

JOB DESCRIPTION

Job Title: Asset and Estates Manager

Grade: N (PT39 – PT41)

Job Location: Academies within The Ascent Academies’ Trust

Responsible to: Chief Operating Officer

**Principal Responsibilities**

* To be responsible for all operational aspects of the Trust’s Assets, including buildings/estates and transport
* To advise on the condition, investment and operation of all estates
* To ensure all sites are maintained to the highest standard within allocated resources
* To be responsible for Health and Safety compliance for all Facilities Management and Estate requirements and advise academies when required
* To ensure continued investment and improvement in all academies, securing additional finances to support funding
* Produce and report progress on strategic investment and academy improvement plans
* To work closely with the Chief Operating Officer in supporting all matters relating to assets, estates and health and safety when required.

**Main Duties**

General

* To work flexibly, efficiently and in co-operation with other areas of the Trust to promote and implement the strategy and policies of the Trust
* To make significant and demonstrable contribution to year-on-year improvements to the estates, to raise standards of team’s performance and service standards
* To discharge all allocated tasks and responsibilities in a professional and supportive manner

Asset Management responsibilities

* To develop, manage and maintain the Trust’s asset portfolio to a continually improving standard
* To evaluate academies assets and usage options to inform Heads of Academy and propose suggestions for improvement
* To implement academy site development plans and agree investments
* To lead on the creation and management of proposed investment projects
* To recommend and implement opportunities for reducing the carbon footprint of the estate
* To ensure compliance with all statutory obligations regarding the investment and development of the estate
* Actively explore all opportunities for additional capital financing and investment to fund academy priorities and further improve the assets of the Trust

Estates Operational Responsibilities

* To ensure sufficient, suitable accommodation is available to meet the Trust’s operational needs and fit for purpose to meet pupil needs
* To develop, manage and maintain the Trust’s property portfolio to a continually improving standard
* To ensure all estates are maintained and operated with statutory and regulatory requirements
* To prepare tenders and specifications for minor building and maintenance work that is required across the estate.
* To specify maintenance agreements and negotiate service level agreements with contractors
* Monitor the effective and efficient delivery of estates contracts
* Ensure that relevant statutory compliance is achieved for all accommodation
* Maintain and hold up to date site and building plans and information for all Trust accommodation

Subcontracted Services

* To be the Trust lead on all contracted out facility services eg cleaning, grounds maintenance, etc ensuring contractors are fulfilling contractual requirements, meeting key performance indicator targets and delivering Value for Money
* Plan and review specifications for contracted out services in line with Trust business requirements
* Ensure compliance with the Trust’s finance policy and procedures in relation to subcontracting eg quotes, VfM etc
* Develop and implement quality standards for contracted out services.
* Monitor and report on subcontracted services

Health and Safety

* To ensure the principles and details of the Trust’s Health and Safety Policy are fully implemented within the estate services.
* To be responsible for all aspects relating to health and safety in relation to organised building works and accommodation
* To be responsible for maintaining asbestos survey registers.
* To report to and attend health and safety meetings as required.
* Ensure written risk assessments are in place and regularly reviewed for all estates and facilities activities
* To manage and advise on Health and Safety requirements across the Trust, in relation to Facilities Management and Estates
* To keep abreast of changes to Health and Safety legislation and ensure that these changes are implemented across the Trust as required
* To undertake termly inspections on each academy and report to each Head of Academy including recommendations
* To undertake a termly health and safety audit/review of each academy and report to each head of Academy
* To advise senior leaders on health and safety issues and/or queries
* To liaise with external health and safety advisor

Management responsibilities

* Provide support and supervision to the estates staff.
* Support each Head of Academy with the performance management reviews on all site staff ensuring development needs are accurately identified and met.
* Effectively and efficiently manage and monitor delegated estates budgets
* Manage capital projects, including contract deliverables, contractor performance, project budget and overall outcome
* To be responsible for the Trust’s transport fleet, ensuring compliance with relevant regulations in the operation, maintenance and usage.
* To make an appropriate contribution to any required information in relation to asset management, estates services or health and safety

Other responsibilities

* To promote equal opportunities and implementation of the Trust’s Equality and Diversity policy.
* To take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults.
* Undertake any other reasonable tasks commensurate with the level and nature of the post.
* To work at any of the Trust’s sites.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Mick Little

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