



Job Description – Deputy Estates Manager

Purpose of job:

The postholder will support the Estates Manager in the security and maintenance of the whole school site and help to ensure the school complies with all current legislation relating to site safety and management. The post holder will promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials and provide technical expertise to the Director of Finance & Operations (DFO).

Within this busy team, the postholder will assist the Estates Manager to promote a teamwork culture which encourages and supports hard work and success. This will involve helping to creatively plan and develop the vision and strategy for the school premises with a commitment to achieving excellent standards.

They will also be responsible for the day to day running of the Estates department, this would include delegating work in order of priority for both reactive and planned maintenance.

Line Manager:

- Estates Manager

Responsible to:

- Director of Finance and Operations
- The Head
- The Deputy Heads
- The Governing Body

Other key relationships:

- Health & Safety Lead
- Parents
- Pupils
- Colleagues
- Contractors

Hours

Some evening and weekend cover will be required to meet the operational needs of the school and to support events and lettings. Part of an on-call duty rota as a primary key holder.



Key responsibilities:

Site Maintenance

- To maintain the site in a good state of repair, ensure it is safe and the appearance of all buildings and facilities including the swimming pool, roads and pathways, grounds and gardens meet high standards under the direction of the Estates Manager and in co-operation with the Head Grounds, ensuring Health & Safety, hygiene and school policies are adhered to.
- The maintenance covers, but is not restricted to, boilers, electrical items, CCTV, fire alarms, air conditioning, drainage, decoration, gates, vehicles, swimming pool plant, grounds, as well as having a good knowledge of our legal responsibilities for asbestos and legionella management.
- The postholder will be expected to manage workloads which are both reactive and planned in an effective and cost-efficient manner, ensure work logs are maintained, and to work with the Estates Manager preparing and maintaining capital expenditure project plans.
- Liaise with and supervision of all on site contractors, monitoring their performance and inspection of work carried out to ensure standards and services are met.
- To undertake and document risk assessments of the site and other risk assessments / health and safety checks in collaboration with the Estates Manager and Health & Safety Lead.

Fire, security & lockdown

- As a designated Fire and Security warden, to ensure that all systems are regularly maintained and tested, appropriate records kept, and the Fire Risk Assessment and all related policies and procedures are reviewed and updated as necessary under the guidance of the Estates Manager, Fire Officer and Health and Safety Lead. Assist with regular fire drills and implement any relevant actions arising from them.
- Ensure internal security procedures are adhered to, reporting any breaches to the Estates Manager, including the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems and access system.
- To monitor traffic on site including adherence to school rules. Along with the Health and Safety Lead regularly assess and review traffic and parking policy to ensure optimal safety.
- To support the development and implementation of Lockdown procedures and Critical Incident Management Planning. In such an event, initiate the necessary procedures quickly and accurately, relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board.
- Ensure effective lettings, including briefing clients on school closures and of changes to evacuation and fire procedures.



Budget management & cost effectiveness

- To contribute to the school's objectives of achieving greater value for money in the ongoing maintenance and day to day running of the buildings and site, especially around energy usage.
- To help identify contracts maturing / arising and plan for appropriate allocation of these contracts in advance, in line with the procurement policy.

Portering

- To provide a portering and furniture-moving service to ensure supplies are in place and school activities can operate smoothly.

Cleaning and welfare

- To help ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

Transport

- To assist with the management of the fleet of school vehicles ensuring they are correctly serviced and maintained and safe to drive. Ensure the vehicles are parked in a secure area of the school.

Communication

- To treat children, always, in a manner consistent with specific school policies and the broader ethos of the school.
- Communicate with colleagues with a 'can-do' attitude.

Training

- To participate in in-service training as part of career development, in line with school needs.

Teamwork

- To work as part of a closely knit Estates team, supporting colleagues and to participate in all necessary duty rotas within and around the school.
- To maintain an appropriate and professional standard of personal appearance.
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body.
- To safeguard and promote the welfare of all children.
- To have respect for the confidential nature of the post.



Health and Safety

- Be aware and understand normal and emergency procedures at the school within the normal operating procedure and emergency action plan.
- Have regard to the health and safety of all children, staff, parents and visitors to the school.
- Maintain a safe environment where children feel able to share safeguarding concerns.

Other

- To attend regular Admin meetings and other meetings as required.

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

