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| Trinity Multi-Academy Trust Job Description |  |

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| **Post Title:** | Director of Estates and Facilities |
| **Salary:** | L1-L8 |
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| **Core Purpose:** | 1. To strategically lead on the estates development and facilities management across the trust prioritising Schools Conditions Allocation funding
2. To support academy Principals with the management of site team leadership ensuring operational maintenance is adhered to
3. To strategically support the effective and efficient deployment of facilities teams across the trust
4. To develop and implement systems and procedures within the facilities teams to ensure efficiency, best value and cost effective use of trust resources
5. To provide overall strategic and operation leadership and management of Health and Safety practices across the trust.
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| **Reporting to****Responsible for** | Chief Financial Officer (CFO)Centrally based site team members at Trinity MAT OfficesProviding guidance, support and mentoring for academy based / managed Premises Managers |
| **Liaising with** | Academy leadership, other relevant staff with trust responsibilities, other academy partners and external agencies.  |
| **Core Duties** |
| **Leadership:** | * To support the strategic development of the facilities teams.
* To develop, implement and monitor strategic trust-wide estates plan, including individual estate development plans for each academy.
* To support the effectiveness of the facilities teams by regularly reviewing and monitoring systems and processes.
* To promote teamwork and motivate staff to ensure effective working relations.
* To develop, implement and monitor service level agreements (SLAs) as required to ensure central services are efficient, effective and service standards can be monitored.
* Hold regular meetings with facilities colleagues across the trust to establish and resolve any issues.
* To develop, implement and monitor an environment strategy to help ensure energy efficiency.
* To provide clear information and recommendations to the executive group, regarding strategic development of service support to ensure the best possible learning environments for students.
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| **Estates and Facilities Management** | * To oversee trust facilities teams, liaising with senior leaders to ensure delivery is effective and of high impact.
* To work with the facilities teams to manage all aspects of the trust’s academy properties including maintenance, security, health and safety and facilities management, in line with statutory and regulatory requirements.
* To strategically support all refurbishment/new build projects, acting as project manager for authorised schemes, paying particular attention to regulatory requirements, timescales and value for money principles.
* To effectively liaise with contractors involved in major projects and ensure that procedures are effective at academy level in terms of academy staff/contractor liaison.
* To complete annual maintenance inspections and condition surveys for each academy, and work with Premises Managers (or equivalent) to develop and implement a planned maintenance programme for each academy’s estate and assets.
* To ensure that all estates and facilities management systems, processes and practices are consistent across all of the academies.
* To communicate and implement new developments and legislation.
* To contribute towards the identification of and access to potential sources of funding to further develop the trusts estate.
* To manage and review all maintenance contracts/warranty programmes, ensuring that the trust receives best value.
* To design and draw up specifications, including costs, for major alterations to premises, advising the executive team on best value for money tenders.
* To respond to emergencies outside of normal working hours, as required.
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| **Health and Safety** **Budgets and Reporting** | * Act as the Health and Safety (H&S) Lead, maintain and monitor H&S standards, reporting any failures to comply with the trust’s statutory obligations in this area and ensure that all work across sites meets H&S Regulations.
* To develop, review and lead on H&S policies, ensuring that all establishments in the trust are compliant with all relevant legislation and testing requirements.
* To undertake regular inspections and recording details in respect of fire alarm tests, buildings/grounds, legionella and other checks in regard to other statutory requirements.
* Develop processes and procedures for offsite Education Visits; ensuring each academy has robust policies and procedures which meet internal and local authority requirements.
* Ensure a trained Education Visits Co-ordinator is appointed in each school.
* Ensure that fire risk assessments and other testing and inspections are completed in a timely manner and by staff/contractors who are appropriately qualified.
* To review and develop existing and new policies in line with statutory requirements.
* Adhere to both H&S requirements and statutory Ofsted guidelines for the health and well-being of staff, students and visitors.
* To ensure full and accurate health and safety and training records are maintained.
* To be responsible for the management of the relevant budgets, ensuring all area expenditure is in accordance with the requirements of the trust’s financial regulations.
* To provide relevant expertise and guidance for all facilities related budgets.
* To prepare reports for the executive team, Board of Directors and relevant external bodies in all areas relating to the role, as and when required.
* Provide advice and reports to the CFO on the security and improvement needs of all trust buildings.
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| **Staff development**  | * Undertake line management of staff as required and to participate in Performance Management, including relevant training opportunities for staff development, in line with the trust’s staffing policies and procedures.
* To participate in the interview process for all/any posts when required and to ensure effective induction of new staff in line with procedures.
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| **Communication** | * To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders.
* To liaise with partner schools, Higher Education Institutions, industrial links, governors and other relevant external bodies.
* To develop strong working relationships with the H&S and estates teams in local authorities.
* To represent the trust’s views and interests in a professional manner.
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| **Other Specific Duties:** |
| All service leaders across the trust will have generic responsibilities, such as acting as a role model to other leaders and staff within the trust. All leaders will also:* contribute to the strategic leadership and management of the trust in order to develop an ethos and culture of high expectations
* model the ethos and vision of the trust
* line and performance manage identified staff and teams
* coach and develop the staff (and students) for which they are accountable.

Many specific responsibilities will require collaborative working with other senior and middle managers, which the individual is expected to develop proactively. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the CFO to reflect or anticipate changes in the job commensurate with the grade and job title. |

**PERSON SPECIFICATION**

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| **Job Title: Director of Estates and Facilities**  |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * educated to degree level
* an appropriate formal qualification in Facilities Management or equivalent subject
* substantial experience in an estates or facilities management role
* experience in project management
* experience of formulating and managing planned maintenance activities
* experience of managing change and implementing new systems/procedures/controls
* experience of working under pressure and to deadlines
* experience of line management.
 | * Experience within the education sector
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| **Knowledge & Understanding** | * a working knowledge of good health and safety practices (e.g. IOSH, COSHH and Fire Safety) and the ability to work within the trust’s health and safety policies, regulations and code of conduct
* good IT skills and willingness to develop these further
* excellent working knowledge of building maintenance, safety and security
* good working knowledge of relevant policies/codes of practice/legislation in effective facilities management
* effective review and evaluation procedures
 | * the principles and characteristics of effective support services in educational institutions
* understanding of safeguarding and Child Protection issues
* an understanding of the nature of PFI buildings.
* knowledge of educational visit procedures (including risk assessments).
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| **Leadership & Management**  | * direct and co-ordinate the work of others
* set high standards and provide a role model for staff and students
* take responsibility for own and others professional development
* liaise effectively with other organisations and agencies
* develop, maintain and use an effective network of contacts, seeking advice and support when necessary
* motivate all those involved in the delivery team.
 | * deal sensitively with people and resolve conflicts.
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| **Skills & abilities** | * strong, demonstrable ability to prioritise, plan, organise and delegate
* communicate effectively orally and in writing to a range of audiences
* sound judgment and decision making skills
* strong analytical and problem solving skills
* ability to make decisions based on analysis, interpretation and understanding of relevant data and information
* think clearly in emergency situations.
* demonstrate good judgment
* readiness to accept and implement change, openness and willingness to learn and flexibility.
 | * negotiate and consult fairly and effectively
* vision, imagination and creativity.
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| **Personal Qualities** | * an excellent record of attendance and punctuality
* adaptability to changing circumstances/new ideas
* able to work flexibly to meet deadlines and respond to unplanned situations
* reliability, integrity and stamina
* determination to succeed and the highest possible expectations of self and others.
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