

Job Description

Title of Post	Estates Officer
Scale/Grade	Grades 6 (£33,143 - £37,280 Annual salary)
Hours	37 hours per week / 52 weeks per year
Responsible to	Director of Estates & Facilities
Disclosure Level	This post is subject to an enhanced DBS check

Purpose of the Job

To provide essential operational and administrative support for the St Clare Catholic Multi Academy Trust supporting the Director of Estates & Facilities in a range of functions, including Compliance, Procurement and Project Management. The Estates Officer will play a key role in ensuring safety standards and supporting operational efficiency across the Trust Estate.

Key Responsibilities

- Provide administrative support to the works across the Trust Estates and Facilities Management.
- Support the Implementation of Health and Safety Standards across the Trust, ensuring full adherence to the Health and Safety at Work Act, and the Trust's Health and Safety Policy.
- Serve as a liaison between sites and central staff, facilitating effective communication.
- Apply problem-solving skills and resolve issues within required deadlines.
- Monitor contractor work, ensuring timely completion of maintenance projects within budget and according to Safety Standards and assist in looking for opportunities to secure improved value for money.

All Saints and ASSERCo

- Be responsible for the line-management of estates staff, planning and managing recruitment, appraisals and professional development.
- Ensure the estates functions operate in accordance with statutory regulations.
- Implement school-wide changes and allocate resources in line with the School Improvement Plan, ensuring policies and procedures are in place and communicating them to staff.
- Manage the school's compliance with statutory obligations and advise others on the relevant legal, regulatory and ethical requirements.
- Scheduling holiday works across the site coordinating with other departments to ensure works are completed on time and to budget.
- Take the lead on compiling, and implementing, a Premises and Facilities Development Plan, and work with the Caretaker to develop and maintain a site maintenance and decoration plan.
- Supervise the maintenance and development of the school site, buildings and grounds to meet the needs of users and ensure there is a safe environment

- Ensure the appropriate placing of all service and maintenance contracts, and ensure contracts are effectively monitored and managed
- Manage and support the school's Emergency Plan and Business Continuity Plans.
- Take the lead in the management of School Hire lettings at All Saints

Co-location

- Liaise with Seven Hills Headteacher, Business Manager and Premises Team to ensure day to day operations run smoothly
- Foster a strong working relationship between the two schools

Sports Centre - ASSERCO

- Line management of the Bookings Co-Ordinator and Facilities Assistants.
- Ensure the Centre is compliant with Health & Safety and Employment legislation.
- To manage and develop the maintenance of the centre working with the Facilities Assistants to improve standards.
- Deal with day-to-day issues relating to the joint use of the facility.
- Advise the Director of Estates & Facilities of matters relating to the lease and management agreement with Goals and ASSERCo as they affect the school

CMAT

- Oversee the Compliance Pod compliance system, ensuring precise record-keeping for compliance, estates reactive works, facilities management, and health & safety. Address any areas of non-compliance promptly, including entering data on remedial actions arising from documentation.
- Plan, develop and project manage capital projects across the Trust where required, supporting the Director of Estates and Facilities, School Business Managers and Headteachers with projects ensuring value for money and all appropriate procedures are followed.
- Contribute to the development of the Trust's Asset Management Strategy
- Assist the Director of Estates & Facilities in driving contract negotiations for the supply of external services and goods ensuring procurement activities reflect best practice and value for money

Health and Safety

- Support all Schools to develop and ingrain health and safety regulations,
- Provide guidance and assistance to staff across the Trust to assist them with the discharge of their responsibilities
- Support and entrench procedures for reporting of accidents and near misses

Estate Management & Security

- Support the programme of planned preventative maintenance works for the Trust estate, ensuring necessary focus is provided on maintenance schedules, compliance and record keeping
- Assist the Director of Estates & Facilities in the analysis of reactive tasks and condition Surveys.
- Ensure that the All Saints/St Clare Trust remains compliant with all relevant legislation relating to land, buildings and health and safety.
- Assist the Director of Estates & Facilities to ensure appropriate security measures are in place to protect the security of pupils, staff, visitors and academy buildings.

Quality Assurance

- To identify and highlight any breach of policy, procedure and financial regulations
- To take responsibility for the safe use and safe keeping of all resources provided for delivery of the role of Estates Officer.
- To constantly strive for value for money and greater efficiency in the use of public and charitable funds and donations.

Management Information and Administration

- To maintain the confidentiality of all personal and financial information, including those of related parties
- Ensure compliance with the requirements of GDPR

Internal Working Relationships:

- CEO, CFO, Headteachers, Senior Leadership Teams, Support Service Team Budget Holders, Trust Staff and Learners, other Leadership within the Trust schools.

External Working Relationships:

- Education Skills Funding Agency, Local Authorities, Contractors and Suppliers, Partner Academies, Parents and Guardians.

Communications:

- To ensure all communications with service users and stakeholders reflecting the culture and values of All Saints and the Trust.

Marketing and Liaison:

- Develop, nurture and maintain the positive image of All Saints/the Trust.
- Attend all functions and meetings as directed by the Headteacher/ Director of Estates & Facilities to support the delivery of the role and promote the values of All Saints and the Trust.

Corporate Responsibility:

- To abide by and implement all policies and procedures of All Saints and the Trust.

Other Specific Responsibilities:

- To contribute to the overall aims and objectives of All Saints/the Trust by ensuring the core values are exemplified in your attitude, language and behaviour.
- To continue personal development in areas relevant to your role and to participate in staff performance management and appraisal reviews.

General Statement:

- This job description sets out the main duties and responsibilities of this post at the time of drafting. This list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Estates Officer will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Director of Estates & Facilities.

Safeguarding:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Personal Qualities

- Ability to communicate and engage with people both verbally and in writing concise to senior staff within the schools and Central Team.
- Experience in a health and safety or facilities management role is essential.
- Experience of working within a school setting would be an advantage.
- IT literate with a working ability to use key IT software to present work to a high standard.
- Proficient in the use of Microsoft Office/Word/Excel/Access/PowerPoint/Teams
- The role will involve travel to the schools within the Trust so you must be willing to travel.
- We need a committed team player with excellent organisational skills - with the ability to multitask and manage conflicting priorities.

If you are seeking a fresh challenge, enjoy variety in your role and are looking for an opportunity to make a difference, we would welcome your application.