and provide regular reports to the Trustee FRAR committee and updates to school leaders through the YCAT newsletter, admin/HT meetings and regular emails. • To liaise with NYC HANDS to actively monitor developments and changes in legislation in respect of H&S requirements and advise on appropriate action as required.

YCAT CENTRAL TEAM

JOB DESCRIPTION

- To support schools in ensuring the security of Trust resources and accommodation including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- Ensure compliance with best practice and statutory requirements in the area of Health and Safety.
- To manage and maintain Asbestos Management Plans for each Trust site, ensuring records up to date on SYPRO. Ensure asbestos training is up to date throughout the trust, organising update training as required.
- To liaise with external building surveyors and manage actions raised from annual asbestos checks.
- Monitor H&S staff training records at all schools ensuring statutory training is up to date for all schools e.g., working at heights and fire safety.

Capital Works and Maintenance

- Contribute to the strategic planning and development of each MAT school site, in conjunction with the School, Leadership Team and be proactive in identifying the most appropriate and effective solution to the developing facility needs of each school.
- Work with the schools and the Trust's property consultants to formulate a 3 – 5-year cycle of works, identifying priorities, long term premises development and on-going maintenance plans, keeping Headteachers / CEO/Trustees and Governors informed.
- Work alongside the schools and the Trust's property consultants to produce outline plans and specifications for building projects, attending site meetings as necessary.
- Liaise with schools where small grant applications for YCAT capital funding are appropriate.
- To ensure that where additional funding is available for capital works, those opportunities are pursued in a technically informed way such that effective bids are submitted correctly and on time to maximise the resources available to the school.
- Liaise with appropriate organisations/agencies/external consultants in connection with planning and conducting major works at the Trust schools and ensure compliance of contractors with Health and Safety requirements and regulations, in liaison with the Headteacher/CEO/Governors.
- Work with Headteachers/School Admin/Governors to manage the implementation and snagging of all capital projects so they are completed to time and are fit for purpose.
- Maintain a central repository (SYPRO and Sharepoint) for estates and premises documentation for all Trust schools including certification, site plans and other documentation such as Fire Risk assessments, planning and building regulations sign offs, condition surveys etc.
- To liaise with contractors and oversee contractor budgets accordingly, notably during CIF projects and other funded projects e.g., the Energy Efficiency grants.
- To establish, monitor and review a list of contractors for minor works including the provision of pre-determined pricing/specifications as appropriate.
- To have a good understanding of all the schools SLAs which are in place e.g., grounds maintenance, fire alarm testing, electrical testing, ensuring best value for money and that equipment is routinely tested and maintained as necessary.
- Work with all Trust schools to ensure all property compliance and maintenance checks are undertaken and recorded on SYPRO and managed accordingly.

YCAT CENTRAL TEAM

JOB DESCRIPTION

	<ul style="list-style-type: none"> • Act as main point of contact for cleaning contracts alongside school leaders, either in house or external contractors • Work with the schools to maintain the Trust's asset management register. • Ensure the ESFA Land and Buildings Collection Tool return is submitted on time and a sound understanding of the legalities of all Trust sites land. • Assist the schools to be energy efficient in making decisions with due consideration to environmental factors and the development and management of an Environmental and Sustainability plan that supports the vision of the Trust. • Represent the CEO or Head Teacher at meetings with other officers, property consultants, agencies, police etc relating to building management issues. • To ensure a summer holiday break plan is produced for each Trust school which includes emergency contacts, key holder information, contractors, details of summer holiday works and key contacts for property and premises maintenance e.g., plumbers. Copies to be held in each school, by Headteacher, Caretakers, Key holders, Governors, Estates Manager and CEO. <p><u>Financial Management</u></p> <ul style="list-style-type: none"> • To maximise income generation by sourcing, preparing applying for income generation grants available to Academies. • To secure best value whilst looking at procurement across the MAT.
Safeguarding	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role • Understand that different confidentiality procedures may apply in different contexts. • Be responsible and actively promote safeguarding the welfare of children and young people that you come into contact with.
Systems and Information	<ul style="list-style-type: none"> • Manage, monitor and contribute to the effective management of technologies and systems relevant to property management e.g., SYPRO.
Strategic Management	<ul style="list-style-type: none"> • To support income generation activities identified for property needs. • To investigate new streams for funding and submit bids as appropriate. • To be involved in contingency planning and ensure all schools have an up-to-date Business Continuity Plan. • Make the best possible use of resources through effective planning, considering all financial and other resource implications.
Data Protection	<ul style="list-style-type: none"> • To comply with the YCAT's policies.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedures. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Take a lead role in Health & Safety management, ensuring effective risk management.
Equalities	<ul style="list-style-type: none"> • Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users. • Develop own understanding of equality issues.

YCAT CENTRAL TEAM
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PERSON SPECIFICATION
JOB TITLE: ESTATES MANAGER

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <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
Experience <ul style="list-style-type: none"> • Experience of managing/supervising staff • Demonstrable financial management experience • Administrative experience • Experience of Premise Management • Experience of data inputting systems • Experience of dealing with and overseeing several budgets at one time 	
Occupational Skills <ul style="list-style-type: none"> • Good ICT skills • Ability to manage the (school) 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 	

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Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Good Organisational and time management skills • Ability to work as part of a team. • Flexible and committed. • Confidentiality 	
Qualifications <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
Other Requirements <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school'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 	