

JOB SPECIFICATION

Job Title:	Estates Operations Manager – Evaluated June 2021
Reporting to:	Chief Operations Officer
Grade:	Trust Central – Grade 11
Workplace:	Based at WMAT HQ with essential travel to all sites

Purpose of the Post:	<p>Manage and deliver a co-ordinated approach to estates management across the Trust. Under the direction of the Chief Operations Officer and the advisement of external appointed professional services the post holder will ensure the Trust meets obligations and aims in the key areas of:</p> <ul style="list-style-type: none"> • Health & Safety • Building Compliance • Management of Planned Works • Capital Development • Reactive Maintenance • Contractor Management <p>The post holder will have line management responsibility for the central estates team and hub Estates Supervisors (pending re-structure).</p> <p>This person must be able to work independently the majority of the time and take responsibility for their own workload and that of others.</p>
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Procedural/Reporting Responsibilities:	<p>The post holder will work alongside the Trust Estates Officer to support the COO. Duties include:</p> <ul style="list-style-type: none"> • Developing standardised plans/procedures to cover annual/termly/monthly building management requirements, grounds, repairs, maintenance and health & safety checks and management of related assets. • Manage and monitor all statutory requirements including H&S regulations across the Trust under the advisement of suitably qualified external professionals e.g. competent person for H&S • Support the development of the Trust Estates Strategy by providing site based information in collaboration with external professionals where required including condition surveys, asbestos reports, audit reports and relevant risk assessments. • Ensure all relevant reporting systems are updated in an accurate and timely manner. Ensure that regular inspections/audits of relevant systems to meet the requirements of the Trust Estates framework are carried out at all levels. • Provide reports as required to the Chief Operations Officer, trust SLT and Headteachers.
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	<ul style="list-style-type: none">• Ensure relevant Health & Safety regulations are applied and adhered to across the Trust and that works are conducted under appropriate control measures under the advisement of external professionals where required.• Co-ordinate and manage information to support appointed competent person in managing the risk from asbestos in compliance with the standard set out in the Control of Asbestos at Work Regulations 2002 across the trust. (where applicable).• Support the work of the Trust in undertaking due diligence of new academies
Health & Safety Responsibilities	<ul style="list-style-type: none">• Have a thorough understanding of current H&S legislation. Lead on the trust wide management of health & safety in schools advising and supporting headteachers on a regular basis. Undertake termly monitoring visit at each academy and produce relevant reports.• Support the externally appointed Project Manager to ensure safe working practices in relation to site based activities• Lead the continuous development of premises management documents in line with legislative changes to ensure all Health & Safety obligations are met and manage the implementation of policies and procedure.• Provide management support to internal and external audit process• Provide an advisory service to schools in collaboration with external H&S consultant• Support where required with management of site based H&S in relation to major/minor works programme (under advice of Project Manager)• Oversee and maintain the reporting of accidents and incidents offering support and advice as appropriate.• Advice and undertake accident investigations as necessary.
Building Compliance Responsibilities	<ul style="list-style-type: none">• Oversee the provision of accurate data to compliance management provider for each academy• Oversee the work of the appointed compliance management provider to ensure that the Trust remains compliant at all times• Provide a management and advice service to schools where remedial works are required, advising on best course of action, value for money and project planning
Strategic Management of Works	<ul style="list-style-type: none">• Contribute to the strategic planning of the Trust's capital management programme identifying works according to priority and advising the Capital Committee.• Manage the delivery of capital works across the Trust in line with the agreed strategic plan and under the guidance of the COO, CEO and Project Manager• Support Finance in the tender process in order to instruct and appoint professionals, trades people contractors and sub-contractors• Value and quality check quotes to an agreed level to ensure best value is achieved as per Financial Management Policy
Operational Management of Works	<ul style="list-style-type: none">• Ensure the timely preparation of documentation to support the capital management process e.g. specifications, commissioning of surveys, planning process, building regs, LA approval, project management plans, etc.• Support appointed Project Manager with capital works as required• Represent the Trust at meetings and report back as necessary• Establish and attend relevant estates related network(s) (internally and externally)• Co-ordinate relevant tradespeople to attend site in an emergency situation• Manage estates function to co-ordinate works in order to achieve best value for the Trust as a whole• Advise academies to ensure emergency estates incidents are managed in a timely and safe manner.

<p>Estates Related Safeguarding</p>	<ul style="list-style-type: none"> • Establish and maintain a list of approved suppliers, register of contractor accreditations/CHAS registration/insurance/DBS details and share with schools • Communicate information regarding contractors visiting site to all schools in a timely manner to meet safeguarding requirements • Undertake regular, relevant training • Identify training requirements of estates team • Undertake Estates related induction for new staff • Deliver school based H&S meetings/training as appropriate – with agreed accredited contractors appointed by the Estates Manager
<p>Expectations of All Employees</p>	<ul style="list-style-type: none"> • Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure equal opportunities for all • Working knowledge of the education sector • Contribute to the overall ethos/work/aims of the Trust and member academies. • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required
<p>Additional Information:</p>	<p>The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.</p>
<p>Responsibilities for Resources:</p>	<p>Employees (Supervision): Supervision of site caretakers with supervision of other premises related staff where required across the Trust.</p> <p>Financial: Source quotations for works. Keep an accurate audit trail of value for money assessments/price checking where competitive tender process has not been required. Support with tendering of high value projects. Value check quotes to an agreed level</p> <p>Physical: Effective use of materials and resources Travel between sites on a frequent basis</p>
<p>Customers and Clients:</p>	<p>The post involves some direct impact on the wellbeing of pupils and staff through undertaking tasks or duties related to the post.</p>

Working Conditions:	Office based but with regular site visits (which given the nature of the role may be outside with exposure to any prevalent weather conditions).
Characteristics of the post:	<p>The ability to regularly attend meetings as required by the COO.</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>
Date Completed	June 2021