



## Job Description

### Estates and Project Supervisor

<b>Post Title:</b>	Estates and Project Supervisor
<b>Base:</b>	Allocated School base within the Trust but travel to all Trust schools as required
<b>Salary:</b>	SCP 19 - £25,927
<b>Line Management:</b>	Head of Operations & Compliance
<b>Contract</b>	Full Time (37 hours per week, permanent, full year contract)

#### Core Purpose:

- To work in partnership with the Head and Assistant Head of Operations & Compliance to effectively manage on-site teams within Trust Schools
- To oversee the day to day management of the site at a designated school and to provide additional support and oversight to other allocated trust schools
- Working with the Head of Operations & Compliance ensure that work is appropriately distributed, delegated and monitored across teams to ensure an efficient and professional service to all Trust Schools

#### Duties & Responsibilities:

- Line management of the on-site teams including site, grounds and cleaning staff
- To manage, oversee and undertake a variety of general maintenance jobs as required, with particular focus on health and safety and pupil related jobs ensuring they are completed as a priority
- To assist the Assistant Head of Operations and Compliance in prioritising and monitoring the work of the on-site maintenance teams and maintaining the Work Request Log
- Working with the on-site maintenance teams to ensure the schools are maintained, well decorated and safe to provide an environment conducive to exceptional learning
- Identify damage, faults and other related issues and prioritise their repair or replacement whilst ensuring that environmental conditions continue to meet quality standards and statutory regulations
- Receives and acts upon information concerning faults and damage
- Ensuring each team is working efficiently, planning workloads where necessary and ensuring materials are available to complete the tasks

- Ensure that routine checks and audits are carried out, including fire alarm, water checks etc
- Provide coaching and guidance to the on-site maintenance teams, supporting with the induction of any new on-site staff
- Ensure the school site grounds are maintained to the highest standard
- To oversee the management of all contractors on trust school sites
- As a keyholder, attend out of normal working hours, as required in exceptional circumstances.
- To oversee the security of the school sites, through regular review and ensuring appropriate staffing for locking and unlocking school sites.
- To support school leaders with events held on school sites, ensuring correct facilities and operation of risk assessments are in place, as required.

PERSON SPECIFICATION – ESTATES AND PROJECT SUPERVISOR			
Criteria	Essential	Desirable	Evidence
<b>Qualifications</b>			
A relevant NVQ Level 3 or equivalent qualification within one of the key electrical, mechanical or building trades with Joint Industries Board (JIB) approved status		x	A/C
Institute of Occupational Safety and Health (iOSH) Qualification or equivalent		x	A/C
GCSE A-C Grades in Maths and English (or equivalent)	x		A/C
<b>Experience</b>			
Experience gained within a facilities, operational, trade or maintenance role	x		A/R/I
Management experience and/or demonstrated ability to manage a team	x		A/I/R
Proven ability to work effectively in a team environment and independently as required	x		A/I/R
Proven experience of Health and Safety requirements particularly risk assessments and method statements	x		A/R/I
Experience of working in an educational setting		X	A/R/I
<b>Knowledge and Understanding</b>			



Demonstrate commercial and financial awareness	x		
Knowledge of Health and Safety, particularly moving and handling techniques, COSHH and safe systems of work	x		
<b>Personal Skills &amp; Attributes</b>			
Sound written and communication skills	x		A/R/I
Planning and organisational skills	x		A/R/I
Good computer skills	x		A/R/I
Flexible and adaptable	x		A/R/I
Able to develop positive working relationships	X		A/R/I
Driving licence and access to own vehicle to move between school sites	x		A/R/I
<b>Safeguarding</b>			
Commitment to safeguarding and promoting the welfare of children and young people	X		A/R/I
Recent accredited safeguarding training		X	A/R/I
Sound understanding of statutory safeguarding requirements	X		A/R/I

**A= Application; C = Certificate; R = Reference; I = Interview**

***As this is a new role it will be regularly reviewed and amended as required, in consultation with the postholder.***