

Job Description and Person Specification



Estates Manager

Salary:	£42,120 pa inclusive
Hours:	36 hours per week
Leave:	35 days per annum plus public holidays
Reports to:	Executive Director of Resources & Student Experience
Responsible for:	Facilities Assistants Maintenance Engineers Commercial Lettings Co-ordinator Cleaning Services
Location:	This post will involve work at both the Isleworth Campus and The Skills & Logistics Centre in Feltham.

The purpose of the post is to be responsible for the maintenance and security of the College Estate and the day to day management of the College's site-based services and facilities for Staff and Students.

The duties and responsibilities specific to the area of work are:

Leadership & Management

1. Line Management of the Estates team, including the direct line management of the Facilities Assistants and Maintenance Engineers.
2. To be an active and collaborative member of the College Management Team.

Estate Maintenance and Improvement

3. Assess the needs of the College for day to day repairs, maintenance and minor improvement works and provide written reports as required.
4. Working with the College's Health & Safety Officer, ensure compliance with all Health & Safety legislation for all Estates activities and maintain a safe environment by acting upon hazard reports, risk assessments and health & safety inspection reports.
5. Maintain a detailed knowledge of contractors' site operating methods and monitor all contractors on site to ensure their compliance with legislation and safe working practices. Ensure in house Estates staff also adhere to relevant health & safety legislation.
6. Maintain an inventory record and asset register, and regularly review the suitability of all college plant, equipment, furniture and fixtures and fittings.
7. Ensure that all necessary servicing, testing and statutory inspection of College plant and equipment is carried out and provide compliance with any relevant legislation.
8. Ensure that appropriate up to date written records and logs are kept in line with appropriate fire, electrical, health & safety and building regulations or for any other statutory/legal requirement.

9. Manage the College's cleaning contract and ensure that standards are met. Arrange and attend regular meetings to discuss and resolve issues.
10. Responsible for the management and maximising the delivery of commercial lettings to achieve sales targets.
11. Continually review, develop and lead on the College's property strategy, working with a wide range of stakeholders, including the Corporation.

Estate Security

12. Working with the Student Security Manager, liaise with local police, business and community groups with respect to relevant college security issues.
13. Ensure that appropriate arrangements and infrastructure is in place to manage and maintain the College's access control, CCTV, intruder and fire detection systems.
14. Develop a coherent door security system across the college. Manage the provision and dispersment of keys for College rooms and facilities. Ensure that records of key allocation are maintained as needed.
15. Ensure that the appropriate checks are completed and controls are in place for the use of College vehicles.

General

16. Follow strictly the requirements of the College's health and safety policy and comply with the College financial regulations.
17. Promote a positive image of the College in all contacts with students, employers and professional bodies.
18. Attend and Participate in College meetings as necessary and actively promote college policies.
19. Participate in staff development activities and undertake further training as part of your continuing professional development.
20. Work flexibly in order to satisfy the organisational needs, including enrolment and occasional evening or weekend work.
21. To maintain confidentiality of information acquired in the course of undertaking duties for any member of staff, students or department of the college and adhere to the College's Data Protection Policy and the Data Protection legislation.
22. To uphold and promote College policies, procedures and controls, including the College's Equal Opportunities policy and promoting those specifically applicable to this area of work.
23. Carry out other reasonably comparable duties that may be required from time to time.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess recent relevant experience within the areas of:
 - a) Estates
 - b) Building & M/E Maintenance
 - c) Health & Safety
 - d) Site Security
2. Have experience of line management, being able to demonstrate leadership, motivational and team building skills.
3. Possess good written skills, being able to demonstrate report writing skills and have experience of risk assessment.
4. Be able to maintain records and systems to enable tracking and monitoring to ensure compliance with legislation.
5. Possess good communication skills, being able to demonstrate the ability to liaise with a wide range of people: students, staff, police, community groups, contractors etc.
6. Be able to demonstrate the ability to work in a confidential and sensitive manner. Undertaking investigations as required using tact and diplomacy in difficult or contentious situations.
7. Have an awareness and understanding of H&S legislation, or be willing to undertake training as required.
8. Possess a first aid qualification or willing to complete the College's first aid programme.
9. Possess good organisational skills, along with the ability to ensure deadlines are met.
10. Be willing to undertake training and development as required within the role.
11. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
12. Have an awareness and understanding of equal opportunities.
13. Have an awareness of the safeguarding and prevent initiatives.

Equality and Diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff. The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed. We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

Closing date: 21st February 2020
Reference No: 4EST001
Interview date: w/c 2nd March 2020

Conditions of Service

Contract:	Permanent Full time
Hours:	36 hours per week
Salary:	£42,120 pa inclusive The salary offered for this post will be a spot salary on point 5 of the Management Spine scale. Spot salary means there is no entitlement to any incremental pay increase.
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	35 days per annum plus public holidays.
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Criminal Records Bureau.