



## JOB DESCRIPTION

<b>JOB TITLE</b>	Head of Estates & Facilities for the Multi Academy Trust
<b>EMPLOYER</b>	Drapers' Multi Academy Trust ("MAT")
<b>LOCATION</b>	Drapers' Schools Campus, Settle Road, Harold Hill, Romford.
<b>SALARY</b>	c£40,000 plus LGPS Pension
<b>HOURS</b>	Full time
<b>RESPONSIBLE TO</b>	Director of Finance & Administration
<b>MAIN PURPOSE OF THE JOB</b>	<p>To shape, lead and manage the Estates &amp; Facilities Management function across the MAT.</p> <p>To manage &amp; improve a proactive Health and Safety process throughout the Multi Academy Trust.</p> <p>To manage, in concert with the Principals, the Estates &amp; Facilities support staff.</p> <p>To ensure that the Estates &amp; Facilities are kept open and fit for purpose and that value for money is achieved.</p>



## MAIN TASKS / KEY RESPONSIBILITIES

### 1. General

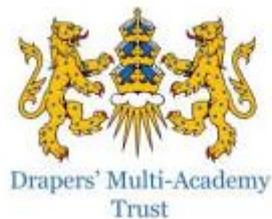
- To work closely with the Leadership teams in the MAT schools in ensuring that the sites and facilities of the schools provide an effective and high quality environment in which the MAT can achieve its objectives.
- To ensure that the MAT buildings and site are clean, safe, secure and accessible.
- To promote teamwork and to motivate staff to ensure effective working relationships.

### 2. Health & Safety

- As the designated 'competent person' for health and safety, to ensure that the relevant legislation and good practices are continually observed.
- To be responsible for leading, developing, implementing, auditing and reviewing the MAT' Health & Safety management systems, and provide advice to ensure that pupils, staff and visitors are provided with facilities that are safe and fit for purpose.
- To develop and implement policies, procedures and processes concerning Health and Safety (including risk/emergency management).
- To promote and monitor safe working practices within the MAT and to provide regular reports to Senior Management.
- To review MAT Estates & Facilities Policies and Procedures ensuring they are relevant, updated and comply with all relevant legislation and are implemented consistently across schools.
- To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required.
- To ensure the security of MAT resources and accommodation including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- To establish, monitor and evaluate risk assessments within the areas of specific responsibility.
- To manage effectively the duties of Site Maintenance staff in the areas of accommodation and resources, providing induction to new staff within the areas of responsibility.

### 3. Capital Works & Maintenance

- To lead on the development and implementation of the MAT-wide estate development strategy.
- To ensure that where additional funding is available for capital works, that those opportunities are identified and that effective bids are submitted correctly and on time to maximise the amount of resources available to the schools.
- 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.
- To be the lead person coordinating major projects liaising with advisors, bid writers and contractors.



- 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 and safety/accommodation/resources requests from staff.
- To be responsible for developing and maintaining a programme of electrical testing of portable items of electrical equipment including relevant record keeping.

#### **4. Finance & Management**

- To work with the Leadership Team and the Finance Team to ensure that the budgets for Estates & Facilities are prepared correctly and that information is made available so that current and future expenditure is recorded and monitored.
- To liaise with the Local Authority, Education & Skills Funding Agency, Department for Education, Insurance Brokers and other third parties as necessary.
- To manage the procurement of MAT-wide contracts for cleaning, catering, security and utilities ensuring that value for money is achieved via competitive tender in compliance with the Academies Financial Handbook and MAT Finance Policy.
- To monitor and manage the MAT-wide contracts for cleaning, catering and security ensuring the contracts deliver service to specified standards.
- To be responsible for the deployment and work of the MAT Site Maintenance staff.
- To plan and monitor the expenditure of the relevant allocated budgets.
- To ensure that regular checks of buildings, grounds, furniture, fittings are undertaken and to take appropriate action, which will include advising Senior Management on technical issues, financial and budgetary implications.
- To obtain when necessary financial estimates relating to necessary work and advise senior management accordingly.
- To ensure that orders placed for approved site works/services are in accordance with approved procedures, specifications, timescales and that the work is supervised and completed satisfactorily.

#### **5. Other**

- To participate in your own professional development activities and performance management activities as required
- To be responsible for the MAT minibus fleet including maintenance and compliance with legal requirements.
- To advise on staffing needs, design of job descriptions, person specifications, and participate in the recruitment of relevant staff.
- To coordinate the activities of First Aiders and retain appropriate records.
- To participate in the MAT's Professional Development Review process both in terms of self and other staff as appropriate.
- To manage the catering managers and outsourced provision across the MAT, having general oversight of all catering facilities.
- To maintain an asset inventory (excluding IT equipment) across the MAT.
- To establish and manage a lettings policy that maximises revenue for the MAT.



- To be responsible for the oversight of staffing and security arrangements concerning lettings and events on sites.
- Assist the Director of Finance & Administration with project work as required.
- To undertake other reasonable duties as directed by your line manager

## **6. Additional Information**

- This Job Description is correct at the time of print (4th July 2018) and gives the main responsibilities and tasks of the role, but may be changed or added to as appropriate.
- This post is subject to a probationary period.
- This post is subject to an Enhanced Disclosure and Barring Check.
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.
- The Drapers' Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.



## **PERSON SPECIFICATION**

### **Education and Qualifications**

NEBOSH qualified or equivalent with relevant experience in an estates and facilities management role (Essential).

### **Key Skills and Abilities**

Ability to prioritise, plan and organise with meticulous attention to detail (Essential).

Ability to manage time effectively, to meet deadlines and work under pressure (Essential).

Ability to take responsibility and work on own initiative (Essential).

Ability to procure contract services, evaluate performance and negotiate solutions with supplier (Essential).

Good ICT skills with the capacity to learn to use new systems and software (Essential).

Good communication skills, both oral and written, including presentational skills (Essential).

Ability to form good working relationships both within the MAT and with external bodies and suppliers (Essential).

Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues (Essential).

Understanding of the educational environment (Desirable).

### **Knowledge and Experience**

Evidence of managing large teams effectively (Essential)

Good knowledge and understanding of Health & Safety policy and practices (Essential).

Good working knowledge of MSWindows and Office Suite including MS Excel (Essential).

Working knowledge of H&S software systems (Desirable).

Knowledge of contract administration (Desirable).

### **Personal Attributes**

Commitment to the aims of the Academies working together as a Trust (Essential).

Self-motivated with drive, initiative and high degree of pro-activity (Essential).

Sense of humour and equable temperament (Essential).

Commitment to working as a positive and constructive team member (Essential).

Commitment to Equal Opportunities (Essential).

Confidentiality and diplomacy (Essential).

Strategic and analytical thinking (Essential).

Organisation wide holistic approach (Essential).