



## Estates and Facilities Director

St. Francis CMAT  
Hallam Pastoral Centre  
St. Charles Street  
Sheffield  
S9 3WU

Tel: 0114 256 6401

## Job Description

### Main Purpose of the Job:

- To shape, lead and manage the Estates & Facilities Management function across the CMAT.
- To manage & improve a proactive Health and Safety process in line with statutory and regulatory requirements throughout the CMAT.
- To manage, in collaboration with the Headteachers, the Estates & Facilities support staff.
- To ensure that the Estates & Facilities of the CMAT are kept open and fit for purpose and that value for money is achieved.

### Key Responsibilities

#### General

- To work closely with the Leadership teams in the CMAT schools in ensuring that the sites and facilities of the schools provide an effective and high quality environment in which the CMAT can achieve its objectives.
- To ensure that the CMAT buildings and site are clean, safe, secure and accessible at all times.
- To promote teamwork and to motivate staff to ensure effective working relationships across the CMAT.
- Ensure 'Best Value' is sought for goods and services across the CMAT for all Facilities and Services including Energy.
- Report to DfE/ESFA with premises related statutory returns.

## **Health & Safety**

- As the designated 'competent person' for health and safety, to ensure that the relevant legislation and good practices are continually observed throughout the CMAT.
- To be responsible for leading, developing, implementing, auditing and reviewing the CMAT' Health & Safety management systems, and provide advice to ensure that pupils, staff and visitors are provided with facilities that are safe and fit for purpose.
- To develop and implement policies, training, procedures and processes concerning Health and Safety (including risk/emergency management).
- To promote and monitor safe working practices within the CMAT and to provide regular reports to Senior Management and Trust Board.
- To review CMAT Estates & Facilities Policies and Procedures ensuring they are relevant, updated and comply with all relevant legislation and are implemented consistently across schools.
- To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required.
- To ensure the security of CMAT resources and accommodation including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities, lock down procedures and risk management.
- To establish, monitor and evaluate risk assessments within the areas of specific responsibility.
- To manage effectively the duties of Site Maintenance staff in the areas of accommodation and resources, providing induction to new staff within the areas of responsibility.

## **Capital Works & Maintenance**

- To lead on the development and implementation of the CMAT-wide estate development strategy.
- To ensure that where additional funding is available for capital works, that those opportunities are identified and that effective bids are submitted correctly and on time to maximise the amount of resources available to the schools.
- To manage the tendering, letting, implementation and snagging of all capital projects so that they are completed to time and budget and are fit for purpose.
- To prepare and manage an effective Planned Preventative Maintenance programme across the estate.
- To be the lead person coordinating major projects liaising with advisors, bid writers and contractors.
- To establish, monitor and review a list of contractors for minor works including the provision of predetermined pricing/specifications as appropriate.
- To develop and monitor systems relating to minor maintenance/health and safety/accommodation/resources requests from staff.
- To be responsible for developing and maintaining a programme of electrical testing of portable items of electrical equipment including relevant record keeping.

## **Finance & Management**

- To work with the Leadership Team and the Finance Team to ensure that the budgets for Estates & Facilities are prepared correctly and that information is made available so that current and future expenditure is recorded and monitored.
- To liaise with the Local Authority, Education & Skills Funding Agency, Department for Education, Insurance Brokers and other third parties as necessary.
- To manage the procurement of CMAT-wide contracts for cleaning, catering, security and utilities ensuring that value for money is achieved via competitive tender in compliance with the Academies Financial Handbook and CMAT Finance Policy.
- To monitor and manage the CMAT-wide contracts for cleaning, catering and security ensuring the contracts deliver service to specified standards.
- To be responsible for the deployment and work of the CMAT Site Maintenance staff.
- To plan and monitor the expenditure of the relevant allocated budgets.
- To ensure that regular checks of buildings, grounds, furniture, fittings are undertaken and to take appropriate action, which will include advising Senior Management on technical issues, financial and budgetary implications.
- To obtain when necessary financial estimates relating to necessary work and advise senior management accordingly.

- To ensure that orders placed for approved site works/services are in accordance with approved procedures, specifications, timescales and that the work is supervised and completed satisfactorily.

## Other

- To participate in your own professional development activities and performance management activities as required
- To be responsible for the CMAT minibus fleet including maintenance and compliance with legal requirements.
- To advise on staffing needs, design of job descriptions, person specifications, and participate in the recruitment of relevant staff.
- To coordinate the activities of First Aiders and retain appropriate records.
- To participate in the CMAT's Professional Development Review process both in terms of self and other staff as appropriate.
- To manage the catering managers and outsourced provision across the CMAT, having general oversight of all catering facilities.
- To maintain an asset inventory (excluding IT equipment) across the CMAT.
- To establish and manage a lettings policy that maximises revenue for the CMAT.
- To be responsible for the oversight of staffing and security arrangements concerning lettings and events on sites.
- Assist the Director of Finance & Administration with project work as required.
- To undertake other reasonable duties as directed by your line manager

## Additional Information

- This Job Description is correct at the time of print (14<sup>th</sup> September 2023) and gives the main responsibilities and tasks of the role, but may be changed or added to as appropriate.
- This post is subject to a probationary period.
- This post is subject to an Enhanced Disclosure and Barring Check.
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.
- St Francis CMAT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment

## Person Specification:

<b>Education and Qualifications</b>	<b>Essential / Desirable</b>
NEBOSH qualified or equivalent with relevant experience in an estates and facilities management role	Essential
<b>Key Skills and Abilities</b>	
Ability to prioritise, plan and organise with meticulous attention to detail	Essential
Ability to manage time effectively, to meet deadlines and work under pressure	Essential
Ability to take responsibility and work on own initiative	Essential

Ability to procure contract services, evaluate performance and negotiate solutions with supplier	Essential
Good ICT skills with the capacity to learn to use new systems and software	Essential
Good communication skills, both oral and written, including presentational skills	Essential
Ability to form good working relationships both within the CMAT and with external bodies and suppliers	Essential
Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues	Essential
Understanding of the educational environment	Desirable
<b>Knowledge and Experience</b>	
Evidence of managing large teams over a number of sites effectively	Essential
Good knowledge and understanding of Health & Safety policy and practices	Essential
Good working knowledge of MSWindows and Office Suite including MS Excel	Essential
Working knowledge of H&S software systems	Desirable
Knowledge of contract administration	Desirable
<b>Personal Attributes</b>	
Commitment to the aims of the Academies working together as a CMAT	Essential
Self-motivated with drive, initiative and high degree of pro-activity	Essential
Sense of humour and equable temperament	Essential
Commitment to working as a positive and constructive team member	Essential
Commitment to Equal Opportunities	Essential

Confidentiality and diplomacy	Essential
Strategic and analytical thinking	Essential
Organisation wide holistic approach	Essential