

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Estates Project Manager
Reporting to:	Steve Hadland
Line management responsibility for:	Estates
Main purpose of the role	
<p>Working closely with the Estates and Facilities Managers, responsible for producing a standard approach to all Estates improvement projects, ensuring that they are budgeted, documented, authorised, carried out and completed within budget and to a consistent standard and in a time appropriate manner, taking into account all environmental considerations, codes of practice and H&S regulations to ensure that our buildings, grounds and facilities support and deliver an outstanding educational experience.</p>	

Main duties and responsibilities:

- 1. Estates Major Project Management.** Working closely with the Estates and Facilities Managers on planning, producing and reviewing the Trust's key Estates projects in line with the site masterplan. Carrying out budget cost analysis, tender packages and recommendations to ensure the best and most cost efficient options can be presented for decision making. Overseeing implementation and monitoring / controlling cost through to completion.
- 2. Small and Medium Projects.** Working as part of the Estates Team to ensure that small and medium scale projects are planned, scheduled into deliverable workstream programmes and costed into the correct revenue budget streams in line with the masterplan and condition survey.
- 3. Estates Project Strategy.** Produce and review a clear, 10 year, Estates Project Strategy with documentation to support the delivery of overall school improvement projects alongside condition survey work which can be shared and presented to the Senior Management Team and appropriate committees. This will allow clear future resource planning and setting of budget priorities for the Trust.
- 4. School development.** Work closely with key school stakeholders, contractors, external consultants, planning authorities and architects, working within the controls of the associated school contractor policies, reviewing recommendations and making collaborative decisions on any future developments, to ensure that the schools objectives are met and they can be maintained and managed in a cost efficient way.
- 5. Environmental issues.** Work with consultants to ensure that the school has a clear environmental policy and strategy with deliverable objectives to enable the Trust to achieve a carbon neutral position. Investigate the options for low environmental impact and sustainable alternatives, produce analytical reports and recommend solutions to improve the school infrastructure.
- 6. Deputise.** In the absence of the Estates and Facilities Managers, assist the Estates Management Team (Grounds, Security and Cleaning Managers) and School Bursar as and when required to help with the management of all Estates departments functions.

7. **Health and Safety and compliance.** To support and maintain all elements of H&S within the Trust. Work with the Health and Safety compliance Manager to, produce documents and risk assessments in accordance with Bede's Trust Policies ,H&S guidance, CDM regulations, current legislation and compliance
8. **Administration and records.** Maintain accurate records, ,archive documentation, budgets and project schedule requests to ensure there are clear records of work undertaken and make these available to consultants, planners, contractors and other key stakeholders within the trust

Key Interfaces

Estates and Facilities Managers

Bursar and Headmaster

School Governors

Health and Safety and Compliance Manager

Heads and directors of departments and support services

External consultants, contractors, suppliers and agents

Bedes School staff and students

Operating Context: Bede's is a successful, friendly and warm welcoming community. We offer a high quality service to all our staff pupils and visitors and have ambitious plans to continue to improve and develop our Facilities and services with a sustainable future which we will continue to invest in. The Estates Team is central to ensuring the school's buildings, facilities, grounds and sports pitches are fit for purpose and meet its business needs with the standards which our parents expect and the teaching staff require to deliver the extended curriculum. The dynamic school environment means that the Estates Department needs to meet changing requirements, requiring high levels of flexibility, with collaborative and cooperative working to ensure that allocated duties are completed promptly and effectively. Pupil, staff and visitor safety is paramount and the job-holder must be aware of the impact of his or her work at all times to ensure the safety of students, colleagues and visitors on the school site. The Senior School has a very significant presence at Upper Dicker, maintaining many of the buildings and sports amenities/grounds in what is a small, rural village. The Prep School is located in a conservation area in the Meads area of Eastbourne. Harmonious relationships with local residents is essential to the smooth running of both sites and the Estates Team is highly visible within the community and frequently at the forefront of that relationship.

Bede's is committed to the highest standards of safeguarding.....

Additional information:

- **Working hours, 40 hour per week all year round (52 weeks)**
- **Annual salary scale TBC**

- Permanent Vacancy

- Salary - £45,000.00

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
Degree in Estate, Property or Construction Management.	E	A/I
Prince 2 qualification or equivalent with a solid Estates Project management background	E	A/I
Knowledge and Skills		
High level of interpersonal and communication skills	E	A/ I
High standard of computer literacy and strong IT skills	E	A/I
Ability to work closely and supportively as a member of a team.	E	A/I
Ability to plan tasks, achieve deadlines and prioritise effectively whilst working under pressure where necessary	E	A/I
Experience		
Project Management Experience	E	A/I
Experience of working in an Estates environment	E	A/I
Experience managing external contractors and contacts and make clear decisions in the best interests of the Trust	E	A/I

Experience at problem solving with the ability to identify and implement practical solutions and advise others in areas of expertise.	E	A/I
High standard of literacy and numeracy and experience of understanding and managing budgets	E	A/I
Personal competencies and qualities		
Professional and flexible approach to all aspects of work	E	A/I
Ability to work alone or part of a larger team and with other departments	E	I
Ability to plan and organise a working day to work effectively and efficiently	E	I

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

Written by: Steve Hadland (07/03/22)