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**Job Description: Head of Estates**

Reporting to: Bursar

Hours: 40 per week, Monday to Friday

Salary: £50,000 to £55,000 (DOE)

Bury Grammar School dates back to 1570, but the current campus was established in 1903 and is located in a leafy, 45-acre estate in Bury, Lancashire which includes 20 acres of buildings and 25 acres of playing fields. Although much of our Girls’ Senior School dates back to 1903, we have added to the estate in almost every decade since, ensuring that the School provides a sense of grandeur and tradition along with leading-edge architecture and facilities to all our pupils. The estate allows the School to offer extensive sporting and enrichment activities to all our pupils and provides an ideal learning environment for all academic subjects.

The School is seeking to appoint an experienced Head of Estates who will be responsible for the management of all aspects of maintenance and works across the entire estate, who will liaise with the Bursar and other key leaders within the school to ensure that all staff and pupils attending the school do so in a safe and functioning environment.

The School has in place a small estates team that the Head of Estates is responsible for, comprising a Facilities Officer, Compliance Officer, various Tradesmen, Grounds People and Cleaners.

**Key responsibilities:**

**Strategic Development**

 Contribute to formulating the School’s estates strategy by assisting in the evaluation of site and usage options and proposing creative and inspiring suggestions for improvements.

 Implement the estates strategy using physical development plans directing the activities of staff, consultants and contractors where appropriate for the execution of such plans and manage progress with regard to time, quality and cost.

 Develop strong and positive working relationships with School staff to maximise the potential of the estate and its development.

 Ensure appropriate Safeguarding and Health & Safety compliance and that all risk assessments and contractor safety checks are carried out.

**Maintenance of Grounds and Buildings**

 Ensure that the fabric of the estate is maintained to a high standard and meeting the School’s current and future needs.

 Ensure daily and short-term maintenance of all areas of the School through the Facilities Manager and his team. This will involve both reactive maintenance and formulating a short-term maintenance programme.

 Formulate and manage the medium- and long-term building maintenance plan.

 Prepare annual, costed plans for repairs and upgrades of estate.

**Provision of Utilities & Estate Services**

* Ensure all utilities provision, including water, gas, electricity, and oil is effectively managed to leverage the purchasing power of the School and that usage minimises wastage.
* Ensure, when necessary, the school purchases the most appropriate boilers, lifts, air-conditioning and ventilation systems and mechanical equipment that all are properly maintained and insured.
* Ensure that the School complies with ESOS regulations.
* To take responsibility for all telephone communication lines both internal and external and all aerials.
* To provide adequate training, supervision, and staff development for all employees within the Estates team.
* Ensure that all staff and contractors comply with safeguarding rules set out by the School.
* To take responsibility for risk management in the Estates department including disaster and business continuity planning and managing the development and maintenance of a risk register.

**Health & Safety, Fire Safety and Security of the Estate**

* The Head of Estates has overall responsibility for Fire Safety and the Security of the Estate. He/she must work alongside the senior management in the schools to ensure that all buildings comply with H&S regulations.
* Ensure that fire systems and prevention equipment are properly and appropriately installed and maintained and that all alarms are regularly tested.
* Ensure Risk Assessments and all relevant documentation are fully compliant and carried out on a regular basis (the school has full responsibility for fire risk assessments); and that there is a positive relationship with the local Fire Authority.
* Ensure that all School facilities benefit from appropriate intruder alarms and protection, which are properly maintained and monitored.
* Provide the relevant staff with adequate training in operating and monitoring the BMS Building Management System, ensuring that all accident and other incidents are properly recorded and follow-up action taken and recorded as required.
* Take responsibility for all Health & Safety risk assessments and method statements for premises, grounds and the workshops. This includes chemical handling in the workshops and swimming pools and mechanical instruments in the workshops and those used by the maintenance teams.
* To ensure that all electrical installations comply with the regulations and that all periodic testing is completed to schedule and within regulated timeframe.
* To maintain the asbestos policy and register and to ensure the school complies with all H&S regulations and ISI regulations relating to asbestos.

**Project Management**

Whilst there are no building projects in progress at present nor any foreseen in the short term, the successful candidate will have to demonstrate that they can successfully act as project manager on future projects if required. This will include the ability to develop and implement building projects, acting as project manager for authorised schemes and paying particular attention to regulatory requirements and quality, compliance with agreed specifications. Ensuring that projects meet the agreed timescales and are delivered on budget is paramount.

**General Duties:**

* Hours of work are 40-hour week Monday to Friday, but the role will demand some flexibility as hours worked will be dictated by operational needs and may include weekends and evening work as required. No overtime is paid for this senior role.
* Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
* Be committed to safeguarding and promoting the welfare of children at all times
* Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
* Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
* Value diversity and promote equal opportunities
* Comply with GDPR and data protection legislation and relevant policies and procedures where applicable.
* Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
* All Bury Grammar Schools’ employees are expected to act as ambassadors for the Schools and promote the organisation and its services positively as well as behave in a manner consistent with the Schools’ Values at all times.
* Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

*The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost, and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Schools will expect to revise this job description from time to time and will consult with the job holder in so doing.*

**Person Specification: Head of Estates**

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| **Qualifications** | **Desirable** | **Essential** |
| A degree or equivalent professional qualification in Engineering, Building or Facilities Management, Surveying etc. |  | E |
| Membership of one of the following: RICS, ICE, ILAM, CIOB, BIFM or equivalent |  | E |
| NEBOSH certificate or IOSH qualification or be willing to undertake NEBOSH certificate course |  | E |
| **Experience** |  |  |
| Senior level understanding of CDM regulations, property management and maintenance |  | E |
| Managing a complex team of tradesmen and professionals |  | E |
| Understanding the legal and financial aspects of estate management, major and minor property projects and transactions. |  | E |
| Evidencing effective and efficient resource management, with the ability to deliver significant and sustained cost control without detriment to overall quality of service being provided. |  | E |
| Ability to confront issues and take difficult decisions, particularly in relation to staffing and financial matters. |  | E |
| It will also be desirable for the Head of Estates to have experience of a similar role within an education environment or a similar large, complex campus. | D |  |
| **Skills/Knowledge** |  |  |
| Capable of turning a vision into results |  | E |
| High levels of literacy |  | E |
| Able to inspire and motivate others through verbal and written communications |  | E |
| Good time management skills; organised |  | E |
| Proactive and assertive, enthusiastic and confident |  | E |
| Patient and enjoys attention to detail |  | E |
| Able to use initiative |  | E |
| Willingness to accept that the role will require some work outside ‘normal hours’ |  | E |
| Strong ICT skills including Microsoft Office software (word, excel etc), and desirable to show a knowledge of CAD or other relevant technology |  | E |
| Comfortable with the need to operate in a changing and sometimes uncertain environment |  | E |