JOB DESCRIPTION

Job Description: Assistant Estate Manager
Reporting To: Estate Manager **Pay Scale: 6**

Job Purpose:

Support the Estate Manager in the effective operational management of the South Hunsley School and Sixth Form College estate, including the Teacher Development Centre.

Contribute to the delivery of a safe, compliant and well-maintained environment that fully supports curriculum needs and organisational objectives.

Assist in the planning, coordination and delivery of the school's planned preventative maintenance, statutory compliance programmes, improvement projects and reactive maintenance activities, ensuring the estate remains safe, functional and aligned with relevant legislation, standards and best practice.

Lead, manage and develop the maintenance, caretaking, grounds and cleaning teams to ensure high-quality, safe, compliant, efficient and customer-focused services that enhance the day-to-day operation of the school.

Oversee and promote robust health and safety practices across the estate, ensuring all systems, policies, procedures and working practices meet statutory and organisational requirements.

Assume full responsibility for estate and facilities operations in the Estate Manager's absence.

Key Responsibilities:

- Liaise with and manage contractors, including scheduling minor works, arranging access, supervising activity on site, and verifying the quality and completion of work. Escalate significant issues to the Estate Manager where required.
- Support the Estate Manager in planning and delivering minor works programmes, ensuring alignment with the school's condition survey, planned maintenance schedules, and compliance requirements, while maintaining high-quality records.
- Assist with the delivery of estate improvement projects, including developing scopes of work, tendering, evaluating bids, appointing contractors, and managing works within a live school environment to ensure time, cost, and quality standards are met.
- Proactively and safely resolve maintenance issues, defects, and infrastructure problems, undertaking practical maintenance tasks where appropriate using both powered and non-powered tools.
- Maintain an accurate and comprehensive Asset Register for the estate.
- Support the Estate Manager in the effective management and monitoring of the Premises budget, ensuring value for money and accurate financial control.
- Coordinate the procurement and periodic replacement of consumables, spare parts, and Personal Protective Equipment (PPE), maintaining accurate inventories at all times.
- Oversee the daily monitoring of site cleanliness, including litter control, waste management, and recycling processes.
- Maintain an up-to-date and fully compliant COSHH Register for all substances used by the Estates and Facilities Team.
- Promote efficient and sustainable energy management by monitoring boiler performance, building temperatures, lighting levels, and water consumption, recommending improvements where appropriate.
- Plan and prepare facilities for school events, meetings, and examinations, liaising with staff and external stakeholders to ensure requirements are met.
- Ensure all supplies and equipment requested by staff are received, securely stored, prioritised, and distributed appropriately.
- Commit to ongoing professional development, undertaking relevant training to maintain and enhance knowledge and skills in support of the school's operational needs.
- Deputise for the Estate Manager during periods of absence, assuming full responsibility for estate operations.
- As required, provide operational cover across the Estates and Facilities Team during staff absence, including caretaking and cleaning duties to support school operations and external events, both within and outside standard working hours.

TEAM MANAGEMENT

- Build and maintain effective working relationships with cleaning, maintenance, caretaking and grounds teams through strong line management, clear supervision, supportive guidance and the promotion of a collaborative, high-performing culture.
- Provide guidance, support and training to the South Hunsley School Estates and Facilities teams to ensure the delivery of a high-quality, responsive, customer-focused, safe and professional services at all times.
- Ensure robust arrangements are in place for efficient responses to emergency callouts, including repairs, adverse weather and security-related issues.
- Support the Estate Manager in managing the performance of Estates and Facilities staff, ensuring all processes align with organisational policies, employment legislation, and best practice.

- Hold regular, documented one-to-one meetings with the caretaking team and cleaning supervisors to monitor performance, provide feedback, and support ongoing development.

HEALTH AND SAFETY

- Monitor changes in legislation, statutory guidance and organisational policy, ensuring all inspections, procedures, systems of work, and associated documentation are updated accordingly. Maintain accurate records and reports to demonstrate compliance for audit and investigation purposes.
- Conduct regular Health & Safety inspections, ensuring that identified actions are implemented promptly and effectively.
- Support the Estate Manager in developing, implementing and maintaining robust risk management procedures for students, staff, visitors and third-party contractors.
- Maintain a comprehensive register of Risk Assessments for all premises-related operations, ensuring a rolling audit programme is in place to keep assessments current and relevant.
- Ensure the Asbestos Register and Management Plan are maintained and that all employees and contractors are made aware of and shown, the register prior to commencing work on site.
- Deliver health and safety training to staff, including induction and refresher sessions, ensuring consistent understanding of safe working practices.
- Ensure all contractors are fully briefed on and adhere to, school policies relating to security, safeguarding, fire evacuation, smoking, and site access/parking.
- Ensure periodic statutory tests are completed and recorded, including but not limited to fire alarms, emergency lighting, firefighting equipment and water temperature monitoring.

Key Responsibilities: General

- The post holder will be required to exercise sound judgement and act on their own initiative, or under delegated authority from their line manager or a member of the School/Trust Senior Leadership Team.
- The post holder is expected to work in full accordance with all Trust and school policies, procedures, and standards and to actively uphold and promote the organisation's vision and values.
- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are expected to share this commitment and adhere to all safeguarding policies and procedures.
- Under the Health and Safety at Work etc. Act 1974 and associated legislation, all employees have a responsibility to take reasonable care of their own health and safety and that of others. The post holder must follow all health and safety policies, procedures, and safe systems of work.
- The role may involve access to confidential information covered by the General Data Protection Regulation (GDPR) 2018 and Part 1 of Schedule 12A of the Local Government Act 1972. Confidentiality must be maintained at all times.
- Employees must handle, store, process and dispose of personal and sensitive information in accordance with the Data Protection Act 2018 and GDPR requirements. This includes using strong passwords, reporting data breaches promptly, and ensuring information is kept secure at all times.
- This job description outlines the key responsibilities of the role but is not an exhaustive list. Duties may be amended to reflect the evolving needs of the Trust. The post holder will undertake any additional tasks appropriate to the remit of the role.

The key competencies and behaviours commensurate with this post are identified overleaf.

Ethical Leadership Qualities Competencies and Behaviours

Competency	We do this by
Trust	• Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to manage their emotions. • Keeping promises and doing what you say you will do • Having a genuine interest in others
Wisdom	• Developing knowledge and real expertise, then sharing knowledge • Learning from mistakes and failures and admitting when we are wrong • Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. • Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
Kindness	• Being kind, humble and authentic • Leading with compassion and care, listening and seeing beyond the job role to the person • Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
Justice	• Doing what is right, rather than what is popular or easy. • Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. • Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
Service	• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. • Removing barriers and blockers to enable others to do their jobs well • Leaving our egos at the door and putting ourselves in the service of others. • Channel ambition into our schools, not ourselves, and developing our successors
Courage	• Looking in the mirror when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. • Give the whole truth, the back-story and the why.
Optimism	• Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity and cynicism • Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
Vision	• Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development. • Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks. • Believing in the potential of others; helping them be the best they can be. • Quickly taking in new information and translating that into recommendations, decisions, plans and projects.