

Durrington High School and Durrington Multi Academy Trust

Director of Estates and Facilities

JOB DESCRIPTION

What is the purpose of the job?

- ◆ Be a visible and effective leader; developing and leading high performing staff and teams, able to perform at a high level strategically and operationally.
- ◆ Ensure high quality, level of performance from all school contracts.
- ◆ Effective and efficient leadership of the school site and grounds, including building fabric, service installations, energy/environmental management, and lettings to enhance the learning environment for staff and students.
- ◆ Ensure all aspects of Health and Safety (legislation and implementation) are reflected in the highest of standards, ensuring all schools in the trust are safe and legally compliant.
- ◆ To be responsible for safeguarding and prioritising the welfare of children.

What are the job particulars?

- ◆ Salary DMAT Hay A1 – A5 £45,858 - £50,035 depending on previous impact in role and experience 37 hrs per week all year round 8am – 4pm
- ◆ Accountable to the Executive Headteacher/CEO. The Trust may, from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.

Activities – what do you have you have to do?

- ◆ To effectively lead the teams of site and lettings staff, in a clear, positive and purposeful manner. This will include the monitoring and evaluation of the work of the teams, taking actions as appropriate.
- ◆ Preparation and ongoing monitoring/review of a detailed 3 year, fully costed rolling plan (with an indicative look ahead to potential projects on a 5 – 10 year timescale) after close consultation with the Executive HT/CEO and Chief Finance Officer (CFO) to include the external and internal fabric and finishes, mechanical and electrical services and infrastructure, obtaining advice from consultants, specialists as appropriate.

- ◆ The development and delivery of all site related functions to a high-quality standard on time and within budget.
- ◆ The management of all premises related contracts and services; to include catering and cleaning.
- ◆ To ensure compliance with relevant legal and statutory health & safety matters, conducting risk assessments where appropriate.
- ◆ Management of the building maintenance budgets and ensuring value for money.
- ◆ Implementing the development plan for the site and managing major and minor site projects.
- ◆ Management of security matters, acting as key holder.

Line Management and Development

- ◆ Provide clear and visible leadership at all times.
- ◆ Support, coach and mentor all site team members to enable them to reach their potential and deliver results; having a continuous improvement culture across the team.
- ◆ Line manage sites and teams at Durrington High School and The Laurels Primary School.
- ◆ Ensure effective recruitment, induction, management and development of site and lettings staff team to ensure the day to day work is always at least good.
- ◆ Ensure the design and implementation of effective staff shift rotas and absence cover, ensuring adequate shift cover on a monthly basis, arranging cover where necessary. Liaising with the Director of HR about leave dates etc.
- ◆ Manage team members to ensure high motivation, provision of high quality service.
- ◆ Undertake annual appraisals of team members as part of the Trust's Annual Appraisal cycle, setting, managing and reviewing targets and goals for team members on a regular basis.

Facilities Management

- ◆ Develop a standardised contract procurement strategy and policy including Service Level Agreements that support tendering, using the CFC and similar.
- ◆ Take responsibility for the day to day management of the facilities available.
- ◆ Ensuring any defects are reported and repaired in a timely manner, and following up on completion.
- ◆ Responsible for maintaining high standards of cleanliness around the site, monitoring and ensuring cleaning rota is adhered to at all times.
- ◆ Ensure the sites and grounds are of a high standard.
- ◆ Ensures best value and can deliver efficiency savings.
- ◆ Responsible for overseeing the catering contract which will include daily liaison with catering manager.

Health & Safety and Security/ Risk and asset management

- ◆ As Health and Safety Manager ensure compliance with H & S legislation within all school and estate functions to fully lead, brief and attend H & S meetings as required.
- ◆ Close liaison with H & S safety consultants as appropriate including the implementation of recommendations and preparation and review of risk assessments.

- ◆ As designated Senior Safety Officer, maintain and review fire risk assessments and ensure fire drills, equipment checking and training logs are planned and managed appropriately.
- ◆ Effective control and management of equipment and systems in line with current legislation (fire, water, electrical, asbestos).
- ◆ To be aware of the schools due of care in relation to staff, students and visitors and comply with all H & S policies at all times.
- ◆ Ensure that the emergency plans are compliant and to update; supporting the school leaders.
- ◆ Take responsibility for the safety of the sites, thereby ensuring that the site provides a safe environment for all users. Ensure compliance and implementation of all H & S legislation across sites; producing reports, attending meetings advising governors, school leaders and the trust as required.
- ◆ Ensure all risk assessments relating to sites are up-to-date and compliant; liaising with leaders/staff as required.
- ◆ Ensure Health and Safety standards within the buildings are checked regularly, monitored daily and review procedures where necessary and centre fully complies with all relevant legislation and best practice.
- ◆ Responsible for all Health and Safety aspects of the day to day running of the facility i.e. equipment set ups and set downs.
- ◆ Ensure the building is compliant according to current health and safety regulations and report and/or action repairs of any faults.
- ◆ Ensure all staff are familiar with, understand and practice guidance given in the Risk Assessments relevant to their roles and responsibilities within the building.
- ◆ Take responsibility for the security of the building, ensuring all operating procedures are followed by all users of the premises.

Person Specification

Leadership Attributes	Essential	Desirable
Personal drive and accountability	<ul style="list-style-type: none"> • Uses a range of strategies and techniques, to enhance own and others effectiveness; motivating others to succeed through your leadership/work. • Able to demonstrate significant and sustained impact within current leadership role. 	
Experience	<ul style="list-style-type: none"> • Demonstrable impact in a range of areas within your current role and over time. • Evidence of leading teams that have demonstrated a high level of performance. • Successfully manage discipline and underperformance matters with staff. • Able to use a variety of computer programmes to support efficient working and can interpret data. 	
Specialist knowledge	<ul style="list-style-type: none"> • A detailed knowledge and understanding of site and health and safety matters. • Strong financial acumen and experience of considerable size projects. • Able to communicate with a wide range of 	<ul style="list-style-type: none"> • Accountable for significant budgets.

	<p>stakeholders verbally and in writing.</p> <ul style="list-style-type: none"> • Able to prepare useful reports for SLT and governors, other stakeholders. 	
Delivering continuous improvement	<ul style="list-style-type: none"> • Involve and inspire stakeholders to support your leadership. • Ability to set out and get staff buy in to a clear vision including the communication of achievable pathways to realize this within teams led. • Relentless in the face of adversity, will always find a way. • Evidence of being able to successfully blend strategic planning and operational work to achieve goals. 	
Impact and influence	<ul style="list-style-type: none"> • Uses direct and indirect influence to gain support, build alliances and secure support before presenting proposals or making decisions. Understands that the needs of the students are always the top priority, supporting staff to do their job. 	<ul style="list-style-type: none"> • Have strong and action orientated working relationships with key suppliers, businesses.
Resilience and emotional maturity	<ul style="list-style-type: none"> • Resolves conflict in a calm, restrained way, with empathy and seeks support appropriately. • Implements appropriate decisions that lead to improvement, even if difficult. • Responds positively when faced with personal criticism or setbacks, maintaining a sense of perspective. • Has significant capacity and resilience. • Committed to equality of opportunity. 	