

Job Title	Trust Estates Manager (TEM)
Reports to	Chief Financial and Operating Officer (CFOO)
Salary	Essex Scale 11 (pt 38-42) - £47,153 - £51,201 inc. Fringe Allowance Cost of Living Award pending
Liaison with	All staff and Governance levels, primarily Trustees, Local Governors, Chief Executive Officer (CEO) and Executive Headteacher (EHT)/Headteachers (HT), Senior Leadership Team (SLT) members, Central Services team members and Site/Estates Staff.
Direct Reports	Designated Site Managers
Job Purpose	<ul style="list-style-type: none"> • To support in the development of, and ensuring the implementation of, a long-term vision and strategy for effectively managing designated aspects of the Trust's estate, in alignment with educational priorities and Governance requirements. • To ensure that Trust estates are safe and compliant in line with relevant policies, legislation and the DfE's Good Estates Management Guide. • To promote and manage lettings across multiple schools, working with the Central Finance team and locally based colleagues. • To develop and manage the estate budget(s), monitor expenditure and obtain the best value from providers, developing annual business plans and budgetary submissions. • To ensure robust management of the DET catering contract focusing on compliance and value for money.
Estates Management and Development	<ul style="list-style-type: none"> • To work closely with the CFOO and school leaders to develop and maintain the Trust's Estates Strategy. • To ensure the regular updating of Asset Management Plans and condition data for all schools. • To ensure that development plans for the Trust's estates are regularly updated, prioritised and costed. • To ensure the yearly submission of the Trust's Land and Buildings Collection Tool as directed by the DfE. • To line manage local schools' Estates teams, consisting of Site Managers, Caretakers and Cleaners. • To be responsible for the appropriate deployment of Estates staff across DET schools, ensuring adequate levels of staffing. • To oversee the effective performance management of all Estates staff in line with Trust policies and procedures. • To ensure that annual programmes of maintenance are in place and that planned preventative maintenance is

	<p>completed on schedule and within budget, keeping the Trust's estate operational and safe.</p> <ul style="list-style-type: none"> • To ensure that all registers and records of maintenance and Estates works are adequately maintained. • To develop and maintain an asset register ensuring that all fixed plant, machinery and equipment is properly maintained and inspected to meet legal requirements. • To manage Iris Assets system for all site-related assets, including locations that assets can be assigned to. • To oversee capital projects as directed by the CFOO. Supporting with the identification of grant funding and bid writing to secure additional revenue streams for Trust schools. • To quality control works carried out by contractors and the DET internal workforce. • To ensure the timely submission of any insurance claims relating to estates-based activities. • To oversee the management of utility contracts, ensuring the resilience of utility services to meet future demands. • To develop an effective and efficient sustainability plan for the Trust's estate, ensuring best practice in energy conservation in the use of heating, light, water etc. is developed and maintained. • To oversee the financial management and effective use of Trust estates and capital budgets. • To ensure that schools comply with the Trust's financial procedures on matters relating to finance and procurement. • To ensure the ongoing review of school resources and contracts, considering any opportunities for centralisation and streamlining. • To ensure that school grounds are effectively maintained, including the management of the ground's maintenance contracts. • To oversee the efficient and effective cleaning of the trust estates in liaison with local Site Teams.
Health & Safety	<ul style="list-style-type: none"> • To ensure that the Trust properly discharges its duties under its Health & Safety Policy; the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive in all matters relating to the management of Trust estates and catering. • To ensure that contractors operate safely in accordance with the Trust's Health & Safety Policy and any other relevant statute, regulation or directive • To act as the Trust's Project Manager and responsible Health & Safety Coordinator for Construction Design Management

	<p>projects. Also, to act as the Trust’s Asbestos Control Manager and the Legionella Control and Health & Safety Manager.</p> <ul style="list-style-type: none"> • To ensure that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/contractors, who are appropriately qualified. • To ensuring that the Trust’s Health & Safety management systems are kept up-to-date, and that processes and practices are consistent across all schools. • To coordinate and ensure the implementation of the Trust’s responsibilities in relation to maintaining health & safety statutory documentation. • To review and develop existing and new policies in line with statutory requirements, and to manage any necessary consultation processes. • To ensure that buildings are safe and secure at all times and adhere to both Health & Safety requirements and statutory Ofsted guidelines for the health and wellbeing of staff, pupils and visitors.
<p>Lettings</p>	<ul style="list-style-type: none"> • To drive forward the use of school facilities for lettings in order to increase revenue income. • To ensure that the Trust builds strong relationships with community users of Trust estates. • To ensure the effective administration of lettings and timely invoicing for all lettings-related activities. • To assist in the annual updating of the Trust Lettings Policy and relevant charges for facilities hire for approval by Trustees. • To ensure that all required paperwork is in place prior to a letting being approved. Relevant documentation includes DBS details, insurance policies and other documents listed in the Trust Lettings Policy.
<p>Catering</p>	<ul style="list-style-type: none"> • To be responsible for overseeing a high standard of catering provision across Trust schools, focusing on good food standards and efficient financial performance. • To be responsible for the operational efficiency of the Trust’s catering service in regular liaison with the Trust’s catering contractor. • To ensure regular reviews of school catering provisions providing feedback to the catering contractor and following up on any issues.
<p>General</p>	<ul style="list-style-type: none"> • To establish effective working relationships with all stakeholders, internal and external.

PERSON SPECIFICATION
Trust Estates Manager

General	Detail	Examples
Qualifications and Experience	Specific Qualifications and Experience	A good standard of education (A-Level or equivalent). Experience of Estates Management in an education setting. Experience of working at a senior management level within an organisation. Senior Business Management experience operating across multiple sites.
	Knowledge of Relevant Compliance and Governance Framework	A good knowledge of Estates Management procedures. Knowledge and experience in managing Health & Safety within an education environment. Knowledge of catering best practice within an education environment. Experience of effective engagement across all levels from Executive Management to auxiliary staff. Effective stakeholder/relationship management.
	Literacy	Outstanding literacy skills.
	Numeracy	Outstanding numeracy skills.
	Accuracy	Focused attention to detail
	Technology	Highly competent ICT skills, specifically, across the Office suite.
	Confidentiality/Data Protection	Extensive understanding of procedures and legislation relating to confidentiality, specifically, GDPR. Understanding of need for professional confidentiality.
	Project Management	Evidence of setting up and managing projects to a successful outcome. Ability to process and collate information.
	Self - Motivation	A proven self-starter with the ability to shape a role and make it their own.
Communication	Written	Outstanding written communication skills with an ability to tailor correspondence to fit the audience.
	Verbal	Ability to communicate effectively at all levels. Articulate and measured. Ability to overcome barriers to effective communication.

	Negotiating	Highly effective negotiation and influencing skills and the ability to achieve best possible outcomes. Ability to manage difficult or challenging situations/conversations effectively.
Working with Children	Behaviour Management	Understand and adhere to the school Behaviour Policies, as required.
	Curriculum/School Organisation	Good understanding of the learning experience provided by DET Schools in relation to the role.
	Health and Wellbeing	Understand the importance of the physical and emotional wellbeing of both you and others.
Working with Others	Stakeholder Management	Establish effective relationships with all stakeholders, internal and external. Represent DET with external stakeholders, as required.
	Relationships	Ability to build strong and effective relationships across all stakeholders, quickly gaining confidence and trust. Always be accessible and approachable.
	Teamwork	Work effectively as part of a team, but also on own initiative and with minimal supervision. Be a role model for DET values and behaviours. Be collaborative. Provide “expert” insight empathetically. Train and develop others, as necessary. Ability to transfer new knowledge to the workplace and share knowledge on a practical level, as required.
	Information Sharing	Develop and implement highly effective systems to share and safeguard information.
Strategy	Strategic Thinker	Ability to think strategically and contribute to discussions and decision-making in a meaningful and collaborative way.
Self-Management	Organisational Skills	Ability to prioritise and organise. The role involves many and conflicting priorities, requiring a methodical and calm approach in order to be effective, and to deliver. A positive and creative approach to tackling tasks.
	Time Management	Excellent organisation skills with the ability to use own initiative and work to tight, strict deadlines.
	Problem Solving Skills and Decision Making	Ability to anticipate, assess and deliver solutions to problems with clear, logical thinking.

	Creativity	Demonstrate a highly creative approach to work. Able to resolve complex problems independently.
General	Equality, Diversity and Inclusion	Knowledge of and commitment to equal opportunities and anti-discriminatory practice.
	Health and Safety	Good understanding of Health & Safety.
	Safeguarding and Child Protection	Good understanding and compliance with Safeguarding and Child Protection procedures.
	Continuing Professional Development	Demonstrate a clear commitment to develop and learn in the role. Ability to evaluate own performance and effectively address areas for development.