

Job Description

Job title – Estates & Facilities Manager

Department – Ebor Corporate Services Team

Salary – **£28,218 - £32,787**

Hours – Full-time all year, 37 hours a week.

Job Purpose

1. To be responsible for the effective management and development of the Company's provision of buildings, estate and facilities, ensuring a customer focused and responsive service
2. To act as the Health and Safety officer, responsible for ensuring the continual improvement of the health and safety systems and procedures.
3. To be responsible for managing the delivery of a programme of capital projects to quality, time and budget.

Report to – Finance Director

Responsible for – N/A

Duties and Responsibilities

1. To lead and manage all aspects relating to estates and facilities management, including systems, policies, processes, projects, and contracts.
2. To develop systems to appropriately comply with all relevant legislation, in particular relating to health and safety, including ensuring the trust has adequately trained First Aiders.
3. Ensure the appropriate maintenance of all plant and machinery managed by Ebor, including planned preventative maintenance, maintenance contracts, and enhancements.
4. To monitor and oversee the budgets for those areas under the responsibility of the Estates & Facilities Manager.
5. In collaboration with colleagues, manage and oversee capital works of all sizes.
6. Manage the trust's utilities, ensuring best value and the delivery of an excellent and reliable service.
7. Where relevant, manage the procurement exercises for projects and contracts, including receiving tenders, assessment criteria, and ensuring value for money.
8. Develop and maintain a schedule of capital and maintenance works that are completed, on-going, and planned for each location within the Trust.
9. Manage the relationship with PFI contractors where appropriate.
10. To work collaboratively with all colleagues within the Trust, in particular with the Headteachers, and other senior leaders in schools, and the senior administration staff within the trust.

11. Write and submit funding bids for works where appropriate.
12. To comply with all academy policies and procedures.
13. To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the academy appraisal process.
14. Any other reasonable duties commensurate with the level of the post, which may be required from time to time.