

Estates Manager

Information to Candidates

September 2020



CEO:
Company No:
Registered Office:
Telephone:
Website:
Registered in England and Wales

Mrs Helen O'Neill, BSc (Hons), MSc
9111449
St. Walburga's Road, Blackpool. FY3 7EQ
01253 396286
www.bebcmat.co.uk



Dear colleague,

Thank you for your interest in the post of Estates Manager for The Blessed Edward Bamber Multi Academy Trust. We are recruiting an Estates Manager to undertake the key role in all strategic and operational aspects of the site management and development across the Trust.

The Blessed Edward Bamber Multi Academy Trust is a family of schools based in Blackpool. The Trust currently comprises three academies – St. Cuthbert’s Catholic Academy (primary), Christ the King Catholic Academy (primary) and St. Mary’s Catholics Academy (secondary). The Trust’s vision is to enhance children’s life chances by maximising their educational outcomes. A rich Catholic ethos in which all grow in wisdom, responsibility, respect of others and love of God is also our hallmark. The Trust is a Catholic family where we all work together to support and challenge each other to be the best we can be.

The Estates Manager will be responsible for leading and developing the Estates strategy alongside the Trust’s Directors and central team. The successful candidate will play a vital role in ensuring a wide range of effective services to support the education of students across the Trust.

We are seeking an Estates management professional with a proven track record in managing facilities, managing all aspects of Health and Safety, with an ability to lead and motivate a team of staff across three sites. In return, the successful candidate will receive a competitive salary and a commitment to ongoing continuing professional development in a Trust where staff wellbeing is valued and promoted. You will also benefit from working cross-phase with inspiring colleagues who work tirelessly for the benefit of our students and the local community.

You will find further details specific to this role and the application process in the recruitment pack. You can also find further information about the Trust and each academy on our website. I hope that you feel that BEBCMAT is a community in which you will thrive and succeed. If you would like to be part of our journey, then I would be delighted to receive your application.

Yours sincerely,

Helen O’Neill
CEO

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Job Description

POST: Estates Manager

RESPONSIBLE TO: Trust Business Manager (line manager).

RESPONSIBLE FOR: The planning, management and delivery of the Estates and Facilities Management service

SALARY: NJC Salary Scale H2 Scale Point 31 - 35

LOCATION: St. Mary's Catholic Academy, St. Walburga's Road, Blackpool with travel to other academies in the MAT as appropriate

WORKING PATTERN: Full time (37 hours a week), 30 days holiday per year
Flexible work, pattern to meet the demands of the role.

DISCLOSURE LEVEL: Enhanced Check with a Children's Barred List Check

Job Purpose

Core purpose of the role:

- To lead and oversee the estate management programme for the Trust including premises, facilities, health and safety, contract management and capital works.
- The Estates Manager is responsible for the leadership and management of the Trust's Premises Team. They will be expected to perform their duties in a manner that actively enhances the Catholic ethos of the Trust. The Estates Manager will be the "internal expert" on matters relating to premises and will be required to operate at a strategic level to ensure implementation of agreed policies using discretion and their own initiative. They will be expected to lead this aspect of provision across all current Trust sites including St. Mary's Catholic Academy, Christ the King Catholic Academy and St. Cuthbert's Catholic Academy. Should additional academies join the Trust it is expected that these responsibilities will extend to cover these sites.

Principal Duties:

- Be a visible and effective leader; developing and leading site staff as the trust grows; able to perform at a high level strategically and operationally;
- Ensure a high-quality level of performance from all school contracts;
- Effective and efficient leadership of the school sites and grounds, including building fabric, service installations, energy/environmental management, and lettings to enhance the learning environment for staff and pupils;
- Ensure all aspects of health and safety (legislation and implementation) are reflected in the highest of standards, ensuring all schools in the trust are safe and legally compliant;
- To be responsible for safeguarding and prioritising the welfare of children.

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Developing a Common Mission and Shared Vision through:

- Preserving the existing strengths across the Trust and further develop their distinctive mission with the Catholic Church;
- Providing strategic and enabling leadership, in order that the academies can fully realise their stated vision.

Key Responsibilities and Accountabilities

Premises

- To ensure the Trust buildings and premises are maintained to appropriately high standards that comply with all relevant legislation seeking advice from the Trust Business Manager as required;
- To ensure the appropriate placing of all service contracts and to monitor the work of onsite contractors / liaise with Trust Business Manager on Trust wide contracts;
- In conjunction with the Trust Business Manager/MAT SLT develop the Trust's emergency procedures;
- To ensure that the terms and conditions of the Trust insurance policy are adhered to;
- To have oversight of all premises lettings across the Trust to outside organisations;
- Overview of maintenance of all furniture, equipment and fittings either via individual Academy contracts or by joining Trust-wide procurement tenders;
- Support Trust Business Manager in other site-based tenders/contracts;
- To be responsible for maintenance of Asset Management system;
- To have oversight of Premises helpdesk systems;
- Work with Premises Team and Head Teachers in formulating 3-5 year cycle of works;
- Consolidate cycle of works into MAT programme and liaise with Trust Business Manager and CEO;
- Report to the Trust in accordance with the Trust cycle attending Finance, Staffing and Premises and Full Board meetings when required;
- Maintain the security of the Trust's sites including responsibility for managing the Trust's on-site CCTV systems.

Health and Safety

- Introduce and oversee Health and Safety compliance system;
- Manage the system across the Trust and report back to the Trust Business Manager/Board;
- In conjunction with appropriate SLT, oversee Health and Safety Audits and action plans;
- In conjunction with appropriate SLT, work on Fire Risk Assessments and oversee action plans;
- In conjunction with the Building Site Supervisors, ensure the regulation of all Risk Assessment procedures;
- Ensure all statutory inspections are carried out;
- To advise the Academy Leadership teams on Health & Safety matters, seeking advice from the Trust Business Manager as appropriate;
- Working with the Trust Business Manager and Head teacher's to ensure school Business Continuity Plans are up-to-date;
- Advise all staff on health and safety matters as appropriate;
- To ensure that all persons in the MAT (staff, pupils, visitors and contractors) are aware of their responsibilities in respect of Health and Safety and that relevant training is provided;

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- Manage policies and guidance regarding health and safety, and co-ordinate advice and support to the Trust;
- Report to the Trust in accordance with the Trust cycle attending Finance, Staffing and Premises and Full Board meetings, when required.

Capital

- Liaise with the Trust Business Manager over capital building works.

Policies and Procedures

- Develop the suite of estates and facilities management policies for the Trust;
- Ensure effective implementation and embedding of relevant policies and procedures across the Trust;
- Perform a periodic review of relevant policies to ensure fitness for purpose;

Line Management Responsibilities

- Provide clear and visible leadership at all times;
- Support, coach and mentor all site team members to enable them to reach their potential and deliver results; having a continuous improvement culture across the team;
- Ensure effective recruitment, induction, management and development of site staff team to ensure the day to day work is high quality;
- Manage team members to ensure high motivation, provision of high quality service;
- Undertake annual appraisals for site staff as part of the Trust's Annual Appraisal cycle, setting, managing and reviewing targets and goals for team members on a regular basis;
- Manage staff attendance and leave to ensure a continuous service throughout the year.

Other

- Supporting the Trust Business Manager in reviewing the risk register for site/facilities risks;
- To be responsible for the MAT minibus fleet including maintenance and compliance with legal requirements;
- To be available out of hours for emergency contact;
- Contribute to the wider life of the Trust and the BEBCMAT community.

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Person Specification

Categories	Essential/ Desirable	Application form	Interview/ Task
Qualifications			
5 GCSEs or equivalent (grade A-C, 9-4) including English & Maths	E	✓	
BIFM Level 4 in Facilities Management or equivalent qualification	E	✓	
Recognised H&S qualification	D	✓	
Evidence of Continuous Professional Development	E	✓	
Experience			
Significant experience of estates related work including health & safety	E	✓	
Experience of working in a public sector / educational setting	D	✓	
Demonstrable experience in a line management role	E		✓
Experience of working across multiple sites	D		✓
Demonstrable experience of successfully leading and managing large programmes and projects, with a combination of direct delivery responsibility and delivering through a range of partners and budgets	D		✓
Abilities, Skills and Knowledge			
In-depth knowledge of current Estates legislation, including statutory requirements regarding building services	E	✓	✓
In-depth working knowledge of a range of hard and soft FM services that schools require on a daily basis	E	✓	✓
Good working knowledge of procurement and contract management	E	✓	✓
Strong ICT skills	E	✓	✓
Strong interpersonal, communication skills, able to present technical data confidently to other professionals and non-professionals	E	✓	✓
Ability to manage a diverse team of professionals	E	✓	✓
Well organised – able to work to tight deadlines and manage multiple projects simultaneously	E	✓	✓
Collaborative leadership skills	E	✓	✓
Able to influence key stakeholders and to inspire confidence with the Trust Board	E	✓	✓
Personal Qualities			
Strong commitment to personal development for all staff including oneself	E	✓	✓
Self-motivated approach to working	E	✓	✓
Flexible, creative and innovative	E	✓	✓
Positive attitude to promoting change	E	✓	✓
Commitment to do everything possible for others to be successful	E	✓	✓

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High integrity and openness combined with a dedication to good governance	E	✓	✓
Strong commitment to the Trusts values and Catholic Ethos	E	✓	✓
Other Factors			
Commitment to Equal Opportunities	E	✓	✓
Enhanced DBS check	E	✓	✓
Full driving licence and use of a car	E	✓	✓
Able to travel across the MAT and beyond to carry out duties	E	✓	✓

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