



URSULINE HIGH SCHOOL
ESTATES and ASSET MANAGER
JOB DESCRIPTION

Post Title: Estates and Asset Manager

Salary: ME15, points 40 – 43, £44,607 – £47,511

Responsible to: Headteacher

Date: October 2019

Job Summary

- ESTATES MANAGEMENT
- LETTINGS
- HEALTH AND SAFETY
- CATERING
- ADMINISTRATION
- ICT
- CENSUS

CORE FUNCTION:

To be responsible to the Headteacher for the School Estate

STRATEGIC ROLE

The Estates and Asset Manager will be responsible to the Headteacher

- a. To lead on the Estate Management Plan.
- b. To line manage teams of staff in :
 - Site
 - Catering
 - Lettings
 - ICT

- Administration
- c. To lead, review and develop the administration, ICT, Administration and catering systems.
- d. To line manage Health and Safety and advise Headteacher.
- e. To submit bids for the Diocese for building improvement.
- f. To be responsible for effective 'Risk Management', for example, in Health and Safety and in the management of any service contracts.
- g. To support and contribute to the strategic development of the buildings and its site. This includes maintenance and efficient use.
- h. To ensure all contracts are value for money.
- i. To support rota for school events, school production, concerts and the Ursuline Conference.

PREMISES MANAGEMENT

1. To line manage the School's Health and Safety Officer and Fire Officer. To be the senior line manager responsible for the School's Health and Safety Policy.
2. To be responsible for the maintenance of the school site and the buildings, the efficient operation of all facilities on the property, including the preparation of maintenance schedules and contracts. Also for the installations and plant for lighting, heating, domestic hot water, cooking, ventilation, energy conservation etc.
3. In co-operation with the LA Health and Safety Officer and the Fire Service be responsible for the installation and maintenance of equipment for protection against and escape from fire. To ensure records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
4. To be responsible for the implementation of a policy to provide access to persons with disabilities.
5. To be responsible for the security of the school premises and to be available to attend the site in the event of an emergency outside work hours.
6. To oversee, the ordering, purchase, order and repair and maintain all furniture and fittings.

7. To know about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors and to report issues to Governors.
8. To be responsible for the letting of the school premises to outside organisations and school staff and for the development of all school facilities for out-of-school use, with particular reference to the local community.
9. To work on specifications for new buildings with contractors as required by Governors, obtaining tenders, as required by Governors, planning permission and liaison with building contractors.
10. To know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
11. To be aware of the importance of and implement a Critical Incident and Disaster Recovery Plan and its place within the management procedures of the school.
12. To devise and maintain maintenance plan for the school/playing fields.
13. To oversee and ensure all maintenance contracts.
14. To implement loss prevention strategies in the school to reduce insurance costs.
15. Responsible for mobiles phones used for school trips and functions.
16. To manage the effective use and lettings of the playing fields.
17. To be responsible for the arrangements for school facilities including :
 - i) catering
 - ii) the school minibus
 - iii) bookings for school facilities

CATERING

To be responsible for the School Catering Facilities

1. To manage the in-house catering service to ensure that it provides an efficient, healthy and financially viable service.
2. To ensure the operation of the cashless catering system.
3. To ensure Government policy on healthy schools is met.
4. To be responsible for health and hygiene within the catering function and reporting on Environmental Health issues.

5. To negotiate, manage and monitor contracts, tenders and agreements relating to the Catering Service.
6. Responsible for encouraging innovative ideas to maximise income and improve the eating experience within the school.
7. Line Management of Catering Manager.

LINE MANAGEMENT

The Estates and Asset Manager will Line Manage

- Canteen Manager
- Site Team
- Health & Safety Officer