

Northern Education Trust – Job Description

Job Title:	Estates Assistant		
Base:	North Shore		
Reports to:	Director of Estates	Grade:	Grade F SCP 23 - 26
Service responsibility:	Trust wide Estates, associated property and infrastructure	Salary:	£21,268 - £23,398 Whole Time
Additional:	Regular travel may be required.	Term:	Permanent

JOB PURPOSE

- To support Northern Education Trust approach to estates management by aiding in the alignment of the trusts development plan of buildings and grounds.
- To provide support to the Director of Estates taking some responsibility for the Trust's capital projects, providing professional expertise, advice and support to the relevant specialist/professional staff and working partners (internal and external) as required.
- A commitment to operational excellence with a clear vision to develop the future of Northern Education Trust.
- To support the Director of Estates in preparing Education and Skills Funding Agency (ESFA) reports and requests for information.

JOB SUMMARY

1. To work with the Director of Estates to ensure that the Trust estate complies with relevant Health and Safety legislation and ensure that statutory testing of assets and facilities is carried out and recorded to set timescales.
2. To support the Director to monitor service delivery and develop performance criteria for all the Trust's Estate that fall within the Director of Estates remit.
3. To manage a range of external contracts to ensure that services are delivered in accordance with the terms and conditions stipulated and provide value for money
4. To deputise for the Director of Estates when necessary, work flexibly over the range of activities involved and offer support as required to academies.
5. To ensure that all the Trust's built environment is safe, secure and attractive and to continue to drive improvements to the estates and facilities.
6. To assist in the responsibility for capital projects including financial control of these and also cyclical projects.
7. Support the Director of Estates to creatively develop the vision and strategy for the academies within the Trust Estate which may include
 - Termly inspections of the academies and grounds
 - Design and delivery of small to medium capital projects
 - Preparation and submission of planning applications
 - Management and safety of on-site contractors
 - Performance within agreed budgets

General

1. To participate in wider Trust meetings and working groups as required

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date: