



Job Description

Job Description:	Estates & Facilities Assistant Manager
Responsible to:	Executive Business Manager
Line Manager:	Estates & Facilities Manager/ Executive Business Manager
Grade:	G7
Hours:	37 Full Year Flexibility in working hours will be required on occasion to support projects and the needs of the federation sites.
Conditions of Employment:	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose:	To proactively provide central estates and facilities support across the federation with the aim of delivering high quality learning environments To support the management of the federation sites and associated facilities. To schedule and monitor the work of external contractors.

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

Main Areas of Responsibility:

Estates Management

- To support the Estates & Facilities Manager in ensuring the health, safety and security of the school buildings and sites across the federation.
- To schedule and undertake regular security checks and risk assessments and to provide reports on how risks can be minimised.
- To manage and monitor fire safety equipment provision and ensure fire drills are scheduled across all sites.
- To be responsible for ensuring work completed by contractors is of a high standard and within the agreed budget.
- To support the federation health & safety leads, including ensuring appropriate accident reporting procedures in line with all legal and LA requirements are in place and monitored.
- Arrange, monitor and/or conduct regular health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing.
- Oversee the operation and regularly checking of systems e.g. of heating, cooling, lighting and security.
- To implement procedures relating to health, safety, security and buildings maintenance and to contribute to relevant policies.
- To be a main key holder and attend to call outs outside of normal working hours when required.
- To undertake budget monitoring of designated budgets and prepare costed 3-year plans for repairs and maintenance across the sites.
- To develop and organise systems and procedures to record maintenance, building and security schedules.
- To manage the federation vehicles/minibuses, including ensuring all legal documentation is in place and all testing/checks are completed in line with recommendations.
- To manage the lettings function within the schools including provide/ensure cover for any out of school hours activities.
- To purchase premises related equipment and supplies within an agreed budget.
- To support the Estates & Facilities Manager in arranging tenders and quotes from external contractors.

Health & Safety

- To support the EBM in formulating, monitoring and implementing the federation's health & safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
- To manage some aspects of Health and Safety across the School.
- To be a member of the Health & Safety team.
- To complete any relevant Health & Safety training to support the role.



All Employees have the Responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Aspire brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person, completing all relevant documentation.
- Participate in training and other learning activities as required.
- Participate in the Aspire Federation Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the Federation at events as appropriate.
- To support and promote the Federation ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Executive Headteacher.

The post holder may be required to work across the Federated School sites.



Appointment Criteria / Person Specification **(Application / Interview / Reference / Certificate)**

Personal Attributes Required	Essential (E) Or Desirable (D)	Method of Assessment
Qualifications/Training NVQ level 5 in Finance/Business/Administration or a willingness to work towards in an agreed timescale Certificate in School Business Management (CSBM) or a willingness to work towards within 6 months then to be followed by NVQ Level 5 (as above) English and Maths GCSE's (Grade C/4) or equivalent level of qualification	E E E	A/I/C
Experience Previous experience of implementing and using a range of software packages for financial administration e.g. word and excel Experience of using complex database programmes Previous supervisory/line management experience Experience of maximising the use of and implementing computerised financial systems	E E E E	A/I
Skills/Knowledge/aptitudes Knowledge of a range of complex office and/or financial procedures Knowledge of developing, implementing and maintaining administrative and/or financial processes Understanding of a range of financial processes within a school or similar environment Knowledge of personnel related issues High level of interpersonal and communication skills Ability to use initiative to resolve medium term problems Good organisational skills	E E E E E E	A/I A/I



Ability to work under pressure and to set deadlines	E	
Ability to develop and implement procedures and policies	E	
Ability to manage own workload and direct and manage the workload of others	E	
To work occasionally out of hours work to support school functions	E	
Ability to motivate and develop staff	E	
To take responsibility for self-development and undertake training as required	E	
Legal Issues		
Legally entitled to work in the UK	E	A/I