



THE ORATORY

SCHOOLS ASSOCIATION

ESTATES MANAGER

Job Description

The Oratory Schools Association

The Oratory Schools Association comprises two schools on separate sites in beautiful South Oxfordshire:

The Oratory is an HMC independent school for boys aged 11 to 18 (co-educational from September 2020) providing an all-round education of quality and purpose.

The Oratory Preparatory School is co-educational for girls and boys from 2 to 13 providing outstanding teaching and excellent pastoral care.

The Role

The Estates Manager is responsible for both sites within the Association to ensure that the buildings and physical infrastructure of the Schools are maintained to a high standard of repair, meeting each School's current and future needs, and that they remain compliant with all statutory requirements.

To ensure that repair, maintenance and small work projects are completed within given time and budgetary constraints.

Main areas of responsibility include:

- Buildings and accommodation
- Grounds and gardens
- School Security
- Health and Safety
- School Mini-buses and vehicles
- Management and supervision of external contractors employed with the estates department
- Co-ordination of School events in respect of facilities management

Main Duties of the Estates manager are:

- To ensure that essential services such as heat, light, electricity and water etc are available and appropriately maintained and monitored by the Schools, and to be prepared to react to, and control the schools' responses to, emergency situations such as power cuts

- To ensure that the security of the Schools' buildings and assets are maintained at all times.
- To ensure that new and reconstructed spaces are appropriately equipped with furniture, communication and essential services in accordance with good practice and statutory requirements.
- To establish and develop control and monitoring processes to ensure that the Schools meet their obligations under environmental regulations and good practice in areas of pollution control, energy reduction and waste management.
- To be responsible for the budgets associated with the activities of the post.
- To oversee the Health and Safety for the Schools and to provide operational support in matters of health and safety, particularly in the area of risk assessments and the operation of COSHH regulations.
- To identify external providers of goods and, agree costs and service levels and to ensure that all Contractors comply with safeguarding rules set out by the School.

Management:

- The Estates Manager will line manage Maintenance, Grounds, Security and Minibus drivers within the Schools.

Buildings and Accommodation:

Through appropriate management of the Maintenance Teams:

- Maintain school buildings, plant and accommodation, including staff accommodation.
- Prepare and monitor a schedule of routine works.
- Formulate and implement preventative maintenance programmes for utility systems, equipment and building maintenance.
- Ensure the maintenance and efficiency of the installations and plant for electric, gas and heating oil supply, heating and domestic hot water. Swimming pool water testing.
- Prepare the specifications for minor works, extensions or refurbishments to buildings including obtaining estimates, tenders and building control consents.
- Co-ordinate and liaise with other departments for refurbishment or building projects.
- Implement and monitor the annual reviews of estates department staff.
- Whenever possible, take charge of emergency situations and ensuring responsible back-up is available in order to take corrective action as necessary.
- Maintain meticulous records with regard to annual inspections of property, equipment and general preventative maintenance, to include asbestos and Legionella.
- Be responsible for the efficient operation of the Maintenance Department and for the effective management and supervision of its staff.

Grounds and Gardens

Through appropriate management of Grounds Staff:

- Maintain and prepare sports pitches and facilities.
- Maintain of grounds and gardens.

- Maintain of plant and equipment.
- Ensure the cleanliness of all external areas.
- Maintain boundaries, fences, hedges, roads, footpaths etc.
- Maintain accurate records with regard to annual inspections of property, equipment and general preventative maintenance in relation to grounds and gardens.
- Be responsible for the efficient operation of the Grounds Department and for the effective management and supervision of its staff.

School Security

Through appropriate management of the Security Personnel:

- Assume overall responsibility for the security of school buildings and premises and ensuring that appropriate security measures are in place for the safeguard of staff and pupils.
- Review, periodically, each School's Security Policy, making recommendations to enhance security arrangements and both School properties as required.

Co-ordination of School and external events

- In conjunction with the Headmasters and Bursar, coordinate the organisation of school performances; standard calendar events such as Speech Day; Open Mornings, Carol Service, regular termly events; external charity events, lettings for concerts etc.

Health and Safety

Through appropriate cooperation with the Health & Safety Adviser:

- Formulate and monitor the School's Health and Safety Policy to comply with the requirements of Health and Safety Legislation.
- Ensure that risk assessments are carried out where appropriate and monitor all departments to ensure that they are carrying out risk assessments. Take professional advice as required.
- Regularly assess and update the Risk Assessment and Crisis Management Plan as required.
- Regularly assess and update the Schools' Risk Assessment and Crisis Management Plans.
- Ensure that there are effective fire detection, prevention, fire alarm testing and evacuation procedures and liaise with local emergency authorities.
- Develop best practice culture across both schools
- Ensure that all site installations comply with the regulations and that all periodic testing is completed to schedule.
- Maintain the asbestos policy and register.
- Manage, advise and communicate with staff on related Health and safety matters.
- Be responsible for the efficient operation and implementation of health and safety procedures, practices and documentation.

School Mini-Buses and Vehicles

- Ensure regular servicing and maintenance of the mini-bus fleet and other school vehicles, including road tax.
- Ensure minibus safety checks are undertaken regularly and fully understood by staff who drive them.
- Oversee the administration of external school transport arrangements.
- Oversee the administration of driver training, assessments documentation

Finance

In conjunction with the Bursar and the Finance Manager the Estates Manager will:

- Be accountable for budgetary and financial controls within the Departments for which s/he is responsible.
- Manage all aspects of procurement. Ensure all business is conducted in accordance with the Association's Financial Procedures Handbook.
- Conduct regular value for money reviews ensuring school funds are used to the best value within the market place.
- Develop, negotiate document and regularly monitor all contract and service agreements for the School.

Special Requirements

This is a hands-on role that has technical as well as customer service elements. It also interfaces between the School, key personnel and estates services often requiring tact, diplomacy and determination to ensure appropriate service levels are achieved.

Knowledge of estate management, knowledge of building construction and health & safety and environmental legislation is an important part of this role. In addition to the duties listed above the Estates Manager shall take on such responsibilities as reasonably directed by the Bursar

Person Specification:

Essential:

- Previous experience in an Estates Manager or Facilities Manager.
- Health and Safety Management experience.
- Experienced line manager, with excellent communication skills and ease in dealing with staff, governors and external suppliers
- Enthusiastic, highly motivated self-starter
- The ability to prioritise effectively and manage a high work load.
- Computer proficient with Microsoft Office and Outlook.

Desirable

- Strong hard and soft facilities background
- IOSH or NEBOSH Management of health and safety qualification
- Estate management experience.
- Experience of property portfolio management
- Familiarity with the Independent education sector.
- Member of BIFM.

This is a full time role, Monday to Friday. The Salary range is £42k to £48k and is dependent upon experience.

Benefits include free gym membership at the Oratory Sports Centre, meals whilst on duty, 25 days annual leave, contributory pension scheme, death in service benefit, free parking and being situated in an area of outstanding natural beauty.

APPLICATIONS

For further details please contact the Human Resources department:

E-mail: humanresources@oratory.co.uk

Alternatively, please visit our website for an application form

Website: www.oratoryprep.co.uk

01491 683500

The Oratory Schools Association Registered Charity No. 309112 is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service.