



Ravens Wood School

Estates Manager

36 hours per week, 52 weeks a year

NJC PO3 scale 32-35 £42,840-£46,041

A career with Ravens Wood School and the Impact Multi Academy Trust is rewarding and inspiring.

We are an extremely ambitious and creative school, who believe in progression from within. We have a strong, forward thinking leadership team who support and inspire our staff to be the best they can be.

The successful candidate will be responsible for the day to day site management of Ravens Wood School, which includes the organisation and supervision of all matters relating to, and all staff involved with, the schools' premises and grounds, providing a clean, safe and secure environment for all users of the building and associated grounds.

We are looking for somebody who:

- Has management experience of a large site (buildings and grounds)
- Has supervision, management and training experience
- Has the ability to communicate with a wide range of people at all levels
- Has previous experience of managing a team
- Has experience of M&E hardware in a large building
- Has project planning and management experience
- Is aware of and can comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data.

We are committed to equality of opportunity for all our staff. We particularly welcome applicants from ethnic minority backgrounds as they are currently under-represented on our staff body.

We recognise the vital contribution that members of a diverse team make to our students learning. The range of cultural experiences, differing viewpoints and role models this brings is essential in our Trust and we recognise the gap that would be left in our offering without these.

We are committed to safeguarding and promoting the welfare of children. Employees of the Trust must uphold Safeguarding Policies and Procedures. The successful candidate will be subject to an enhanced DBS check.

To apply please download an Application Form from our website under Support Staff vacancies at www.ravenswood.bromley.sch.uk

Closing Date: Monday 24th June 2024 at 9am

Early applications are encouraged, we reserve the right to close the vacancy once a suitable candidate is found.

For enquiries, please contact Jo Acott on: jobs@rws.uk.net or Ravens Wood School, Oakley Road, Bromley, BR2 8HP, Tel: 01689 856050 Fax: 01689 869948. Ravens Wood School is part of the Impact Multi Academy Trust



Job Description:	Estates Manager
Salary/Grade:	NJC PO3 scale 32-35 £42,840-£46,041
Hours per week:	36
Weeks per Year:	52
Reporting to:	Headteacher

Duties and responsibilities

Job Purpose

The post holder is responsible for the day to day site management of Ravens Wood School, which includes the organisation and supervision of all matters relating to, and all staff involved with, the schools' premises and grounds, providing a clean, safe and secure environment for all users of the building and associated grounds.

This role includes both hard and soft services and working very closely with all external contractors involved in the smooth running of the school.

A significant part of the role will be to ensure the school is legally compliant with all aspects of the law, including Health and Safety. The post holder will be responsible for the Planned Preventative Maintenance (PPM) regime and ensure its on-going development and completion to the required standards.

The role will involve some Emergency Call Out cover, supported by the Head Caretaker and Assistant Caretakers at the school and there is a requirement that the post holder reaches the school within 30 minutes.

Specialist areas of responsibility

- To manage the school site while working with the Trust to plan works including pre planned maintenance
- To manage tenders and procurement
- To ensure compliance with all legislation relating to health and safety and that policies and procedures are in place and updated regularly
- To manage the cleaning and catering contracts
- To review and oversee effective operation of all premises mechanical and electrical systems, including heating and environmental plant within the school

- To direct the site team to carry out minor repairs and routine maintenance to the buildings, including repairing broken furniture, boarding up broken windows, replacing locks, removing graffiti etc.
- To contact contractors concerning repairs and maintenance work and to complete any paperwork relating to this
- To supervise contractors on site, monitoring their work and reporting on their performance as required, ensuring that Enhanced DBS is in place and logging this
- To advise and assist on the management of the premises budget, retrieving quotes to deliver excellent value for money
- To be responsible and ensure all compliance obligations and testing, including but not limited to, Legionella and PAT testing is completed within the set time scales
- To act as a school key-holder, opening and closing the site as required, and ensuring the safety and security of the building at the end of the occupation, including the setting and checking of alarm systems
- To carry out all duties with due regard for Health and Safety regulations and to comply with the school's Health and Safety Policy
- To attend training courses as directed by the Headteacher, Business Manager or Trust/COO
- To cover during school opening hours and to cover out-of-hours functions and lettings
- To undertake any other reasonable duties, consistent with responsibilities, as required by the Headteacher, Business Manager or Trust/COO

Site Security

- To manage the security of the buildings and grounds, carrying out procedures in accordance with relevant school and Trust policies, taking all reasonable steps to minimise loss or damage to the property of the school, its employees, students and other users of the site.
- Manage the locking / unlocking of the school and ensure that caretaker shift patterns are in place and meet the needs of the school. Acting as key holder during silent hours and respond as necessary.
- Ensure that security equipment, including CCTV, burglar alarms, locks, windows etc. are properly maintained and operational.
- To arrange for sufficient staffing from the caretaking team to cover emergency call outs. On-call staff should be immediately available by mobile phone and close enough to the school to respond to the emergency.
- To act as a point of contact for emergency and out of hours callouts

Managing the team

- Leadership and day-to-day management of the site caretaking team, including all aspects of performance management and training.
- To maintain a record of tasks requested by staff, ensuring that these are promptly addressed and a record kept of work carried out by the caretaking team.
- To maintain a record of energy, fuel and water usage.
- To arrange for routine daytime cleaning tasks to be carried out by the caretaking team and external cleaning provider, and for emergency cleaning tasks to be dealt with immediately.
- To arrange staffing outside normal shift patterns to cater for evening and weekend events.
- When required, to carry out day to day caretaking tasks alongside the Caretakers including portering, cleaning, maintenance and driving tasks.

Site Maintenance and Capital Projects

- To devise, manage, implement and monitor a programme of preventative maintenance delivered by the caretaking team and external contractors within delegated budgets and in consultation with the Headteacher, Business Manager and Trust/COO.
- To arrange for tasks to be carried out within the skills of the caretaking team (painting/decorating, carpentry, plumbing etc.)
- To book and manage external contractors and suppliers when on site, including instruction concerning the general code of behaviour expected of those working in schools, safeguarding and health and safety procedures.
- To arrange for service contracts and inspections to be carried out annually or in accordance with statutory requirements and best practice.
- To ensure that all work is consistently completed to a high standard both from the caretaking team and external contractors.
- To arrange for general repairs to furniture and premises in consultation with the Headteacher, Business Manager and Trust/COO if appropriate.
- To have oversight of the day-to-day management of all capital projects on site, in collaboration with the Business Manager, Headteacher and Trust/COO.

Health & Safety

- To comply with the requirements of the Health and Safety at Work Act and all other applicable guidance, approved codes of practice and regulations.
- To ensure that all caretaking staff are aware of their responsibilities under health and safety legislation and where necessary ensure that relevant health and safety training is provided.
- To manage a programme of inspections and audits in all areas of the school's facilities.

- To compile and manage action plans arising from Health and Safety inspections, committee meetings and audits.
- To ensure appropriate risk assessments are in place and appropriate checks being carried out.
- To inspect the premises routinely for health and safety hazards
- To ensure all site related issues which represent a health and safety hazard are managed effectively and in an appropriate timescale.
- To be a member of the school Health & Safety Committee.
- To ensure all emergencies in respect of gas, water and electricity are managed effectively and in an appropriate timescale.
- To be one of the school's trained first aiders (expected to undergo appropriate training).
- To take appropriate action in an emergency and keep written records of all incidents

Managing Resources

- To ensure that supplies of consumables are monitored and ordered, adhering to the school's systems and in line with the budget.
- To work with the Headteacher, Business Manager and Trust/COO in reviewing current contracts to ensure best value for money.
- To manage all contracts relating to the school's facilities (e.g. cleaning, refuse and waste)
- To manage the safe and effective operation of the school's vehicles and driver compliance training
- To ensure that all site assets are registered, recorded, well maintained and disposed of in accordance with school and Trust procedures.

Lettings

- To liaise with the Headteacher, Business Manager and Trust/COO regarding the promotion of lettings and community use to maximise the use of the facilities whilst prioritising the school's needs.
- To actively manage and co-ordinate lettings and community use.
- To ensure users adhere to the lettings policy and booking requirements.
- To ensure effective and timely communication with users regarding changes to bookings and the availability of the facilities.
- To ensure that all lettings are properly and safely managed

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- Provide administrative support for the wider Senior Leadership Team when required
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken

All post holders are accountable through Impact Multi Academy Trust Performance Management Policy.

The Governors and Headteacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.

Note: The job description is not prescriptive and may be changed, in consultation with the post holder, to meet the changing needs of the school.

Job descriptions will be reviewed annually



Person Specification Estates Manager

	Essential	Desirable
Experience:	<ul style="list-style-type: none"> • Management of a large site including buildings and grounds • Supervision, management and training of staff • Ability to communicate with a wide range of people at all levels • Previous experience of managing a team • Experience of M&E hardware in a large building 	<ul style="list-style-type: none"> • Experience working in at least one other school
Qualifications:	<ul style="list-style-type: none"> • A good standard of general education • Practical/hands-on experience and vocational training/qualifications 	<ul style="list-style-type: none"> • CIBSE qualification or equivalent • IWFM qualification/membership or equivalent • Project management qualifications such as PRINCE2 • Knowledge of CDM regulations • Management certificate or training • IPAF, PASMA and similar training/qualifications • NEBOSH H&S training or similar
Knowledge & Skills:	<ul style="list-style-type: none"> • Working Knowledge and First Line Fault Finding on the following: <ul style="list-style-type: none"> ○ Heating and Ventilation ○ Water, drainage, plumbing ○ Lighting ○ Ventilation and refrigeration ○ Gas Boilers ○ Security and alarm systems ○ Fire detection and protection ○ Air conditioning and ventilation • Excellent IT Skills including Email, Word and Excel • Formal Health & Safety Training • Ability to work constructively as part of a team • Full UK driver's licence • Experience with the review and development of operational budgets • Experience in monitoring the performance of 3rd party contracts 	<ul style="list-style-type: none"> • Ability to operate up to date BMS and environmental systems • Experience in running tenders and compliant public procurement processes • D1 Drivers licence • First Aid Training
Aptitudes:	<ul style="list-style-type: none"> • Ability to work effectively under pressure and maintain an optimistic and positive attitude • Able to maintain personal drive and energy • Experience and attitude as important as qualifications 	<ul style="list-style-type: none"> • A real interest in lifelong learning and the work of schools within the community

	<ul style="list-style-type: none"> • Ability to relate well to people at all levels • An aptitude to work as part of a team whilst also being self-motivated and action-orientated. • A high level of personal organisation skills • Good negotiation skills • An ability to manage your own personal stress levels. • A commitment to provide a quality support to the pupils, staff and parents of the school • Personal integrity, dedication and commitment to the role 	<ul style="list-style-type: none"> • Being ready to take advantage of additional opportunities towards a more flexible working role within the school
Circumstances:	<ul style="list-style-type: none"> • Willingness to work irregular hours on occasions • Ability to reach school within 30 minutes in an emergency 	

*Note: The above information on this job has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.