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| **Post:** | 1. **Estate Assistant**
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| **Purpose of post:** | Responsible to the Estates Manager / Director of Business and Operations, the post holder supports the estates management and ensures that each academy complies with all relevant legislation regarding the management, maintenance and use of the facilities. In addition, the post holder will be involved in projects across the whole Trust. |
| **Reporting to:** | 1. Estates Manager
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| **Salary** | 1. Scale point 18 - 23 (24,313 - 26,999)
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**Main responsibilities:**

1. Calculate and compare costs for required goods or services to achieve maximum value for money
2. Assist in the project management, collaborating with stakeholders and ensure delivery on time and on budget
3. Produce, manipulate and analyse reports
4. Apply a consistent approach across all academies, including relevant documentation for lessons learned and audit purposes.
5. Help to manage an efficient estates service to all employees
6. Assist in the management of utilities, planned and reactive maintenance, inspections and recommendations
7. Provide appropriate support to academies during, after and upon implementation of projects to ensure disruption is minimal
8. Respond appropriately to emergencies or urgent issues as they arise
9. Contribute to the setting of priority objectives in liaison with Directors
10. Lead and support projects across Trust.
11. Assist with Development and management of Estates Compliance Plan
12. Ensure buildings and estates meet statutory health and safety requirements
13. Ensure work by staff or contractors is being completed safely as agreed and follow up on any deficiencies.
14. Contact for estates relate issues
15. Assist in the set up and agreement of central and regional contracts
16. Assist in the development and maintenance of preferred contractor lists
17. Attend meetings with Principals, Senior Management and site teams to support operational delivery
18. Assist with management and monitoring of estates contracts
19. Maintain regular contact with all key stakeholders, ensuring goals and required actions are clearly and regularly communicated.

**As an employee of the Trust:**

1. Ensure all work is undertaken in line with Trust policies, procedures and guidance documents including (but not limited to); child protection, health, safety, equality, security and confidentiality.
2. Pay particular attention to the Information Governance Policy and its subsequent policies and the guidance within, in relation to keeping information and data safe and understanding your individual and collective responsibilities.
3. Take responsibility for reporting and acting upon any personal concerns held for the safety, security and appropriateness of data and information storage or processing.
4. Ensure compliance with the Trusts Equality Policy at all times and promote the Trust values of equality and treat all employees and colleagues in a professional and respectful manner at all times.

**Key Requirements**

1. Good GCSEs including Maths and English
2. Recent facility management experience including the management of suppliers and an understanding of the relevant legislative requirements of large public buildings
3. Effective communication skills - both oral and written
4. Ability to develop and sustain collaborative working relationships at all levels
5. Planning and organisational skills
6. Strong attention to detail and ability to multitask
7. Ability to influence and negotiate outcomes
8. Knowledge and experience in use of project planning software
9. Proficient in Microsoft Office – Word/Excel/PowerPoint
10. Willing and able to undertake regular travel
11. Full UK Driving licence.

**Desirable Attributes**

1. IOSH Managing Safety qualification
2. NEBOSH qualification
3. Education sector experience.