



Mossbourne
Federation

Group Estates Manager – Job Description

AUGUST 2024

Date last reviewed on:	12/08/2024
Date to be revised on:	



GROUP ESTATES MANAGER

Position	Group Estates Manager
Salary	Spine Point 65 - £72,318 to Spine Point 71 - £81,506.58
Hours	37.5 hours per week
Full Time Equivalent	Full time, 52 weeks
Contract Type	Permanent
Responsible To	Chief Executive Officer
Relationships	<p>Line Management</p> <ul style="list-style-type: none"> • Estates Managers in each Academy <p>Stakeholders</p> <ul style="list-style-type: none"> • Principals • Central Services Leadership • Sites teams • On-site contractors • Cleaning and catering supervisors
Location	Required to work at each site and be contactable out of hours for pre-planned events and in emergencies

JOB PURPOSE

The Group Estates Manager will shape, lead, and manage the Estates and Estates function across the Federation, developing policy, strategy and ensuring all statutory requirements are met. The role line manages Estates Managers based within academies, and indirectly, their teams.

The role ensures that site operations are maintained to the highest standards and the Federation's buildings and grounds are safe, clean, and welcoming for all pupils, staff, parents, contractors, and visitors. Working in partnership with Principals and their staff, they will manage all aspects of the Federation's properties including responsibility for maintenance, gardening, cleaning services, security, and facilities management and will establish, manage, and promote a proactive Health & Safety culture throughout the Federation.

As Mossbourne embarks upon an expansion phase, they will oversee tendering and project management for several major building projects, including a RAAC related school rebuilding project and significant Department of Education-sponsored buildings works. They will establish standardised processes and practices across all sites, launching a Group Operating Manual and will implement and oversee process technology enablement.

KEY RESPONSIBILITIES

The post holders' key responsibilities are, but not limited to:

General Management

- Provide strategic, operational, and technical advice to the CEO on the development and rationalisation of the Federation estates and facilities, and development and implementation of the supporting strategies for maintenance, refurbishment, and construction of new facilities.
- Oversee the estates and facilities budgets for each Academy. This includes:
 - Contributing to annual budgeting (in collaboration with each Estates Manager and Principal)
 - Seeking continuous improvements and value for money in all Federation facilities



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- Provision of timely and accurate financial information to the CFO and CEO including information required to maintain the asset register.
- Recruitment, training, appraisal, and performance management of all Estates staff, including the monitoring of key performance indicators and rota management.
- Providing dynamic and effective leadership to the estates staff. developing an effective and flexible team with high morale, and customer-centric attitude, conduct and motivation.

Estates Management & Capital Works

- Reviewing the balance between in-house labour and external contracts, making informed recommendations, and implementing changes to support the Federation's estate strategy, particularly relating to maintenance and refurbishment.
- Ensure the maintenance and development of all Federation buildings and associated plant and equipment, including:
 - Development and implementation of a planned maintenance and refurbishment programme for accommodation, buildings, and plant.
 - Establishing robust arrangements to respond effectively to maintenance problems, security issues, emergencies, or other callouts, including term breaks, overnight and at weekends.
 - Ensuring that all facilities remain compliant with legislation, such as in relation to electrical matters, asbestos, legionella, and access for people with disabilities.
 - Decoration and repairs to the fabric of the buildings, including development and implementation of a planned decoration schedule.
 - Maintenance of all plant, including heating, ventilation and kitchen plant, and all mechanical, electrical, and piped services and drainage.
 - Recording and monitoring the consumption of electricity, gas and water and making recommendations for improvements in energy efficiency.
 - Management of contractors working on each site, including for catering, and cleaning.
 - To establish, monitor and review a list of contractors for minor works including the provision of predetermined pricing/ specifications as appropriate.
 - To develop and monitor systems relating to minor maintenance, health & safety, accommodation, and resource needs including implementation of an online Estates management system.
- Close liaison with third parties using Federation facilities, ensuring security and maintenance of sites.
- Review and oversight of the Federation's security measures.
- Maintaining tidy Academy grounds and efficient waste disposal and recycling arrangements, promoting environmental awareness.
- Ensuring the maintenance of all utility supply services including communications systems.

Capital Works & Maintenance

- Development and implementation of the Federation-wide estate development strategy.
- To keep abreast of additional funding is available for capital works, pursuing these through effective bids (accurate and on time) to maximise the resources available to the Academies.
- To manage the tendering, letting, implementation and snagging of all capital projects so that they are completed to time and budget and are fit for purpose.
- To prepare and manage an effective Planned Preventative Maintenance programme across the estate, co-ordinated through the Trust's online Estates management system.



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Health and Safety

- Update and maintain the Federation's Health and Safety Policy and procedures:
 - Ensure that the Federation discharges its duties under its Health and Safety Policy; the Health and Safety at Work Act; COSHH regulations; and other relevant statutory regulation.
 - Ensure that fire and safety equipment and systems are functional, promoting safety awareness.
 - Ensure that an Annual Fire Risk Assessment is carried out.
 - Ensure safety when contractors are on site and at all Academy events
 - Prepare safety instructions for proposed contracts.
 - Manage lone working arrangements for Estates Teams.
 - Ensure the Estates team manages all its operations in a safe and recorded manner, including producing all necessary Risk Assessments.
 - Coordinate and ensure the implementation of the Federation's responsibilities in relation to maintaining health and safety statutory documentation.

Reporting

- Prepare reports for the Trustees, Central / Local Governing Bodies and relevant external bodies in all areas relating to the role, as and when required.
- Making recommendations to the CEO and CFO when setting capital budgets.

Other

- To participate in your own professional development activities and performance management activities as required (including the study of NEBOSH if not currently held).
- This list of duties and responsibilities is not exhaustive and may be amended from time to time, in consultation with the postholder, and in line with the changing needs of the Trust.

Equity, Diversity and Inclusion

At Mossbourne Federation, we know diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We do not discriminate in recruitment or during employment based on race, religion or belief, sex, sexual orientation, gender reassignment, disability, age, marital status or on pregnancy, maternity or parental status.

As a senior officer of the Federation, you will at all times promote this ethos across our community.



GROUP ESTATES MANAGER

Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		Interview	Application Form	Task
Experience/knowledge				
E	Experience of managing buildings, grounds, and related facilities within a school or similar environment.	X	X	
E	Experience of contracts management and managing contractors.	X	X	
E	Budget management experience with evidence of value for money improvements.	X	X	
E	Line management experience, managing multiple teams.	X	X	
E	Experience of working in a high-pressured environment.	X	X	
D	Building construction experience and knowledge of CDM regulations.	X	X	
D	A good working knowledge of estates management and associated health and safety legislation.	X	X	
Qualifications				
E	A professional qualification, in building, estates, facilities or related area	X		
D	NEBOSH health and safety qualification	X		
D	First Aid qualified	X		
D	HND/HNC in a relevant Building Service (Mechanical, Electrical or Building)	X	X	
IT knowledge				
E	Strong PC skills Word, Excel, PowerPoint and MS Outlook, MS Teams, SharePoint	X	X	
E	Ability to swiftly adapt to and utilise new/various systems/software	X	X	
Behavioural Competencies				
E	Strategic approach, ability to see the 'big picture' and think 'outside of the box'	X	X	
E	Ability to meet deadlines internally and externally ensuring output is of an exemplary standard	X	X	
E	Must have the upmost integrity as well as high levels of motivation and commitment	X	X	
E	Proactive approach and efficient time management and prioritisation skills	X	X	
E	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation	X	X	
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne's efforts both verbally and non-verbally (i.e., Via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	X	X	X
E	Recognise your role as part of the succession of Mossbourne	X	X	X
E	Play an active role in safeguarding all students and adults	X	X	X
E	This post is subject to an enhanced DBS check	X	X	X