

POST: Estates and Operations Manager

RESPONSIBLE TO: The Bursar

SALARY RANGE: £43,365 to £44,931

Main Duties and Responsibilities:

Reporting directly to the Bursar and working closely with the School's Senior Leadership Team, the Estates and Operations Manager is responsible for ensuring the effective leadership, coordination and running of the estates and operational support services across the School and Sports Centre. This role will involve oversight of the school's Health and Safety, estates, maintenance, cleaning, grounds, catering and transport functions. The post holder will monitor and evaluate practice and ensure the development of a high-quality function in each area. The Estates and Operations Manager will assist the Bursar in the development and delivery of the Estates masterplan, and will help manage and oversee the design, implementation, and maintenance of school's operating and maintenance structures & procedures.

Line Management: The postholder will line manage the following personnel.

- Healthy and Safety
- Janitorial/Facilities team
- Ground staff team
- Sports Centre team
- Cleaning team
- Transport team
- Liaise and be the school link with the outsourced catering provider

1. Maintenance of School buildings and grounds.

- Manage the maintenance of all buildings, services, regular/emergency works, special projects and capital projects throughout the School site.
- Preparation of maintenance schedules and keeping of records (including the maintenance of installations and plant for electric and gas supply, heating, domestic hot water, water softening, lighting and ventilation, etc.)
- Draw up outline specifications buildings renovations and improvements, obtain tenders, planning permission as necessary, liaison with School architects and professional advisors when required.
- Upkeep of playing fields, playgrounds, gardens, all weather surfaces, boundaries, roads and rights of way
- Ensure that all projects are properly specified and scoped, and that quotations/estimates for spending are properly prepared and submitted together with detailed explanations for approval.
- Oversee building and grounds projects, ensuring that they are adequately supervised and controlled and delivered with the relevant permissions, on time, within budget and to the highest quality achievable. Major development projects will be managed in conjunction with the Bursar

- Attend to other work, beyond that planned for, according to own initiative as and when required.

Act as custodian for all maps, plans/drawings and designs relating to the School

- Work with the Bursar to tender and manage Insurance providers and ensure any insurance claims are dealt with appropriately

2. Site Health and Safety, security and compliance.

- Act as Health & Safety lead for the School, and Secretary of the Health and Safety Committee which reports to the Estates and IT infrastructure committee
- Ensure that risk assessments are thorough and complete where appropriate, including fire risk assessments, and monitor all departments to ensure that they are carrying out risk assessments. N.B. This excludes School trips, which are dealt with by the Deputy Head, Co-Curricular
- Oversee that risk assessments for all School buildings, grounds and activities, including classroom activities, are reviewed on at least an annual basis and that action points are followed up and implemented as and when appropriate
- Ensure all fire systems and prevention equipment are properly and appropriately installed and maintained and that all fire alarms and monitoring systems are regularly tested. Formulate, monitor and implement the School's Health & Safety policy to comply with the requirements of Health and Safety legislation
- Ensure that all premises compliance checks are completed in line with legislation and policy e.g. asbestos, legionella, electrical, PAT testing etc.
- Ensure that accident/incident and near miss forms are completed and properly recorded and that appropriate action is taken as and when required. Ensure RIDDOR compliance and maintenance of RIDDOR records
- Ensure that safe working practices are employed and that all School staff are properly trained and competent in the operation of any equipment put into their charge
- Ensure compliance with other legislation and guidance relating to the School's estate, including ISI regulations and GDPR
- Development and implementation of the School's Crisis Management/Emergency Planning/Business Continuity policy
- Be a key holder for the School on the emergency callout list

3. Lettings of School premises.

- Letting School premises to outside organisations (by agreement with the Bursar and Rector) and ensuring the appropriate agreements/licences and insurances are in place
- Ensure the premises are maintained to the agreed standards

4. Catering/ Domestic.

- Liaison with the catering contractor to ensure that catering meets the School's expectations of quality and service, and that the dining room and kitchen areas meet the requirements for hygiene and food safety.
- Assist in the review of the contract caterers to ensure they are delivering on their contracted commitments through regular contact and monthly reviews together with the Bursar against KPI's.

- Assisting with the administration and organisation of School Events and attendance at functions as required (e.g. Open Days)
- Liaison with the Parents' Committee on Estate department matters

5. Strategic and Operational Oversight

- Attend Estates and IT infrastructure Board Committee meetings, prepare reports and report to the committee on as required.
- Support the Bursar in preparing the school's five-year rolling Estates, buildings and grounds maintenance and improvement plan according to the Whole School's Development plan. Prioritising and detailing spend by financial year, allowing the Bursar and Head of Finance to prepare detailed and accurate budgets, including the annual expenditure budget.
- This plan will include planned, preventative and reactive maintenance and improvement works to maintain high standards across the site.
- Assist with the management of large capital and refurbishment projects.
- Act as a key point of contact with site contract managers.
- Assist the Bursar with the planning (specifications, tender/ quotations, contractor selection) and then project manage School controlled estates improvement projects.
- Implement best practice to achieve efficiency savings.
- Working with the Bursar, be responsible for the recruitment, development, welfare, allocation and effective management of all departmental staff across all above noted functions, undertaking appraisals and identifying appropriate training needs.

5. Contract Management

- Regularly review annual facilities contracts to ensure terms and conditions are reasonable and meet the school's requirements.
- Establish relationships with suppliers and make recommendations for potential changes, taking into consideration the needs of the School and budgets.
- Where services are provided by an external contractor, set service level agreements and monitor standards against specification and KPIs on a regular basis.

6. Site Security

- Establish, implement and monitor an effective system to secure premises during and outside school hours, whilst managing the safety and best interests of pupils and staff
- Ensure surveillance systems are operational and tested at specified intervals, taking appropriate actions to resolve any defects in the systems.
- Arrange and participate in site cover by the Estates and Operations Team in term time and holidays, staffing all school activities and events, and holiday rotas to adequately staff the school.
- Ensure that all out of hours calls and emergencies are dealt with in a timely manner and respond as appropriate.

7. Premises and Plant Equipment

- Ensure that all plant and equipment is operational and maintained in a safe working condition through a specified programme of regular inspection and planned maintenance.
- Ensure that repairs to furniture, equipment and the fabric of the building are carried out in a timely manner to appropriate standards.
- Monitor the provision of heating, lighting, water, drainage and other services, and reacting promptly to failures or hazards. Monitor energy efficiency ensuring that all controls are adjusted appropriately.
- Ensure that all grounds are properly maintained including general repairs to boundary fences, walls and other external features. Ensure that the external appearance of the school grounds and premises, including signage, supports the school's marketing initiatives.
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage in accordance with school policies
- Oversee the co-ordination of intra-office moves.
- Oversee the co-ordination of rooming, cleaning, catering for school events as per the school calendar.

8. School Transport

- Management of the School Transport in both the Senior School and Junior School and coordination and management of school buses with our outsourced provider, including coaches for trips and fixtures, working with the School to deliver the optimum service.
- Working closely with the School Office, Director of Sports and Games and Head of Co-Curricular through the weekly planning meeting to ensure the smooth running of the School.

Person Specification

Estates & Operations Manage Person Specification	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Educated to degree level with relevant professional qualification(s)	✓	
A commitment to continuous professional and personal development	✓	
EXPERIENCE		
Strong project management, planning and development experience	✓	
Experience of working in the education sector		✓
Experience of financial planning and budget management	✓	
Strong experience of management of teams	✓	
Experience of managing projects across multiple areas of estates		✓
KNOWLEDGE AND SKILLS		
Strong analytical and problem-solving skills	✓	
Good oral and written communication skills, including presentation skills	✓	
Strong organisational skills including managing a varied long-term workload	✓	
Effective project management skills	✓	
The ability to develop and manage relationships with a wide range of people, and all parts of the School	✓	
PERSONAL COMPETENCIES AND QUALITIES		
Highly motivated, energetic and personable individual	✓	
Effective leadership style, with the presence and credibility to represent the School at all levels	✓	
Understanding of, and belief in, the aims and ethos of independent education	✓	
A willingness to work flexibly, including working evenings and weekends when required	✓	
Attendance at school events including those at weekends	✓	