

OUR VALUES

We enrich through a broad and varied curriculum

Job Description

Job Title	Head of Estates and Facilities
Line Manager	Director of Finance and Operations (DFO)
Department	Premises

Job Summary

The Head of Estates and Facilities reports to the Director of Finance and Operations (DFO) and plays a key role in the strategic development of the Estate, alongside responsibility for all aspects of the operational management of the site.

The postholder is responsible for developing and implementing comprehensive maintenance programs, overseeing building work and projects, and ensuring that the site is safe, functional, and maintained to high standards, as well as the management of facilities contracts, services, and lettings.

The postholder has line management responsibility for the Estates team, providing guidance, training and support as needed and ensuring compliance with health and safety regulations and best practices.

Main Responsibilities

Relationships and Staffing:

- Provide effective leadership and appraisal of the premises team, ensuring training and development plans are established and delivered, and assisting with the recruitment of new team members as required.
- Ensure appropriate staffing in the Premises team to cover all activities on site.
- Actively manage the cleaning and grounds maintenance contracts, to ensure they meet the highest standards.
- Deliver Health & Safety induction training to all new staff.
- Build and maintain open, supportive relationships with colleagues across the School to ensure a high quality and responsive service.
- Work with the Admissions & Marketing Team to ensure Admissions and general school events present the best impression of the School.

Building and Estates – Strategic:

- Assist in the strategic development of the Estate, in conjunction with the Head, DFO, and Governing Body; advise the DFO on matters relating to the ongoing management of the Estate.
- Act as day-to-day client representative for all major site development projects, ensuring adequate supervision and control and on time and within budget delivery.
- Manage a comprehensive estates asset register and a costed rolling 5-year building and grounds maintenance plan.

Building and Estates – Operational:

- Take responsibility for the care and maintenance of all buildings, services, minor/emergency works throughout the School site, and for the maintenance, upkeep and preparation of the School grounds, gardens, sports facilities and road access.
- Manage a rolling programme of planned and preventative maintenance, to minimise the incidence of breakdowns and reactive repairs.
- Oversee tenders for large and small maintenance and refurbishment projects, from initial concept, through design and specification, to implementation and handover to the School.
- Take responsibility for the efficient procurement, tendering and appointment of professional consultants, advisors, contractors and suppliers.
- Identify and explore incremental income opportunities from the Estate and manage all operational aspects of lettings to third parties.

Compliance and Control:

- Manage and co-ordinate statutory inspection and servicing schedules to ensure full compliance with all legislation, to include (but not limited to) fire and alarm systems, lighting, air conditioning, asbestos, water testing, PAT testing, COSHH.
- Ensure safe working practices are employed and that all relevant staff are properly trained and competent in the operation of any equipment put into their charge.
- Monitor the performance, health and safety practices, licences, insurances, and DBS clearances of contractors, reporting any deficiencies to the DFO.

Health & Safety and Security:

- Take responsibility for the management of Health and Safety at the School, ensuring all statutory requirements are met (as set out in the Health and Safety at Work Act 1974 and subsequent H&S legislation).
- Ensure the School is compliant with the Independent Schools Standards Regulations (ISSRs).
- Manage the completion and annual review of all risk assessments, and contribute to the School's Risk Register, for any risks relating to the operation of the School Estate.
- Review and update the School's emergency/business continuity planning arrangements, in conjunction with the DFO.
- Acting as the Fire Safety Officer, take responsibility for the School's fire protection arrangements, ensuring compliance with all associated legislation.
- Manage the security of the of site and ensure the safety of all users of the site.
- Promote a positive and effective culture of health and safety across the School community. Provide advice to users of the site on the health and safety arrangements and arrange for Health and Safety Committee meetings to take place at least termly.
- Maintain a suitable system to record all accidents, incidents and near misses, investigating the causes and taking appropriate remedial action where needed.

Finance and Budgets:

- Prepare an annual budget for all areas under the Estates department, including both revenue and capital spending, regularly monitoring the delivery of projects and activities within agreed budgets.
- Ensure services and projects are accurately specified and scoped, estimates for spending prepared and expenditure is regularly benchmarked against the market.
- Ensure the School's financial procedures and competitive tendering policies are adhered to.
- Work with the DFO to ensure any insurance claims are dealt with effectively.

Transport Management:

- Manage the School's fleet of minibuses, including bookings, records of usage, vehicle maintenance and records, and compliance with all relevant standards and legislation.
- Ensure that drivers receive regular training updates and hold appropriate licences for the vehicles they are driving.

Energy and Sustainability:

- Monitor the School's energy consumption ensuring, as far as is reasonable, that the Estate is energy efficient and environmentally sustainable. Actively seek opportunities to reduce the School's impact on the environment.
- Advise on energy efficiency measures.
- In conjunction with the DFO, ensure energy contracts are monitored and negotiated to ensure best value.

Continuing Professional Development:

- Obtain, and keep up to date a nationally recognised First Aid certificate.
- Reappraising performance, participating in training and being aware of best practice and legislation.
- Engaging actively in the performance review process, and training and development opportunities available.

General:

- Participating in staff meetings and additional School functions as agreed with the DFO.
- The Head of Estates and Facilities will be required to attend several school activities outside of normal working hours, including weekend Open Days and some evening School events.
- On occasion, site attendance may be needed to deal with emergency call- outs.
- Maintain comprehensive records, electronically, for all areas of responsibility.
- Implement and review School policies pertinent to all areas of responsibility, and to support and uphold the School's policies generally.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tornead's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with Tornead's policies and procedures.

Key Relationships

Internal: DFO, Head, Senior Leadership Team, Premises Team, Governors, colleagues.

External: Contractors, suppliers, external professional consultants and advisors, parents.

Person Specification – Head of Estates & Facilities		
	Essential Criteria	Desirable Criteria
Qualifications & Training	<ul style="list-style-type: none"> ● A good standard of general education (A Level or equivalent) ● Membership of relevant professional organisation (e.g., BIFM/CIOB/RICS) ● Health & Safety qualification ● Evidence of continuing and relevant professional development 	<ul style="list-style-type: none"> ● Educated to degree level ● Degree or equivalent in building services or facilities management
Experience	<ul style="list-style-type: none"> ● Significant experience in the management of buildings & grounds ● Significant experience managing health and safety across multiple sites and excellent knowledge of Health and Safety legislation ● Strong track record in project management, delivering projects on time and within budget ● Experience of on-site management of building works and projects ● Proven experience of building effective relationships with major suppliers, contractors and advisors ● Experience of compiling and monitoring budgets relevant to estates and facilities management ● Experience of managing teams 	<ul style="list-style-type: none"> ● Experience working in a school or educational environment
Knowledge & Understanding	<ul style="list-style-type: none"> ● Knowledge and understanding of and a commitment to Health & Safety compliance ● Knowledge and understanding of and commitment to safeguarding and data protection 	<ul style="list-style-type: none"> ● Familiarity with safeguarding and child protection protocols in education settings, including safer recruitment practice ● An understanding of the independent school sector
Skills & Abilities	<ul style="list-style-type: none"> ● Excellent communication skills ● High levels of numeracy & literacy ● Highly organised, methodical, accurate, detail-oriented and able to work to tight deadlines ● A positive, flexible attitude and the ability to analyse and evaluate to provide appropriate solutions ● Excellent IT knowledge and confident use of MS Office ● Independent work ethic, coupled with team collaboration 	<ul style="list-style-type: none"> ● Capacity to remain poised and effective under pressure and responsiveness to a changing environment