

Job Description

Job Title: Estates Manager

Responsible to: Director of Estates

Statement of Purpose:

The Estates Manager will lead the operational management of the Trust's school estates, ensuring that buildings are safe, compliant, well-maintained and fit for purpose. The Estates Manager will provide professional leadership to site teams, manage planned and reactive maintenance, and ensure statutory compliance in line with DfE guidance and Trust policy.

This role ensures that all schools receive consistent, professional estate services and that estate risks are effectively managed across the Trust.

Key Tasks:

Maintenance and Operations

- Lead on the delivery of the Trusts maintenance strategy, ensuring consistency and a planned approach across all schools.
- Oversee reactive maintenance, prioritising works based on risk and operational need.
- Manage and review PPM schedules, ensuring statutory task are completed.
- Monitor and maintain the Facilities CAFM system.
- Support schools with operational response to emergencies or service failures.
- Ensure the asset register is maintained and updated regularly.

Compliance and Safety

- Ensure all estates related statutory checks and records are maintained and up to date (asbestos, water safety, electrical testing etc).
- Maintain oversight of permits to work, contractor management and risk assessments.
- Oversee the compliance system to ensure compliance completion and escalation is monitored.
- Support audits and inspection and ensure remedial actions are completed in a timely manner.
- Ensure suitable and sufficient risk assessments are in place for all estates related activities undertaken in schools.
- Support schools with Health and Safety management, participating in regular Health and Safety walks.
- Ensure working practices are safe and comply with current legislation.
- Keep up to date with new and updated legislation.

Leadership and People Management

- Line management responsibility for Premises managers, ensuring consistency and competence across all schools.
- Support site staff development through mentoring and training.
- Develop collaborative working relationships with Headteachers and senior leaders, balancing operational needs with Trust-wide priorities.
- To be fully responsible for the coordination and effective leadership of the central estates maintenance team and ensure efficient deployment of resources to deliver a comprehensive site support service.
- Carry out regular performance reviews of all direct reports.
- Ensure training and development is undertaken where required.

Project Management

- Support the Director of Estates and Operations in preparing evidence to support CiF funding applications.
- Support the Director of Estates and Operations in the delivery of capital projects, condition surveys and lifecycle planning.
- Assist with tendering, contractor performance monitoring and project handovers.
- Assist with the implementation of the Trust's asset management plan.
- Assist with the development and implementation of the Trust's sustainability plan.
- Maintain an asset log detailing the description, location and value of all assets above a prescribed value.

Cleaning and Catering

- Be responsible for the management of Catering and Cleaning contracts in schools, ensuring compliance with contractual KPI's.
- Support schools that deliver these services in-house ensuring they are working to best practice and delivering an exceptional service.

Health and Safety

- Within your area of responsibility ensure risk assessments are in place and risk is managed appropriately.
- Ensure working practices are safe and comply with current legislation.
- Keep up to date with new and updated legislation
- Maintain the COSHH register ensuring Material Data Sheets and COSHH risk assessments are available and maintained for all COSHH items used in school.
- Support schools with Health and Safety management, participating in regular Health and Safety walks.

Personnel Management

- To be fully responsible for the coordination and effective leadership of the maintenance team and ensure efficient deployment of resources to deliver a comprehensive site support service.
- Carry out regular performance reviews of all direct reports.

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- Ensure training and development is undertaken where required.

Strategy and Reporting

- Provide assurance reports on compliance, maintenance and estate performance to the Director of Estates and Operations.
- Contribute to estate risk management, budget forecasting, and prioritisation of works.
- Ensure all estates documentation is accurate and accessible in the Trust's central systems.
- Support development and implementation of Trust-wide estate policies and procedures.

This is not an exclusive or exhaustive list but indicates the type of role and expectations to be placed upon the position. Other tasks commensurate with these may be required at the discretion of the Director of Estates.