

## Job Description: Estates Manager

### Job Details

|                     |  |
|---------------------|--|
| Salary:             | £32,000 – £36,000  |
| Hours:              | 37 hours per week. Some flexibility will be required to respond to emergencies and alarm calls |
| Contract Type:      | Permanent  |
| Reporting to:       | Head of Finance and Central Services   |
| Line Management of: | Estates Assistant and Housekeeping team  |

The Rose Road Association is committed to safeguarding and promoting the welfare of the children young adults they support and therefore expect all staff and volunteers to share this commitment. The successful applicant will need to undergo an **enhanced DBS check**.

### Purpose

To develop and implement effective facility management processes aligned with organisational and regulatory requirements. To oversee relationships with contracts. To develop and manage the facilities/estates budgets, in conjunction with the Finance Manager, ensuring cost-saving solutions and regular reviews of supplier lists. To manage a small team of facilities related staff.

### Key Accountabilities

- Ensure that the safeguarding of service users is the highest priority and to be responsible for reporting any concerns in accordance with the internal Safeguarding Policy.
- To actively promote the Associations Values and to adhere to the Code of Conduct.
- To perform the function of the Competent Person and to ensure the Association is fully compliant with the Health and Safety at Work Act 1974 and all other relevant regulations or locally agreed policies for safe working.
- To ensure the Association adheres to all Health and Safety guidelines, relevant to the site and services, as directed by the appropriate regulators
- To take overall responsibility for the maintenance, safety and security of the premises and its contents
- Responsibility for the maintenance of the Associations' vehicle fleet and ensure all vehicles remain road worthy, legal and safe
- To coordinate any contractors required to complete works on site – ensuring good value for money
- To support development of staff, volunteers and other site users through delivery and/or identification of training – such as Health and Safety or Fire safety.

## Main responsibilities and duties

- To ensure all alarm and fire monitoring equipment is well maintained and meets the requirement of the site and carry out regular testing as specified by appropriate regulations or local policy and or procedures
- To carry out/test the Associations' procedures relating to fire, intruder, flooding, breaking and entering, accident or major damage and to record such tests
- To act as the primary key holder for the site and liaise closely with relevant monitoring companies
- To oversee all aspects of cleaning on the site, including line management of cleaning staff, to ensure the highest standards of cleaning and Infection Prevention Control are maintained – including the cleaning of a Hydrotherapy Pool and it's changing rooms
- To liaise with all contractors and ensure strict adherence to our safeguarding procedures are adhered to when they are onsite
- To complete general maintenance of the Association Grounds, including periodic risk assessments
- To complete or support the completion of orders, quotes and tenders for any site or vehicle related costs
- To coordinating the planning and contracting for all building related works
- To line manage Estates Assistant and cleaning team

## Health and Safety

- To deliver Health and Safety training to all staff
- To carry out or coordinate routine health and safety checks relating to the site, including: water, fire, alarms, lighting and vehicles
- To ensure the heating system is maintained so that required temperatures are maintained throughout the buildings and that an adequate supply of hot water is available
- To Coordinate and leave on all Health and Safety auditing works and maintain the relevant records and action plans
- To chair the internal Health and Safety staff Meeting
- To act as the Associations COSH assessor and risk asses any relevant products – training staff as per their individual requirements
- To ensure all records for maintenance, fire safety, legionella etc are accurately maintained

## Infection Prevention Control

- To ensure IPC remains a key priority for all services
- To maintain accurate records of all auditing, testing and action plans relating to IPC
- Carry out or coordinate any works necessary to improve our approach to IPC
- To advise the Senior Leadership Team and wider staffing group on all matters relating to IPC

## Site Security

- Provide access to the site in the event of an emergency situation
- Deal with enquiries from colleagues, contractors and members of the public
- Oversee appropriate use of CCTV system and ensure it's use complies with all relevant legislation including GDPR

- Oversee use of burglar alarm system – and train colleagues in it's use as and when required
- Seek to prevent trespass to the site by maintaining robust security procedures

### **Major and Minor Repairs**

- Proactively monitor the condition of the site, buildings and vehicles, by prepared and delivering an annual schedule of works – working with Heads of Department to ensure all service needs are considered within this plan.
- Obtain best value for money for the Association through effective negotiation with suppliers and contractors and seeking sufficient quotes to demonstrate this
- Facilitating any minor repairs, within skills, knowledge and experience (as well as their training and health and safety constraints). For example, painting and decorating, basic plumbing, joinery.

### **Budget responsibility**

- Delivery against the Estates budget in conjunction with the Head of Finance and Central Services
- Ensure any unexpected costs are approved by either the Head of Finance and Central Services or the Chief Executive Officer

### **Swimming Pool Maintenance**

- Monitor and maintain the swimming pool to ensure safe use – undertaking any training necessary for this purpose.
- Ensure pool related plant equipment is maintained and tested in accordance with HSE guidance and local policies and procedures
- Ensure all users of the pool have received appropriate training and are briefed in it's safe use

### **Fire Safety**

- To ensure the Association adheres to all relevant legislation with regard to Fire Safety
- To complete all necessary checks and tests and document their completion
- To ensure Contractors for external testing and auditing
- To deliver appropriate Fire Safety and Fire Lead Training to staff as and when required

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out. General tasks may be varied from time to time to take into account the changing nature of the academy and demands upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.