



## TEACH POOLE – MULTI ACADEMY TRUST

### JOB DESCRIPTION

Job Title:	<b>Trust Estates Manager</b>
School:	<b>TEACH Poole (Main office at CHIS)</b>
Salary Grade:	<b>I (28-31)</b>
Responsible to:	<b>Chief Finance Officer</b>
Responsible for:	<b>Caretakers</b>
Contracted Hours:	<b>37 Hours per week</b>
Working Times:	<b>Mon – Thurs 8.00am – 4pm (30-minute lunch)</b> <b>Fridays 8.00am – 3.30pm (30-minute lunch)</b>

#### Main Job Purpose

- 1) To provide efficient and effective support to the CEO, Headteachers and Chief Finance Officer, and to undertake the full responsibility and management of all premises matters, ensuring that all legislative requirements and policies are fully implemented.

#### Main Responsibilities and Duties

- 1) To ensure the security, care and availability of the buildings, furniture, fittings and equipment. To ensure a satisfactory, physical environment and to promote the efficient use of the Trust's assets.
- 2) To support the continued development of the Trust's extended services and activities, including commercial activities, with particular emphasis on after school, weekends and holidays. Take a lead role in the identification and successful procurement of external funding in line with Trust policies.
- 3) To operate and develop all the Chief Finance Officer's procedures and systems in co-operation with the CEO and Health and Safety Administrator, ensuring that all legal and safety requirements relating to people and property are met.
- 4) To raise standards and set benchmarks for premises care to ensure premises staff maintain a high-quality environment in which learning can take place. To lead and manage the Estates areas of responsibility so to provide an efficient and co-ordinated service to meet the full requirements of the Trust.
- 5) To work with the HAS to carry out regular half termly inspections at all sites and ensure that the full requirements of Health and Safety legislation and best practice are met.
- 6) To actively model and promote the values and ethos of the Trust and individual schools.

- 7) To advise on strategic matters relating to the management of the premises in terms of its maintenance and refurbishment for the future, and to attend and report at Trust meetings, when required.
- 8) To identify and secure funding or savings for the Trust, alongside the Chief Finance Officer, to endeavour to render the post is cost neutral.
- 9) Oversee all new equipment related to the Estate, and ensure the use of inventory files using Parago. Ensure that all old equipment is legally disposed of where appropriate.
- 10) Undertake such other duties as may be required from time to time commensurate with the level of the post as directed by the CEO and Chief Finance Officer. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 11) Comply with all decisions, policies and standing orders of the Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the UK GDPR and the Data Protection Act 2018.
- 12) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

### **Extended Services**

- 1) Manage the day to day administration of the lettings process and strictly apply the policy, rates and approved terms and conditions. Make recommendations for changes to the policy.
- 2) Monitor the lettings rates against those made by other local hirers, and propose changes if necessary.
- 3) Co-ordinate lettings requests with the individual school's own requirements for out of hours use, and give priority to Trust use.
- 4) Actively promote the Trust's facilities with local companies and others seeking venues. Encourage community use of the facilities.
- 5) Co-ordinate the involvement of catering staff (or an outside provision), in any lettings requiring refreshments, if needed. Liaise with the premises team on the need for any additional cleaning, equipment etc.
- 6) Submit half termly reports to the Chief Finance Officer on bookings and income generated.

### **Fund Raising**

- 1) In conjunction with the Chief Finance Officer actively seek additional sources of funding for the Trust. Take the initiative to secure financial support for specific projects by making bids for any special funding made available by central government, and encouraging local companies to participate in Trust projects. In addition, make applications to charities and other associations known to support educational initiatives.
- 2) Make half termly reports to the Chief Finance Officer on progress.

### **Capital Works**

- 1) Prepare reports for the Board of Directors, CEO and senior managers to seek approval for any proposed projects.
- 2) Act as Project Leader / Co-ordinator for all capital building and grounds works. Organise feasibility studies as necessary, manage and oversee the tendering process to appoint

architects, design teams and contractors. Act as the Trust's representative at design team / contractor meetings and report back as necessary. With the support of the individual school caretakers, monitor the day to day work on site and deal with any issues arising.

- 3) Provide support as required with other capital projects including tendering.
- 4) Work in conjunction with the Trust CEO and Chief Finance Officer to complete and submit bids to the ESFA for additional funding.

### **Specific Projects**

- 1) As requested by the CEO or Chief Finance Officer, undertake specific estate's related projects which could include, for example, forward planning exercises, investigations in to energy saving and efficiency measures, service delivery options, policy options, budget savings, value for money exercises, office space allocation, tendering processed for Trust contracts etc.
- 2) Prepare reports for the appropriate committee and make recommendations.

### **Contracts**

- 1) Ensure that good health and safety standards are maintained, all risk assessments carried out and reviewed, and all hazardous substances stored and used in accordance to COSHH regulations.
- 2) On termination or expiration of the contract relating to estates, work with the Chief Finance Officer to organise and manage the tendering process to make a new appointment.

### **Security**

- 1) Act as the principal point of contact for contractual issues.
- 2) Arrange regular meetings with management to discuss performance and any matters of concern.
- 3) Investigate any breaches of security. Recommend ways of making improvements and act as advisor to the board and senior management on security issues.

### **Health and Safety**

- 1) Provide advice and guidance to managers and staff on health and safety matters.
- 2) With the HAS, carry out termly inspections of the buildings and grounds, and report the findings to the relevant committee.
- 3) Investigate accidents and incidents and prepare reports as required.
- 4) Assess and respond to health and safety hazards.
- 5) Act as the Trust's Fire Officer.
- 6) Play an active role in fire evacuation duties. Act as a fire warden and lead the team of wardens.
- 7) Ensure that policies and procedures for the Premises Team are regularly reviewed and put in to effect. Carry out risk assessments (preparation and review). Maintain a record of COSHH assessments and monitor any new hazardous substances being brought in to the schools.
- 8) Hold (or undertake) training for a suitable Health and Safety qualification. Maintain a current First Aid at Work certificate.

## **Premises**

- 1) Provide line management support to the Premises Team as requested by the Chief Finance Officer.
- 2) Act as the principal point of contact for contractual issues with regard to premises related contracts such as those for grounds maintenance, plant maintenance and CCTV / alarm / door access. Arrange regular meetings with the company management to discuss performance and any matters of concern. On termination or expiration, organise the retender process to make a new appointment.
- 3) With the support of the Premises Team, prepare and regularly review the maintenance plan for buildings and grounds.

## **Budgetary Control**

- 1) Control and monitor the budgets for all premises related areas. Report regularly to the CEO and Chief Finance Officer, immediately highlighting and budget pressures and the measures taken to deal with them.

## **Training**

- 1) Lead and manage the training of all the premises staff. Undertake further training as required or directed by the Chief Finance Officer.

## **Any Other Duties**

- 1) Be available to work flexible hours, including early mornings, evenings and weekends, as the needs of the Trust dictates. Be part of the call-out rota to respond in the event of out of hours emergency. Be prepared to cover as required for other members of the team.
- 2) Carry out hands on work across the sites, as and when required.
- 3) Attend any management meetings, as required.
- 4) Any other duties commensurate with the general level of responsibility of the post as directed by the CEO and Chief Finance Officer.

## **Work Environment**

- 1) The post requires frequent physical effort, including walking around the site, lifting and carrying, occasional climbing of ladders within the school and handling equipment in workshop environments. Handling and moving deliveries and portorage of furniture and equipment may be required.
- 2) The post will occasionally require some outdoor work in adverse weather conditions, including ensuring safe access to school buildings when snow, heavy rain or ice problems occur.
- 3) The post holder will be expected to work across all Trust schools.

Prepared by: TEACH Poole  
Date: May 2026



## PERSON SPECIFICATION

Job Title:	<b>Trust Estates Manager</b>
School:	<b>TEACH Poole</b>
Salary Grade:	<b>I (28-31)</b>

<b>ATTRIBUTES</b>	<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience working in premises / facilities management, or in a similar role or within the field of buildings and/or associated trades</li> <li>• Sound understanding of Health and Safety regulations and practise</li> <li>• Experience of property services and estate management</li> <li>• Understanding of the educational sector ethos (desirable)</li> <li>• Experience of good staff management and support</li> <li>• Experience of supervising external contractors</li> <li>• Experience of managing a budget</li> </ul>	Application form Interview References
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• NEBOSH Health &amp; Safety at Work qualification (desirable but not essential)</li> <li>• COSHH certificate, or willingness to work towards</li> <li>• PAT testing qualification or equivalent experience, or willingness to work towards</li> <li>• Relevant professional qualification in a related subject</li> <li>• 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> <li>• A driving licence suitable for duties required by the role. Category D1, or willingness to undertake the test – or a driving licence which can be used to drive a minibus lite.</li> <li>• Good numeracy, literacy and ICT skills and a working knowledge of ICT and it's uses</li> </ul>	Application form Certificates Interview
<b>Aptitudes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to maintain basic machinery</li> <li>• Ability to organise and manage contracts</li> <li>• Ability to form strong professional relationships with colleagues, children and other stakeholders</li> </ul>	Application form Interview References

	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills to communicate effectively with different audiences</li> <li>• Excellent organisational skills, including planning, prioritisation of work and time management</li> <li>• Ability to undertake risk assessments</li> <li>• Ability to be flexible, use initiative and work with minimal supervision</li> <li>• Ability to problem-solve</li> <li>• Ability and enthusiasm to lead, motivate and develop a team of staff,</li> <li>• Ability to liaise/negotiate with partners and outside contractors / providers</li> <li>• Ability to handle confidential information with discretion and commitment</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge / experience of building trades and services including plumbing, boilers, heating, lighting etc</li> <li>• Knowledge of Health and Safety, COSHH and assessments</li> <li>• Significant knowledge of site maintenance and improvements</li> <li>• Understanding of tendering processes and how these impact on Best Value</li> <li>• Knowledge of school's behaviour and management policy and procedures</li> <li>• Knowledge of school's fire and emergency procedures</li> <li>• Knowledge of Child Safeguarding procedures</li> </ul>	Application form Interview References
<b>Attitude / Motivation</b>	<ul style="list-style-type: none"> <li>• Professional attitude and approach</li> <li>• Willingness and ability to manage own time and take full responsibility for work</li> <li>• Self-motivated and a determination to create high standards of services</li> <li>• Excellent attendance and punctuality</li> <li>• Willingness to learn new skills and to collaborate experiences with other departments</li> <li>• Desire to facilitate the smooth operation of the schools with an insight into budgetary pressures</li> <li>• Commitment to ensure that the school sites and buildings promote the safety and wellbeing of pupils and other staff, in accordance with Health and Safety legislation</li> <li>• Commitment to the security and wellbeing of the Trust</li> </ul>	Application form Interview References
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Be able to work flexible hours</li> <li>• Commitment to Equal Opportunities</li> </ul>	Application form Interview

	<ul style="list-style-type: none"><li>• Enhanced DBS check</li></ul>	References DBS process
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