



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

**Post:** Head of Facilities and Estate Management

**Salary Level:** Grade 8

**Responsible To:** MAT Business Director

**Hours:** 37 hours per week, all year round.

Finham Park 2, Torrington Avenue. Flexibility is required to work out of any Trust site or other location to meet the needs of the organisation.

### **Job Purpose**

The post holder will be responsible for the strategic and operational planning, implementation and high quality delivery to all schools in relation to estates, facilities and health and safety related aspects of the work of the MAT, its local environment and associated financial aspects.

To work collaboratively with both School and MAT senior leaders to provide professional customer focused support of a high quality.

To take a leading/supportive role in connection with risk assessments for all aspects across the Trust.

To be responsible for the project management of building project work.

### **Main Duties and Responsibilities**

#### *Estates*

1. Responsibility for implementing and reviewing an Estates vision and strategy, asset management plan, alongside a strategic review process.
2. Plan and organise the Estate resource. This should include ensuring the correct governance is in place to support the estate, develop a budget plan and develop formal procedures for responding to emergencies that affect the estate.
3. Manage and plan the most effective and efficient recording, monitoring and reporting systems for information concerning all premises and estates matters, including, record ownership, status (such as condition) and operating information about each asset (land and buildings) in the estate.
4. Lead on the estates performance and sustainability, such as, an agreed approach for performance management of assets and managing and reducing your energy and water usage.
5. Produce condition reports for each school's buildings and estates and proactively lead on identifying priorities from the report together with the Headteachers of the schools.





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6. Liaise with appropriate organisations/agencies in connection with planning and conducting major works at the Trust and ensure compliance of contractors with Health and Safety requirements and regulations, in liaison with the Headteacher.
7. Plan and implement estate projects in conjunction with Operations Managers.
8. Plan and implement any proposed building work which may affect the use for the Trust or community activities, including preparation of reports detailing specifications, costs, Health and Safety plans and proposed timelines, for submission to the Governors for approval in conjunction with Operations Managers.
9. To be the budget holder for Finham Park MAT premises and estates.

#### *Site Maintenance*

1. Ensure that there is a planned preventative maintenance programme in place at all Trust sites which is adhered to.
2. Liaise with the Headteacher/Operations Manager in the preparation of maintenance and capital expenditure project/ work plans
3. Undertake routine inspections of Trust sites including daily maintenance checks.
4. Responsible for heating and lighting systems throughout designated Trust sites.
5. Assist in the identification and selection of support service providers which offer value for money for the Trust by:
  - a. Monitoring quality and service level agreements in relation to the role and identify any concerns in a timely and pro-active way
  - b. Having responsibility for monitoring all external contracts relating to estates and facilities
  - c. Having overall responsibility for monitoring the use of energy by the Trust.

#### *Health and Safety*

1. To undertake all aspects of the post in accordance with the MAT's Health & Safety policies and procedures, taking reasonable care to safeguard both the personal and the health and safety of others.
2. In conjunction with third part health and safety consultants ensure all areas of health and safety is proactively managed within the MAT.
3. Support the Executive Headteacher in ensuring the MAT's health and safety responsibilities are met.
4. To maintain service records of all emergency equipment.

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Date Reviewed: September 2021**

