Assistant Trust Estates Manager

Job Outline

Responsible to: Trust Estates Manager
Salary Grade: Scale 9 (£32,029 - £35,934)
Full time/Part time: Full time, Full year

Job Purpose:
To provide operational and administrative support to the Trust Estates Manager in all areas of estate management and compliance. To assist with ensuring all Trust grounds and school buildings are maintained to the highest standards, and that safe, high quality productive learning environments are provided to all students within the Trust.

Special Features:
The post holder will need to be flexible, adaptable and able to travel to any of The Sigma Trust academies in order to fulfil the responsibilities of the role. There will be periods where they may be based at any of the Trust estates.

When not in schools the post holder will be based at our offices at Tendring Education Centre, Jaywick Lane, Clacton-on-Sea.

Safeguarding Responsibilities
- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Responsibilities:
- Implementation and effective management of a strategic training matrix for all site staff across the Trust to ensure compliance.
- Support the Trust Estates Manager in implementing the Trust's estates and Health & Safety policies.
- Provide additional local capacity when required at individual Trust estates to reduce operational risk and to lead on local site team development.
- Supporting the Trust Estates Manager with the production and management of the Trust Estates Development Plan, identifying immediate and long-term condition projects.
- Work with the Trust Estates Manager to produce and implement an on-going annual maintenance plan, which identifies and schedules service contracts, long and short-term cyclical and preventative work across each estate – liaising with local Site Managers.
- Support the Trust Estates Manager as directed, by liaising with external professionals such as architects, surveyors and planners to obtain advice, specifications, feasibility studies and costings for alterations and improvements to the Trust estate.

- Support headteachers, as required, with leading the site teams by undertaking regular reviews of performance targets and monitoring of contractual outputs for any external provisions, such as grounds maintenance, catering and mechanical and electrical contracts.
- Attend any relevant project site meetings and provide regular updates to the Trust Estates Manager as required.
- Ensure all schools are operating within the scope of the Trust's Health and Safety Policy and that areas of concern are evaluated and financed to ensure the safety of all stakeholders.
- Support the Trust Estates Manager by monitoring and operating as the administrator of the Trust agreed Health & Safety platform.
- Ensure full monitoring and recording of statutory inspections are completed across the Trust and bring to the attention of the Trust Estates Manager any concerns of non- compliance.
- Ensure robust procedures are in place for the successful management of asbestos, including action plans for the management or removal of any asbestos containing materials.
- Undertake regular health and safety monitoring inspections of each estate, formulating reports on compliance and any required action plans.
- Develop a plan with the Trust Estates Manager for enhanced joint procurement opportunities and lead on developing specifications and the procurement process across the trust to reduce costs and ensure value for money (as well as full compliance across the trust portfolio)
- Lead and co-ordinate joint procurement opportunities and collaborative approaches on all site related operations – developing a preferred supplier list.
- Support the Trust Estates Manager with the management of building projects within the appropriate timeframes and allocated budgets – leading on agreed projects and acting as the project manager.
- Ensure compliance with General Data Protection Regulation.
- Attend meetings across The Sigma Trust sites as needed and/or at the request of the Trust Estates Manager, COFO, CEO and the Board of Trustees.
- Support the Trust Estates Manager with any accident investigation, insurance claims or emergency response arrangements.
- Willingly deputise for any site manager in a short term emergency situation.

General
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The Assistant Trust Estates Manager will be expected to comply with any reasonable request from the Trust Estates Manager/Chief Operations & Finance Officer to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Trust Estates Manager / Chief Operations & Finance Officer and will be reviewed annually.

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