



Royal Russell

Job Description

Job Title: Deputy Estates Manager (DEM)

Reports To: Estates Manager

Purpose of Job:

To support and deputise for the Estates Manager in the day-to-day running of the Estates Department, leading people and managing resources to ensure the effective operation of the Russell School Trust Estates Department including: Maintenance, Grounds, Housekeeping and Caretaking so that the School's facilities and services are maintained to the highest levels necessary to enable it to achieve its educational objectives. Deputise for the Estates Manager, when required, such as during periods of leave, or other absences.

Main Duties:

Strategic Building and Grounds Development Plan

- Support the Estates Manager in the implementation of the School's 5-Year Property Development Master Plan for Buildings and Grounds.
- Contribute ideas and advice regarding potential future planned maintenance and development appropriate to and in keeping with the School's development plan for both Senior and Junior Schools, and St David's School.
- Provide technical and operational expertise in planning building and estates works for the long-term future of the Trust's building stock.

Budget Management

- Support the Estates Manager in managing and monitoring the departmental budget so that the operational Estates function is financially compliant and delivers its services within agreed budgets.
- Re-tender the service contracts on a rolling programme to ensure best value.

Project Management

- Lead on the delivery on specific projects in support of the Estates Manager to ensure effective delivery of identified projects to enable the School to enhance and develop facilities in line with its strategic plan and objectives.
- Compile, as required, scope of works/specifications, tendering operations and management of projects.

Buildings and Facilities Maintenance

- Undertake annual condition surveys to enable the prioritisation of works.
- Support the Estates Manager to deliver the planned maintenance schedule (rolling 5-year) to ensure that facilities and equipment (including the swimming pool) are appropriately maintained and fit for purpose.
- Support the Estates Manager and Projects & Maintenance Supervisor to ensure that planned maintenance activities and internal projects are completed on schedule and that emergency

repairs are carried out within published timeframes and the School environment is safe, comfortable and fully functional during all operational hours in order that the School can deliver educational services.

- Support the Estates Manager to administer the cyclical maintenance operations to ensure existing facilities are maintained.

Building Services

- Liaise with the School's building services' contractors to ensure all heating, hot water and services' supplies are maintained.
- Support the Estates Manager to re-tender the utility supply contracts.
- Support the Estates Manager to manage the cyclical/planned maintenance operations for the School's mechanical and electrical plant.
- Have a working knowledge of the School's BMS system to ensure efficient use of the heating and hot water supplies.
- Monitor and maintain the School's Photovoltaic array, ensuring that it is always operational, providing data from the system as part of the ESG strategy.
- Monitor gas, electricity and water consumption. Report findings, highlight issues and implement improvement/consumption reduction strategies.

Grounds Development and Maintenance

- Support the Grounds Manager to ensure the effective management of the team and resources to ensure timely and efficient maintenance and preparation of the School's grounds, sports pitches and facilities to enable pupils to fulfil their sporting practices and fixtures on well maintained and marked out pitches and surfaces.
- Support the Grounds Manager to ensure the provision and maintenance of an attractive, tidy and safe grounds environment for our pupils and staff.
- Support the Grounds Manager in the development and implementation of a 5-year development plan for the grounds and estate to maximise pupil's use through the development and maintenance of the sports facilities, and the woodland estate.

St. David's School

- Line manage the St David's caretaker.
- Act as the point of contact for St David's SLT.
- Ensure that any necessary works are undertaken in timely manner.
- Assist the caretaker as required.
- Arrange cover in times of absence for the caretaker at St David's.
- Attend and carry out a weekly inspection of the school.

Housekeeping & Caretaking

- Line manage the Housekeeper.
- Support the caretaking and housekeeping staff under their areas of responsibility to ensure that the School has an effective, engaged and high performing staff team with the right skills to always deliver a high-quality estates management service.
- Undertake annual performance management reviews of the caretaking, housekeeping, maintenance and grounds staff.
- Ensure effective and efficient use of the team's resources.
- Foster good working relationships with Estates team leaders and all Royal Russell boarding staff to ensure that the Boarding House facilities and services meet their needs.
- Liaise with Commercial Manager for requirements for lettings e.g. holiday club, summer schools etc.
- Liaise with staff leading RR Day and MUN and co-ordinate Estates supporting activities.

Health and Safety

- Support the Estates Manager to ensure that all Estates Department Health and Fire Safety requirements are always complied with. This includes but is not limited to:
 - risk assessments,
 - method statements,
- Ensure that all health and safety issues are addressed speedily and appropriately in order that the School is always fully compliant.
- Ensure statutory compliance issues are all complied with and maintain a record and register e.g. electrical testing, asbestos registers, gas safe certificates, water hygiene etc.
- Manage the annual review of the ladders and step ladders across the site and maintain records.
- Ensure all Estates Staff have appropriate PPE and uniform.

Car Parking

- In liaison with the Operations Manager arrange the parking for events and sporting activities.
- Ensure that correct and adequate signage is in place.
- Ensure that correct and adequate statutory and wayfinding signage is in place.
- In liaison with the Operations Manager and Commercial Manager, arrange the parking for events and sporting activities.

Honours Boards & signage

- In liaison with the Headmasters' PA, Housemistresses and Housemasters arrange the honours boards across the site to be kept updated.

Estates Vehicles

- Maintain a record of all the Estates Department vehicles.
- Organise the servicing, MOT etc of the vehicles.
- Manage the replacement of vehicles as required.
- Ensure that all vehicles are kept clean and tidy.

Staff Properties

- Undertake annual inspections of the staff properties and maintain records.
- Maintain a record of school owned equipment and materials in the staff properties.
- Act as the point of contact for residential staff and address any issues in a timely manner.
- Liaise with tenants about access for cyclical and emergency maintenance issues.
- Obtain meter readings for gas and electricity for all staff properties. Monitor and report on consumption.

Training & Staff Development

- Organise and manage in-house training programmes.
- Undertake annual risk assessment reviews with in-house estates teams and implement control measures.
- Maintain training records for the Estates Team.

Systems and record keeping

- Support the Estates Manager to ensure that all building record logs and registers and risk assessments are always maintained and available.

- Support the Estates Administrator in obtaining and updating 'Contractor Questionnaire' forms from approved contractors.
- Ensure Estates building and site plans are up to date.
- Ensure the work ticket system is operated such that the maintenance, grounds and domestic services teams always deliver a speedy and responsive 5* service to the School.

General responsibilities

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (always including Child Protection) Policy and Procedures.
- Attend Royal Russell Day and Open Day.
- Always display correct staff identification whilst on site.
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
- Always adheres to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
- Carry out any other reasonable duties as requested by the Estates Manager, and Director of Operations/Finance (and Headmaster).

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Person Specification – Deputy Estates Manager

Experience/Qualification	Essential	Desirable
5 years relevant experience	X	
Previous staff management experience within a building or facilities setting	X	
Buildings project management and maintenance experience	X	
Management of contractors	X	
Previous experience in a School or similar environment		X
Chartered Building Surveyor (RICS) or member of the Institute of Workplace and Facilities Management (IWFM)		X
Evidence of continuing professional development or training in relevant area	X	
Ability to communicate effectively at all levels, internally and externally, using appropriate methods and language	X	
Strong understanding of compliance, health and safety, environmental and fire safety regulations and building management systems	X	
Ability to produce, understand and interpret financial information, including departmental and project budgets	X	
Competent in AutoCAD, Microsoft Office, including Word, Excel, Access and Outlook	X	
Good understanding of customer service requirements and able to always deliver an effective customer-focused service	X	
Effective time management and prioritisation skills, with ability to work to deadlines	X	
Ability to quickly establish professional and credible working relationships	X	
Flexible approach to hours with the ability to attend School premises and site out of hours at short notice	X	
A full, clean UK driving licence	X	