



PINEWOOD

Est. 1875

JOB DESCRIPTION

ESTATES MANAGER

Line Manager: Bursar

Salary: £40,000 - £45,000 per year depending on experience

Paid Hours per week: 40 hours per week including 30 minute unpaid break each day to be worked flexibly at times best suited to the needs of the School. Usually to be 8 hours per day Monday to Friday but with some weekends.

The post holder is expected to manage their workload and plan their working week to take account of and meet the demands of the role. Overtime and time off in lieu of hours worked are not generally applicable to management roles.

On-Call Rota & Security Lock Up

- To be on call for up to 2 weeks per year to cover holiday for the Caretaker. (A week to be defined as 7 days).
- To be on call for up to 4 weekends per year to cover holiday for the Caretaker. (One weekend to be defined as Friday 4pm to Monday 7am).
- To be available to take on additional on-call duties if necessary to cover for staff absence.

Holiday Entitlement: 25 days per annum to be taken at times to be agreed with the Bursar. In addition Bank Holidays when the School is not in operation.

Notice Period: 2 months

General description of job:

The Estates Manager is responsible for the management, maintenance and security of Pinewood's estate (infrastructure and grounds) to ensure that it provides a physical environment commensurate with the School's strategic objectives safely, efficiently and effectively.

Direct reports:

- Head of Grounds (who in turn manages the Grounds Team consisting of two Groundsmen and the Gardener)
- Residential Caretaker
- Skilled tradesperson
- Facility Support Officers

Main Responsibilities:**Strategy and Capital Projects**

- Work with the Headmaster, Bursar and the Governors to develop and implement an estates strategy which delivers a capital and operational programme of site improvement, maintenance and a move to decarbonisation.
- In conjunction with the Bursar, deliver specific capital projects with professional advisors, and manage delivery and / or act as the main site contact, where appropriate.

Project management

- Ensure that all capital, refurbishment and maintenance projects are delivered on time, to a high quality, and within budget.
- Ensure that all projects are designed in accordance with CDM regulations 2015.
- Ensure that all internal clients are consulted, and statutory consents/permissions obtained and requirements met including planning consents, asbestos refurbishment survey reports and actions arising, building regulations and fire authority approvals.
- Design standardisation into projects to ensure procurement efficiency and reduced costs in the future.
- Ensure maintenance and capital projects have regard to the strategy on sustainability and decarbonisation.

Maintenance and replacement

- Prepare, develop, cost and implement five year and annual maintenance plans for all buildings, grounds and site infrastructure including replacement of infrastructure, where appropriate.
- Prepare specifications for delivery of the rolling programme of maintenance and method of delivery (in house or contract).
- Manage the delivery of work, advising on the selection and appointment of competent contractors where appropriate.
- Oversee the delivery of reactive maintenance seeking to ensure it can be incorporated into cyclical maintenance and refurbishment, as required.

Property management

- Maintain accurate records, plans and drawings of the site and its buildings, including operations and maintenance manuals for plant and services infrastructure.
- Encourage positive relations with the School's neighbours, local authorities and wider local community.

Security

- Oversee the security arrangements of the site including all individual buildings, ensuring appropriate procedures and policies are in place and implemented including access control systems (manual and electronic) and CCTV.

Environmental management

- In consultation with the Head of Sustainability, help develop and promote an environmental strategy for the estate, with the support of professional advisors, where appropriate.
- In consultation with professional advisors develop, cost and implement a plan for decarbonisation across site operations and supply chains.

Health, Safety, Environmental Protection, Fire and compliance

- As the HSEP and Fire Coordinator lead on all matters relating to HSEP and Fire across the School site, ensure that statutory requirements are met and relevant policies, procedures and safe working practices are in place, reviewed regularly and followed, including a robust and effective risk management process.
- Where areas for improvements in HSEP and Fire are identified, work closely with affected staff to ensure that remedial measures are taken and appropriate training provided.
- Ensure that all statutory testing of buildings and site infrastructure including fire safety, electrical, gas safety, legionella, asbestos management, ventilation etc. is completed on time in accordance with regulation and that any remedial action is implemented in a timely manner and records maintained.
- Maintain the School's Asbestos Register.
- As the designated Deputy Fire Safety Officer, commission and review the 3 year Fire Risk Assessment and ensure that routine fire drills and alarm tests are conducted and recorded, with any necessary remedial action taken.

Procurement, cost and budget management

- Ensure the delivery of projects and operations within budget including preparing annual budget bids and monitoring spending.
- To deliver within the relevant delegated budgets including preparing annual budget bids and monitoring spending.
- Ensure best value is achieved across all functions of the Department striving to improve efficiencies and minimise waste.
- Manage stock control and minimise waste.
- Identify any potential cost savings and take action to implement these effectively.
- To provide timely and accurate information to the School Accountant.

Team Management

- Ensure that the Estates and Grounds team are appropriately inducted, certified and qualified through a timely programme of training and technical updates.
- Ensure that the Estates and Grounds team follow safe working practices at all times.
- To successfully manage all direct reports whilst maintaining high levels of productivity, quality and morale.
- To hold regular team meetings for all direct reports.
- To identify requirements, plan, manage and record staff training ensuring that all staff attend staff training.
- To develop staff skills.
- To prepare work rosters.
- To ensure that appropriate cover is in place for access and security and responding to emergencies when the Caretaker is absent.
- With the support of the Director of HR, successfully manage staff absence in accordance with the School's Absence Policy.
- To set and monitor performance objectives and standards for staff using the School Support Staff Appraisal System.
- With the support of the Director of HR, monitor and manage the working of over-time/TOIL of staff as appropriate.
- To ensure staff use appropriate Manual Handling techniques and equipment.
- To be involved with recruitment of staff for the department under the guidance of the Director of HR.

Other Tasks

- To manage specific projects within the School under the direction of the Bursar.
- To build strong working relationships with all relevant stakeholders including staff, pupils, parents, visitors and suppliers.
- To complete any other tasks as reasonably directed by the Bursar (e.g. event/match day parking).

Safeguarding of children

- All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy.

Essential competencies:

- Relevant experience in building or facilities management or related area.
- Relevant experience of managing Health & Safety within the workplace.
- Experience in the appointment and management of contractors and property professionals.
- Previous successful line management experience.
- Excellent interpersonal skills with an ability to work collaboratively and relate to people at all levels.
- High level of time management and planning skills.
- Self-starter, able to organise and prioritise own workload.
- Budgeting skills, able to successfully monitor and manage spend.

- Ability to work under pressure and to be flexible whilst managing fluctuating priorities and changing situations.
- Willingness to be “hands on” to support the team and other colleagues as needed.
- Highest levels of confidentiality and professionalism.
- Passionate about service and dedicated to ensuring the department provides the highest levels of service to the School.
- Competent IT user.

Desirable competencies:

- A professional qualification in building or facilities management or related area.
- PRINCE 2 project management and relevant experience of implementing it.
- NEBOSH National Certificate in Occupational Health and Safety.

Employee Benefits include:

- Support Staff Pension Scheme.
- Complementary coffee, tea and snacks during the working day during term-time.
- Complementary lunch as provided to the children during term-time.
- Free car parking on site.
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.
- Well-Being Programmes and Staff Events.
- GP24:7 free online GP service available to all staff 24 hours a day, 7 days a week.