**The Marlborough Science Academy**

**Job Description**

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| **Name:** | **Date:** October 2019 | |
| **Job Title:** Estates Manager, Energy & Environmental Manager and Transport manager | | |
| **Job Purpose:** To manage all aspects of the Academy Estate, including the site team and transport requirements. | | |
| **Salary Grade:** | | **Hours:** 37hrs per week 52 weeks a year (core day with flexibility for out of hours cover if required) |
| **Line managed by:** Director of Finance and Resources | | **Line manager for:** Duty Site Agents, Assistant Site Agent, Weekend Key holders |
| **Key Accountabilities:**   1. The provision of effective and efficient management of the academy site and site team, to provide a clean, healthy and safe environment for users of the premises, grounds and equipment 2. To assist the Director of Finance and Resources in facilities planning and the delivery of agreed projects and development plan for the site. 3. To arrange and schedule reactive and preventative maintenance works as required and to delegate the execution effectively. 4. The management of all premises related contracts and services including the provision of required KPI reporting and budget management ensuring best value at all times. 5. To be responsible for overseeing all other environmental/energy matters on behalf of the Academy 6. To assist in the management of and monitor the services of the outsourced school bus. | | |
| **Key Tasks:**  **Management**   1. To line manage the site team and the Weekend Key Holders to ensure adequate cover is maintained, individual and team performance is managed and all HR processes and admin are completed as required 2. To identify that the site team and weekend key holders have the relevant training/skills required to complete their jobs to the appropriate skill level and safety standards. To resolve any skills gaps through training and development opportunities. 3. To be the primary contact for the outsourced cleaning contractor ensuring high standards are achieved and directing resource as required through managing SLA’s and KPI’s. To regularly meet with the company’s Local Account Manager to develop an effective working relationship, and attend contract review meetings along with the D of F & R 4. To project manage all site developments as agreed with the Director of Finance and Resources liaising where required with industry experts.   **Site and Premises (tasks can be delegated to site team at Estates Manager’s discretion)**   1. To assist the Director of Finance and Resources in relation to improvement and capital works programmes and to contribute to the development of the school’s Asset Management Plan, strategic planning and major projects. 2. To organise and manage a programme of routine maintenance, re-decoration and servicing ensuring that the schools financial procedures and tender requirements are observed. To ensure that all emergency maintenance is carried out promptly engaging trade skills/contractors as required. 3. To maintain a comprehensive premises register and schedule of all works completed, to cover: buildings, grounds, security, electrical, mechanical/plant, water/drainage, etc…. 4. To be responsible for the correct maintenance and operation of the lifts and automatic doors around the site, including liaison with the relevant contractors to ensure that the lifts/doors are working effectively to meet the needs of all our students, staff and others 5. To be responsible for the effectiveness of and maintenance of all heating and service installations, including the timings of the heating system for academy and hirers use. 6. Take measures identified and recommended as the Energy and Environmental Manager to improve the efficiency and reduce the running costs of the heating operations as part of an ongoing carbon reduction commitment. 7. To ensure that any caretaking/spot cleaning requirements are delegated effectively as required and routine caretaking responsibilities undertaken as instructed. 8. To ensure that the swimming pool and plant are operational and that all safety and other procedures are followed correctly and consistently. Primary responsibility for this will be with the Duty Site Agent who has Pool Manager responsibilities 9. To ensure that all teaching areas are in good order and furnished to minimum requirements and that furniture and equipment is available as required for examinations, assemblies and after school meetings. 10. To ensure that all rubbish and unwanted/redundant items are disposed of in accordance with current legislation and good environmental practice 11. To act as the point of contact for on-site contractors and to liaise where necessary with surveyors and other consultants. 12. To be responsible for liaison with all appropriate authorities regarding rating, sanitation, water, electricity, gas, planning, building regulations, and environmental health 13. To meet on a regular basis with the Director of Finance and Resources and provide reports on site, reporting when necessary to the Premises and Finance Committee. Attend governor meetings on an ad hoc basis if required. 14. To work with the Lettings Administrator to develop the academy facilities for out-of-academy use and ensure the provision of premises and facilities as required by hirers, e.g. heating, parking 15. To respond to emergencies and/or urgent requests for particular requirements relating to use of facilities 16. To ensure that portable appliance testing and fixed wire testing is carried out as per legislative guidance 17. To meet on a regular basis with the H&S Responsible person to ensure compliance and accountability   **Grounds**   1. To manage grounds maintenance contractors and ensure that the ground maintenance works are fully completed, including the summer and autumn change over and in readiness for Open Day 2. To be responsible for the condition of the site’s fences and gateways and to take action to repair, maintain and improve the perimeters 3. Out of normal working hours cover will be required from the Estates Manager in the event of adverse weather conditions to coordinate the site team with an appropriate response.   **Security**   1. To act as an emergency out-of-hours contact with key holder responsibilities and organise call out rota amongst the site team to meet the Academy needs 2. To ensure the effective operation of fire and burglar alarms and to liaise with relevant contractors. 3. To manage the school’s CCTV network and to assist staff in reviewing/recording incidents, etc 4. To contact and liaise with police and alarm company in the event of any unauthorised entry/ security risk 5. To maintain an accurate and complete record of all security-related incidents 6. To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that periodic reviews of site security are conducted and that appropriate progress action is followed through 7. Management of the key register, including allocation and retrieval of keys from staff, an annual review of the key register and any other associated tasks.   **Site Related Health & Safety**   1. In conjunction with the H&S Responsible Person, to ensure that all aspects of health and safety within the scope of the site team are managed according to current legislation and policy 2. In conjunction with the H&S Responsible Person, to monitor the site, including contracted works being undertaken, ensuring that the health & safety regulations are adhered to and to establish safe working practices, and ensuring that appropriate PPE is used at all times and risk assessments completed and updated as required and requested 3. In conjunction with the H&S Responsible Person, to be responsible for maintaining fire safety in line with fire safety regulations, including ensuring that all escape routes are kept clear at all times. To be the main point of contact within the academy for the maintenance, operation and upkeep of the fire alarm system. 4. In conjunction with the H&S Responsible Person, to carry out regular safety inspections of all site buildings, plant & equipment 5. To ensure that all site staff are trained to use equipment, machinery and cleaning materials in an appropriate manner and that accidents at work are reported to the H & S Responsible Person 6. To undertake any reasonable activity in regard to Health and Safety as requested by the Director of Finance and Resources for example but not exclusively legionella testing and emergency lighting testing. 7. In conjunction with the H&S Responsible Person, to manage the asbestos register and its requirements.   **Environmental & Energy Responsibilities**   1. To manage the waste disposal contract for the Academy ensuring that this is done so effectively, making use of recycling options where possible 2. To work with the Student Parliament to create and oversee an Academy Recycling Policy which is adhered to, thereby reducing the overall waste for the school 3. To work with our on-site caterers to reduce waste consumption 4. To monitor our utility consumption, making recommendations where possible as to how this can be better managed and used more effectively 5. To investigate alternative sources of energy for the Academy 6. To work with our utility brokers ensuring that we have the most efficient and effective contracts in place, preparing recommendations for the D of F & R to present to Governors re contractual changes as needed 7. Make proposals to the D of F & R on matters relating to energy control, consumption and conservation   **Budgets & Finance**   1. To manage site related budget cost centres in line with best value principles (Repairs & Maintenance budget managed jointly with the Director of Finance and Resources) 2. To ensure that correct procurement processes (quotations/tenders, order of goods/materials, authorisation of invoices, exercise of budgetary control, etc ) are carried out in accordance with the school’s financial regulations 3. To liaise with contractors to obtain competitive estimates and quotations, to monitor and verify works completed and to ensure that all obligations to the school are met. 4. To review existing contracts to conduct timely and regularly reviews to ensure best value at all times. Maintain the contract register updating termly. 5. To monitor the cost-effectiveness of delivery and to initiate actions that ensure value for money in all day to day premises-related expenditure 6. To monitor the use of energy and water and to implement energy- saving strategies where possible. 7. To contribute to the maintenance of the site’s fixed asset register   **Lettings**   1. To work with the Lettings Administrator planning the holiday schedules in advance, ensuring that appropriate lettings cover is in place at all required times (during the week) and to communicate with them the requirements of the lettings calendar/clients to ensure that these are met 2. To ensure that key holding cover is in place for the weekend and ad hoc hirings   **Transport Manager**   1. To liaise with the external Coach Operators ensuring the coach is appropriately tested periodically in line with current legislation and is used lawfully and within the restrictions of the appropriate Operators Licence 2. To organise and manage the use of the school’s minibuses, including diary organisation/hire, cleaning, repair and maintenance, organisation of MOT, garage delivery/collection, etc 3. In conjunction with the H&S Responsible Person, to ensure that all minibus-user licencing requirements are met, including the organisation of tests, checking of licences, keeping of records     **Other tasks**  1. To liaise, where necessary, with external agencies to ensure that the Academy meets its minimum statutory requirements.  2. In conjunction with the H&S Responsible Person, to maintain an up-to-date knowledge regarding disabled access issues; to contribute to the school’s accessibility plan and related improvements to facilities.  3. To research new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of recommending purchases, contracts and maintaining high standards  4. Appropriate professional appearance and dress is required at all times. The academy will provide appropriate work wear including PPE  5.To ensure the efficient receipt, storage and distribution of incoming goods and deliveries  **Other management responsibilities**   1. To participate in duty rota with leadership team for lunch cover   **General responsibilities**   1. To be aware of and work in accordance with the school’s child protection policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty 2. To assist in the production of risk assessments, user manuals or training procedures in line with the Academy’s procedures 3. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection) 4. To maintain confidentiality of information acquired in the course of undertaking duties for the department 5. To be responsible for your own continuing self-development, undertaking training as appropriate 6. To attend and contribute to relevant management meetings within the Academy as and when 7. To up hold the ethos and standards established within the Academy and contribute to improvement at all levels 8. To undertake other duties appropriate to the grading of the post as required | | |
| **Person Specification**  **Academy Specific (all staff)**   * Excellent communication skills and the ability to communicate effectively at all levels (E) * Ability to organise and prioritise tasks effectively (E) * Ability to use initiative (E) * Ability to work well under pressure (E) * Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Academy (E)   **Role specific**   * To have a proven track record at middle management level within an organisation (E) * Ability to manage complex operational demands with a high degree of customer satisfaction (E) * Excellent line management skills to lead motivate and inspire a team (E) * A good understanding of plant and equipment typically found on a large secondary school site (D) * To be able to delegate effectively ensuring accountability is maintained and results are achieved. (E) * Knowledge of the main requirements of health and safety legislation and good practice relevant to the post (E) * Excellent interpersonal skills to promote good working relationships between estates staff, external consultants, staff and students. (E) * Good understanding of financial management and budgetary control strategies.(E) * Evidence of previous project and KPI management experience ( E ) * Experience of procurements including best value principals (E) * Ability to plan several steps ahead to ensure long term goals, objectives and strategies are met (E) * Ability to work to tight deadlines and to take responsibility for meeting agreed targets (E) * Commitment to continuing professional development (E) * High level of proficiency in the use of Microsoft Office Word and Excel skills (D) * Clean driving licence with D1 category or equivalent (D) | | |

The Job Description above has been reviewed and agreed by me and is a true reflection of the role that I undertake at The Marlborough Science Academy

Signed

Employee Date

Line manager Date