

Estates Hub Manager Multi-site

Job Description

Reporting to	Head of Estates
Grade	SO1

Job Purpose

To provide and oversee the Estate buildings and services for The Park Federation Academy Trust. A significant part of the role will involve statutory compliance, including meeting all Health and Safety, Environment and Local Authority standards:

- Work with the Head of Estates to plan, co-ordinate and implement inspection, maintenance, statutory compliance and repairs to the academy buildings and grounds, implementing centrally procured contracts;
- Provide flexible support to the Trust by attending our Academies regularly to ensure The Trust meets its statutory obligations, including providing suitable and sufficient Health and Safety training;
- Support the Head of Estates with the recruitment of the Premises teams, including cleaners;
- Responsible for the performance management and daily management the premises teams and cleaners to ensure the highest standards of service delivery are maintained;
- Be responsible for health and safety within each hub academy, and ensure the security of each premises;
- Act as a point of contact in the absence of the Head of Estates;
- When appropriate, problem solving, using innovative and creative solutions.

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

Leadership, Management and Supervision

- Be a point of contact for the Principals and site teams within the Academies;
- Co-ordinate and implement routine inspections and repairs of academy buildings, equipment and external environment, including annual, monthly, weekly and daily inspections;
- Update and manage the interactive health and safety system at each Academy, and the online iamCompliant system;
- Advise on a rolling programme of redecoration/refurbishment;
- Investigate reported site issues, provide possible solutions and initiate repair/maintenance, discussing with the Principal/Head of Estates if appropriate;
- Order and supervise repairs and act as project manager for small maintenance contracts and improvement schemes, ensuring best value for money is received;
- Assist the Head of Estates/Principal to prepare documentation for tenders or specifications of small to medium projects;
- Oversee the Inspection of outside internal and external fabric of academies, including equipment, and report and/or repair defects as appropriate;
- Agree a system with the Head of Estates for window cleaning arrangements, and monitor if appropriate;
- Manage, supervise and monitor any facility or building contractors undertaking work on the academy premises. Ensure that any issues with contractors are promptly followed up;

- Attend Academy Council meetings, reporting on buildings, maintenance and health and safety issues;
- Have oversight of all out of hour's activities at hub academies and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both academy functions and outside lettings;
- Manage the external grounds contractors, ensuring they are maintained to the required standard and making recommendations for improvement to the Principal/Head of Estates;
- Manage and monitor the performance of the premises and cleaning staff, to maintain effective working relationships, to ensure good timekeeping, and ensuring work schedules and standards are maintained;
- Ensure premises staff plan and manage all requests for works and preparations for each hub academy events such as assemblies, meetings, workshops and INSET, including that all requests are recorded in lamcompliant and are actioned in a timely manner;
- Induct Premises Assistants, Janitors and Cleaners, ensuring they are conversant with their duties and the standards of work expected of them, providing appropriate on-the-job training as required;
- Oversee the hiring/letting of premises in consultation with the Head of Estates and Principal;
- Conduct performance reviews/appraisals for the premises and cleaning staff;
- Oversee absence management for premises and cleaning staff;
- Arrange and/or provide cover at academies during times of staff absence.

Security, Compliance, Health and Safety

- Ensure the Trust Health and Safety Policy and management arrangement are current and reflect actual working practices across the Estates;
- Participate in the termly Governor Health and Safety walk round and complete a written report for the Head of Estates.
- Undertake an annual self-audit for each hub academy, which will be shared with the Governing Body and Board of Directors.
- To ensure the safety of all users, oversee and review the daily, weekly and monthly checks at Academy level, and report any relevant information to the Head of Estates;
- Review and advise on all external risk assessment undertaken by our contractors;
- Oversee asbestos at site level, ensure necessary information has been given to staff and contractors alike;
- Undertake and review relevant Premises related risk assessments;
- Ensure that the Building Condition Survey for each hub academy is kept up to date and that the premises are fit for purpose;
- Organise cleaning materials and equipment orders and ensure their correct maintenance and storage by conducting COSHH risk assessments for each hub academy;
- Conduct accident investigations across hub academies;
- Maintain a register of risk assessments for each hub academy;
- Discuss with the Head of Estates and arrange within budget for day to day repairs to be carried out to the required standard;
- Ensure that any repairs are carried out in a timely manner, reporting any defects;
- Advise Senior leaders on all health and safety matters which require attention;
- Take responsibility for own and other's health and safety;
- Contribute to the review of general and individual risk assessments as required;
- Undertake yearly fire risk assessment at each hub academy and conduct cyclic inspections;
- Oversee the safe opening and closing of hub academies to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance and emergency services;
- Consult with Principal and Head of Estates for premises cover arrangements for lettings and out of academy hours' functions;
- Have responsibility for the weekly checking of and proper operation and function of all alarms and fire equipment in Hub academies, including weekly checks of fire alarms, call points, fire doors, fire extinguishers, lockdown systems and emergency lighting;
- Ensure Premises teams undertake daily checks to ensure emergency exits and entrances are not obstructed;

- Liaise as necessary with emergency services including the calling of the services as appropriate;
- Compile reports on acts of vandalism to the Principal, Head of Estates and Police where necessary;
- Ensure daily inspection of academies is undertaken to ensure prevention of trespass and safe use of the site at all times;
- Be a key holder for all hub academies and attend respond to call outs and take appropriate action.

General Duties

- Oversee the cleaning teams to ensure prompt cleaning of sickness, and spillages as required in accordance with hub academies' procedures;
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate;
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate;
- Ensure access, assist and secure premises for all emergencies services as necessary;
- Plan and ensure arrangements are suitable for deliveries in each hub academy and supplies are distributed by the teams to various parts of the academies as appropriate;
- Oversee the management and operation of the heating and ventilation systems;
- Liaise with Heating and Energy Management Contractors to maintain systems;
- Ensure premises teams take energy readings on a monthly basis;
- Ensure lighting is kept in good working order and arrange replacements as necessary;
- Support with emergency cleaning during the day quickly and efficiently and in accordance with health and safety regulations;
- Ensure that hub academies, including external grounds, are kept clean throughout the day;
- Oversee the cleaning and clearing of all drains and gullies, and ensure effective and healthy operation;
- Ensure the premises teams keep external bins tidy and order skips as necessary in liaison with Head of Estates;
- Ensure there is a regime to keep the academies free from pests and vermin;
- Ensure appropriate snow plans are in place and areas are gritted or salted during adverse weather conditions and provide safe access to academies in the event of snow, ice or flooding;
- Inspect all outside areas for hazardous materials, consulting with the Head of Estates for the best method of removal;
- Manage the maintenance of gardens through our contractors including bulb planting, grass cutting etc.;
- Ensure cleaning consumables including toilet paper, soap and hand towels in all the toilets, staffroom and other areas are checked by the premises teams and replenished as required;
- Maintain stock levels as required, ordering supplies within agreed budget in consultation with Head of Estates/Principal, and ensuring goods are received.
- Obtain monthly budget reports from the Finance Manager;
- Ensure all tools and cleaning products are stored correctly and are not accessible by children and that hygiene standards and regulations are met;
- Maintain an up to date list of all hazardous substances and where they are located, ensuring a copy is kept in the shared server and emergency grab bag in case of emergency;
- Be responsible for making appropriate arrangements for dealing with emergencies which occur outside normal working hours;
- Establish and implement a key identification system for access to all academy areas;
- Maintain an overview of the installed electrical distribution units and which parts of the academy they serve, ensuring systems and circuits are mapped and maintained in line with fixed electrical surveys;
- Remain contactable by mobile phone when on duty;
- Ensure that prior to going on leave and when returning from leave, a full handover of keys and duties is given to other Premises staff;
- Maintain manual and computerised logs of work undertaken, records and information as necessary for insurance or HSE inspection;
- On direction from Head of Estates or Principal, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget;
- Maintain academies' equipment and plant inventory;

- Develop a rolling programme of minor works refurbishment e.g. painting windows, carrying out necessary repairs.

Personnel and Staffing

- To organise and monitor the work of the teams to ensure that good use is made from hours worked;
- To set high expectations of output and conduct with the academy premises and cleaning teams, instilling a pro-active ethos within the team;
- To manage all premises and cleaning staff, ensuring a high level of performance, including probation and performance management;
- Address any staffing issues such as performance or attendance at an informal level prior to escalating to the Head of Estates.

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NEBOSH General Certificate and NEBOSH Fire Certificate or equivalent and willingness to complete both within 24 months of the start date; • Full UK driving license. 	<ul style="list-style-type: none"> • First Aid Training qualification
Experience	<ul style="list-style-type: none"> • Experience of premises management, building cleaning or building management; • Experience of performance management of staff; • Taking responsibility for the security of our academies; • Experience of undertaking risk assessments or willingness to gain appropriate qualifications; • Experience of managing COSHH; • Experience of managing Asbestos; • Experience of Manual Handling; • Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post. 	<ul style="list-style-type: none"> • Experience of multi-site management • Experience of use of commercial cleaning equipment • Experience of commercial site maintenance equipment • Experience of working in a school or education setting • Experience of BMS system and reporting • Experience of managing low value contracts
Skills/Knowledge	<ul style="list-style-type: none"> • To be able to oversee or carry out DIY and handyperson general repairs; • Ability to work at heights (roof access will be required); • Ability to follow and comply with instructions on equipment and/or materials usage; • Ability to manage BMS systems and reporting; • Willingness to lead/work as part of a team; • Ability to work to deadlines; • Ability to manage own work effectively; • Able to use own initiative; • Ability to carry out health and safety checks and maintain relevant records; • Good communication skills. • Computer literate, good ICT skills; • Good level of administrative skills • Knowledge of Security and fire systems; • Knowledge of relevant H&S policies/code of practice/legislations including COSHH, Fire, manual handling procedures and precautions; • Willingness to participate in development and training opportunities; 	<ul style="list-style-type: none"> • Plumbing / Joinery skills

Personal Qualities	<ul style="list-style-type: none"> • Ability to travel to any of our academies including at short notice; • Willing to work outside of normal hours if required; • Have a flexible approach to work; • Efficient and highly organised; • Self-motivated with a positive, enthusiastic attitude; • Able to remain calm and work under pressure; • Ability to manage difficult situations and people; • Ability to present a positive image of the Trust; 	
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