

## MATRIX ACADEMY TRUST

### Job Description – Estates and Facilities Manager

Reports to:	Chief Executive Officer
Arrangement	<p>Full time – 37 Hours</p> <p>All year round (including school holidays)</p> <p>21 days' holiday + 9 bank holidays</p> <p>Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)</p>
Location	<p>Matrix Academy Trust, Leamore Lane, Walsall, WS2 7NR</p> <p>The role will require frequent travel between the trust schools sites</p>
Salary	Scale Group 19 – Spine Points 73 - 76
Main Purpose:	<p>To lead the implementation of an estates strategy and to manage all aspects of the school's properties including upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements.</p> <p>To maintain refurbishments and other building advancements in term of bidding, developing and procuring and to act as the School representative with suppliers to the estate, professional advisers (buildings) and contractors.</p> <p>To hold to account the catering and cleaning staff/service through business KPI's in order to ensure effective delivery of services to trust schools.</p> <p>To lead, support and develop site teams across the Trust</p> <p>Providing support and advice to the CEO.</p>
Main Activities:	<p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>• Provide strategic advice to the Trust Senior Team and Trust Board on issues relating to Health &amp; Safety and statutory compliance.</li> <li>• To strategically oversee the safety and security of all schools within the MAT working closely with the schools lead for site.</li> <li>• To monitor, review and devise new systems and procedures to improve efficiency and meet/maintain quality standards</li> <li>• Complete of all statutory returns relating to estates and facility management in liaison with the Chief Executive and CFO.</li> <li>• Write and oversee the estates strategic annual and 3-5 year plan based from the condition surveys</li> <li>• Source and be responsible for monitoring the quality and specification compliance of the cleaning services to include liaising with the contracted service providers and/or direct management and supervision of Trust staff delivering such services</li> <li>• Provide advice to Head teachers on statutory compliance for catering</li> <li>• Lead on bids for capital funding including Condition Improvement Fund</li> <li>• To manage all Site and H&amp;S budgets, including the writing of action plans and budget bids, taking responsibility for procurement (ensuring best value), tendering and supplier management.</li> <li>• Perform due diligence checks and create reports on any potential schools who may join the Trust in the future.</li> </ul>

- Monitor Site team's performance and ensure internal compliance and H&S audits are carried out regularly which are shared with all stakeholders
- To assist/manage the design and build of new projects from minor works to major projects.
- To develop strong and positive working relationships with school staff and contractors to maximise the potential of the estate and its development
- To advise and support the Chief Executive and Trustees on the long term capital strategy
- Ensure that estate buildings allow the curriculum for pupils to be maximised and delivered appropriately within budget
- Ensure sustainability and eco-friendly ideas are considered with all aspects of estates and facility management
- Ensure that buildings keep pupils and staff safeguarded and secure
- Manage, test and develop the Trust Crisis Management and Business Continuity Plan

#### **Buildings and Site**

- Liaise with all relevant bodies, DFE, ESFA and the Local Authority in the planning and programming of projects.
- Ensure all projects reflect the needs of the Trust and achieve value for money and are compliant with procedures and financial regulations.
- Co-ordinate works carried out to determine design detail specification and estimates prior to approval. Prepare reports for submission to Trust board, presenting/reporting as necessary
- Control tendering procedures for authorised schemes and prepare necessary reports for submission to the appropriate authority.
- To manage & monitor the performance of contracts and record performance against specified standards and KPIs
- Draw up and monitor the Asset Management Plan
- Be responsible for medium and long term plans and maintenance schemes
- Lead on assessment of future improvement and maintenance needs, and developing medium/long-term plans to deliver value for money
- Ensure the maintenance of work/inspection and testing schedules; standard operating procedures for all maintenance works, inspection and testing of plant, equipment, tools, facilities, vehicles etc. Ensure all estates and facilities paperwork is kept secure and up to date.
- Working in conjunction with the CEO, CFO and Head Teachers to plan work programmes, agree budget priorities, and prepare maintenance and capital expenditure plans
- Review and make recommendations to the Trust with regard to the Trust's energy supplies.

#### **Health & Safety**

- To ensure sites are managed proactively, all activities undertaken and works carried out align fully comply with all relevant health and safety legislation.
- To ensure appropriate safeguarding and risk assessments and contractor safety checks for works carried out on the estate, RAMS and work permits etc.
- To ensure actions from audits and H&S meetings are delivered operationally whilst liaising closely with any relevant bodies.

- To regularly manage, devise, review and update site based risk assessments, develop appropriate action plans to mitigate potential hazards and communicate updates to staff.
- To oversee all material and electric equipment and systems ensuring they are maintained, tested and serviced in accordance with health & safety legislation and recommended practices and that appropriate records are kept.
- To write and maintain a business plan for all catering equipment that sets a clear timeline, linked to the trust financial plan for maintenance and replacement of key equipment.
- To be responsible for the management of asbestos across all sites, ensuring that the control of asbestos regulations 2012 and the management of asbestos in school is complied with
- Undertake H&S inspections and work with the Site Teams to devise school based action plans
- To be responsible for managing all aspects of health and safety matters within the Trust including the Trust risk assessments, Trust risk register, health and safety policy, fire safety and emergency planning
- Responsible for the development, implementation, monitoring and evaluation of Trust health and safety plans to ensure legal compliance, including health and safety strategic development and staff training
- Ensure general and specific risk assessments are carried out and recorded in line with all health and safety requirements and that a culture of positive risk management is embedded across all areas.
- Ensuring that accident/near miss incidents are effectively investigated and reported and that accidents are collated to view trends
- Prepare and maintain fire risk assessments, fire evacuation testing and testing of fire equipment
- Ensure Trust and non-Trust personnel are fully aware of all fire safety and evacuation
- Development of personal emergency evacuation plans (PEEP) for people with disabilities
- Ensure the reporting of all RIDDOR to the HSE and accurate RIDDOR records are maintained.

#### **Security & Access**

- Ensure appropriate critical incident plans are in place and fully understood by staff
- Ensure all sites are appropriately alarmed and monitored by external body
- Be responsible for the development and management of appropriate measures for the security of the Trusts sites and buildings and the prevention of theft or damage to Trust property
- In the event of loss ensure all RPA requirements are carried out fully
- Ensure regular audits of each site are undertaken and any potential risks have been reported to the Head Teacher
- Report to the CFO on all loss of assets

#### **Strategic Leadership across the MAT**

- Ensure that all policies and procedures are fit for purpose, in date and followed by yourself, team and staff working across the MAT.

	<ul style="list-style-type: none"> <li>• Deliver first class training to your department and appropriate training to meet the needs of the Trust and its schools.</li> <li>• Conduct Performance Management reviews of your staff.</li> <li>• Facilitate and lead regular network meetings for your department.</li> <li>• Understand that you are a senior member of the Trust and as such be an exemplary role model for all other staff.</li> <li>• Be actively involved in shaping the future direction of the MAT, contributing to and driving the Trust's vision.</li> <li>• Be a proactive contributor to MAT Central Team meetings.</li> <li>• Take ownership with other departmental leads of the Trust risk register, Trust Strategic Plan and all other action plans for the Trust where appropriate.</li> <li>• Ensure that there is effective communication with other departments and schools across the MAT, both at a strategic level and functional day-to-day level.</li> <li>• Ensure effective financial management, meeting the needs of audit whilst realising cost savings wherever possible.</li> <li>• Effectively support and hold to account staff within your department where the need arises following relevant HR procedures.</li> <li>• Be on call in any emergency to support the team in need.</li> <li>• Be strategic in responding to incidents, working with other senior leaders under pressure; you will be able to prioritise effectively when there are conflicting demands.</li> </ul>
<p><b>Skills:</b></p>	<ul style="list-style-type: none"> <li>• Interpersonal, relationship building and networking skills.</li> <li>• Procurement and negotiation skills.</li> <li>• The ability to multi task and prioritise your workload.</li> <li>• Time management skills.</li> <li>• Project management skills</li> <li>• Research skills an ability to draw information from various sources.</li> <li>• Clear and concise writing skills.</li> <li>• Keeping to budget</li> <li>• IT skills</li> </ul>
<p><b>Additional:</b></p>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example</li> <li>• Operate with the limits of the trusts Financial Procedures Manual</li> <li>• Must have a clean driving license</li> <li>• Any other duties as directed by the Chief Executive</li> <li>• Developing and understanding of trust policies and procedures, complying with their contents and raising concerns in a timely manner</li> <li>• Actively participating in the Performance Management processes within the trust</li> <li>• Identify personal training needs and participate in training and performance development whenever required</li> <li>• Be aware of, support and ensure equal opportunities for all</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Contribute to the overall ethos/work/aims of the trust</li><li>• Appreciate and support the role of other professionals</li><li>• Attend and participate in relevant meetings as required</li><li>• To undertake any other duties appropriate to the grade of the post.</li><li>• In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people</li><li>• To undertake any duties reasonably directed by CEO</li><li>• Job descriptions are subject to annual review</li></ul> |
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**PERSON SPECIFICATION**

	<b>Essential / Desirable</b>	<b>A</b>	<b>I</b>
<b>Educational Qualifications</b> <ol style="list-style-type: none"> <li>1. Educated to a degree standard or equivalent</li> <li>2. Management and/or Facilities related qualification(s)</li> <li>3. NEBOSH General Certificate or equivalent (L3 C&amp;G NVQ in Health &amp; Safety or NRRQ Certificate in Applied Health &amp; Safety)</li> <li>4. IOSH or ROSPA approved COSHH training certificate</li> <li>5. IOSH or ROSPA approved asbestos awareness training certificate</li> <li>6. Member of IOSH at Associate / Technical Level</li> </ol>	<p align="center">E E E  D D D</p>	<p align="center">✓ ✓ ✓  ✓ ✓ ✓</p>	
<b>Experience</b> <ol style="list-style-type: none"> <li>7. Experience of managing a facilities service</li> <li>8. Experience of managing staff</li> <li>9. Building maintenance</li> <li>10. Budget management</li> <li>11. Experience of Emergency planning and Contingency</li> <li>12. Procurement Management</li> <li>13. Drafting and contribution to the development of policies, procedures and work practices.</li> <li>14. Advising on legislative compliance</li> <li>15. Project Management</li> </ol>	<p align="center">E E E E E E D  D D</p>	<p align="center">✓ ✓ ✓ ✓ ✓ ✓ ✓  ✓ ✓</p>	<p align="center">✓ ✓ ✓ ✓ ✓ ✓ ✓  ✓ ✓</p>
<b>Knowledge</b> <ol style="list-style-type: none"> <li>16. Service delivery</li> <li>17. Facilities management</li> <li>18. Building systems and Security Management</li> <li>19. Energy management</li> <li>20. National Acts of Government and Policy in the facilities setting</li> <li>21. Facilities role within the safeguarding agenda</li> </ol>	<p align="center">D E E D E D</p>	<p align="center">✓ ✓ ✓  ✓  ✓</p>	<p align="center">✓ ✓ ✓ ✓ ✓ ✓</p>
<b>Skills</b> <ol style="list-style-type: none"> <li>22. Resource management &amp; strong problem solving skills</li> <li>23. IT skills</li> <li>24. Use of Data management databases</li> <li>25. Strong organisation and administration skills</li> </ol>	<p align="center">E E E E</p>	<p align="center">✓ ✓ ✓  ✓</p>	<p align="center">✓ ✓ ✓ ✓</p>
<b>Personal qualities</b> <ol style="list-style-type: none"> <li>26. Excellent communicator</li> <li>27. Proactive and positive outlook</li> </ol>	<p align="center">E E</p>		<p align="center">✓ ✓</p>
<b>Equal opportunities</b> <ol style="list-style-type: none"> <li>28. To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.</li> </ol>	<p align="center">E</p>	<p align="center">✓</p>	<p align="center">✓</p>