**JOB DESCRIPTION**

Dovecote school is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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| **Job Title** | Estates Manager |
| **Hours** | * 40 hours p/w * Additional OOH Support when required |
| **Working Weeks** | 52 weeks p/a |
| **Salary** |  |
| **Responsible to** | People, Resources and Compliance Manager |
| **Responsible for** | Estates Workers, Lead Gardener, Farm Technician, Caretaker, Housekeeping Team |
| **Purpose of Job** | To maintain buildings, equipment and plant to the high standards set by the company and external regulators and to record, monitor and assign tasks to the iamCompliant portal. |

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| **DOVECOTE SCHOOL VISION**   1. We strive to equip all pupils with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals. 2. The learning process is active 3. The learning community is underpinned by environmentally sustainable values and practices 4. Pupil voice is empowered through a strong emphasis on developing individual communication strategies. 5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future | |
| **WE VALUE** | **WE AIM TO** |
| **LEARNING** | Create nurturing, challenging and empowering learning opportunities for children, staff and parents/carers. |
| **INCLUSION** | Offer a broad, balanced curriculum that is relevant and accessible for all children |
| **ACHIEVEMENT** | Celebrate the achievements and successes of each individual |
| **COMMUNICATION** | Ensure everyone has a voice and their contribution is valued |
| **RESPONSIBILITY** | Secure the accountability of all through distributive leadership, rigorous monitoring and evaluation |
| **REFLECTION** | Improve future performance through the continuous evaluation of our practice |
| **CREATIVITY** | Think outside the box and try new ideas to continuously raise standards |
| **COMMUNITY** | Foster positive working relationships with parents/carers, multi-agency professionals and the local community |
| **ENVIRONMENT** | Protecting our future and our planet |
| **DIVERSITY** | Promote tolerance and respect for individual differences, abilities, needs and beliefs |
| **WELL-BEING** | Create a safe, caring environment in which everyone is healthy, happy and ready to learn |
| **TRANSITION** | Equip children and families with the knowledge, skills, independence and resilience to face future challenges |

**Aims and Objectives**

To lead and coordinate the estates function of Dovecote School, ensuring the effective maintenance, safety, and development of school buildings, grounds, and facilities. This includes managing compliance systems, coordinating planned and responsive maintenance, and line managing the estates team. The Estates Manager plays a key role in supporting the school’s therapeutic and inclusive learning environment, with an understanding of the needs of students with SEMH, PDA, autism, trauma, and complex SEND.

**Key Responsibilities**

**Leadership & Line Management**

* Provide clear leadership and day-to-day line management for the estates team including the Lead Gardener, Farm Technician, Caretaker, and housekeeping team.
* Set performance objectives, carry out appraisals, and support professional development across the team.
* Organise regular team meetings to monitor progress, share updates, and review compliance and maintenance priorities.
* Compliance Management
* Oversee the school’s compliance portal (IamCompliant), ensuring all tasks are logged, prioritised, monitored and resolved.
* Maintain accurate compliance records and ensure external inspections and audits are supported.
* Present regular compliance reports to SLG with risk mitigations and forward plans.

**Facilities & Maintenance**

* Oversee all maintenance and repair activities across school buildings, plant, and grounds.
* Coordinate weekly and monthly checks of critical systems (fire safety, heating, water hygiene etc.).
* Maintain high standards of cleanliness, safety and functionality across the site.
* Ensure safe access during adverse weather conditions (e.g. snow, ice, fallen debris).
* Carry out minor repairs and coordinate specialist contractors where required.

**Health & Safety**

* Support the People, Resources and Compliance Manager in ensuring full compliance with health and safety legislation.
* Lead by example in safe working practices, COSHH, risk assessment and manual handling.
* Promote a strong culture of safety and awareness across the school site.

**Contractor and Supplier Management**

* Manage visiting contractors, ensuring work is completed safely and to a high standard.
* Liaise with suppliers for materials, equipment and servicing.
* Minimise disruption to students and staff during maintenance or contractor work.

**Strategic Estate Planning & Capital Projects**

* Develop and implement a comprehensive Estates Development Plan, aligning with the school's strategic objectives.
* Lead capital projects from conception to completion, ensuring timely delivery within budget and compliance with regulations.
* Work closely with the Senior Leadership Team (SLT) to identify and prioritise estate improvement initiatives.

**Security & Emergency Preparedness**

* Manage the school's security systems, including CCTV, access controls, and alarm systems.
* Develop and update emergency response plans, including fire evacuation and lockdown procedures.
* Act as the primary key holder, coordinating out-of-hours access and responding to security incidents.

**Sustainability and Environmental Management**

* Monitor and manage energy consumption, implementing initiatives to reduce the school's carbon footprint.
* Promote and integrate environmentally sustainable practices across the estate.
* Ensure adherence to environmental regulations and maintain necessary documentation.

**Financial Management and Budgeting**

* Manage the estates budget, forecast expenditures and identifying cost-saving opportunities.
* Oversee procurement for estate-related goods and services.
* Provide regular financial reports to the SLT.

**Administrative Duties**

* Maintain inventories for tools, plant and machinery.
* Support with budget planning and ensure cost-effective procurement for maintenance.
* Keep clear records of maintenance logs, servicing history, and compliance activities.

**Other Duties**

* Provide driving support if needed.
* Participate in the emergency out-of-hours Rota.
* Uphold safeguarding and confidentiality at all times.
* Take part in supervision and whole school training sessions, including safeguarding and first aid.

**Additional Responsibilities**

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. Dovecote School reserves the right to vary duties and responsibilities at any time.

**Equal Opportunities**  
Dovecote School supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on all grounds. You are expected to comply at all times to the Companies EO Policy and Guide to Equality document

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Personal Attributes** | * Positive and flexible attitude, willing to adapt to changing circumstances. * High level of reliability, integrity, and discretion. * Commitment to the ethos, values and vision of Dovecote School. * Resilience and emotional intelligence to work in a therapeutic, trauma-informed educational environment. * Commitment to promoting equality, diversity, and inclusion. | * Knowledge of environmental initiatives and the green agenda. * Experience managing simultaneous projects and coordinating safe environments. * Awareness of safeguarding legislation and the needs of children with complex needs. |
| **Knowledge** | * Sound working knowledge of health and safety regulations (including COSHH, manual handling, fire safety, water hygiene). * Understanding of facilities management practices including security, grounds, and premises compliance. * Awareness of safeguarding responsibilities and the needs of children and young people with autism, trauma, SEMH and complex SEND. * Understanding of sustainability and environmental management practices in schools. | * Working with children and young people who have experienced trauma. * IT infrastructures and telecommunications systems. * Knowledge of Health and Safety Legislation * Risk and risk management * Knowledge of facilities management. |
| **Experience** | * Proven experience in estates or facilities management. * Demonstrable experience of leading and managing a team across multiple disciplines (e.g. maintenance, grounds, housekeeping). * Experience of managing planned and responsive maintenance programmes. * Experience of working within safeguarding frameworks and safe working practices. * Experience of managing external contractors and liaising with suppliers. * Experience managing compliance platforms and maintenance logs. * Budgetary awareness and experience of procurement or managing resources. | * NEBOSH Certificate or equivalent qualification. * Experience working in an SEN or education environment. * Knowledge of green infrastructure, biodiversity initiatives, or environmental compliance. * Familiarity with farm/land-based facilities and rural estates management. * Experience of managing capital projects or estate development plans. |
| **Training** | * Commitment to personal and professional development. * Ability to engage with learning opportunities including effective use of supervision, training, e-learning and feedback * IOSH Managing Safely or willingness to work towards. |  |
| **Working Conditions** | * Participate in in the on-call rota * A satisfactory DBS will be required for all employees * Willingness to be outside in all weathers and patience to undertake all sorts of practical, sometimes repetitive jobs. * Maintain confidentiality and comply with safeguarding policies. |  |

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# Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_