

**JOB DESCRIPTION**

**ESTATES**

**JOB DESCRIPTION FOR THE POST OF:** Head of Estates (Interim)

**GRADE:** Spine point 52

**RESPONSIBLE TO:** Director of Estates and Development

**RESPONSIBLE FOR:** Overall responsibility for the work of the entire estates team. Overall responsibility for the Estates annual budgetary spends. Responsible for the alignment of Estate with Curriculum Plan

**LOCATION:** Expected to work at every college campus as required though primarily based out of Paddington Green Campus.

**PURPOSE OF THE JOB:**

Within the context of the Group’s commitment to providing quality education for all, to lead the Estates Management Team providing efficient, cost effective and timely change and maintenance of the Group’s estate. This role is leading over 130 staff across the 6 campuses as well as substantial non-pay and capital budgets.

# MAIN DUTIES AND RESPONSIBILITIES:

1. **College Management**
   1. Support the Chief Financial Officer in the strategic committee activities relating to Property and Infrastructure, Risk Control, Sustainability, Health and Safety, Business Continuity
   2. Work within the College Leadership team to ensure a Fit for the Future Estate that supports the Curriculum Plan
2. **Financial** 
   1. Deliver sound management of the Estates pay, non-pay and capital budgets.
   2. Ensure standing financial instructions and Managing Public Money standards are always upheld within the department.
   3. Drive efficiency and modernization to reduce overheads for the organisation.
   4. Identify and manage financial risks to the organisation from external factors relating to the Estate.
   5. Identify and secure government estate related Capital Funding to the benefit of the organisation.
3. **Estate**
   1. Lead the Estates Management team to ensure a safe and nurturing environment for all site users.
   2. Oversee the development and measurement of Key Performance indicators for each of the major services within the Estates remit; maintenance, catering, security and housekeeping.
   3. Act as the Client Lead for Estates related projects and wider transformation projects.
   4. Ensure compliance with statutory requirements relating to buildings and building services.
4. **Health and Safety**
   1. Lead the Health and Safety service.
   2. Ensure the College has an effective incident & response management process and out of hours cover.
   3. Member of Risk Management group, sharing responsibility for maintaining the college strategic risk register and risk action plan
5. **Any other duties**

To undertake any other such duties commensurate with the grading of this post in consultation with the Head of Estates

To work at all college buildings as required.

**This job description is current as of the date shown below. In consultation with the post-holder, it is liable to variation to reflect changes in the post.**

**FM April 2025**

**PERSON SPECIFICATION:** Head of Estates

|  |  |  |
| --- | --- | --- |
| CRITERIA | Essential | Desirable |
| Degree level or above academic qualification | ✓ |  |
| 2. Formal H&S qualification in Managing Safely | ✓ |  |
| 3. A minimum of 5 years’ experience of Facilities and Estates Management | ✓ |  |
| 4. Relevant management experience in a public sector or education setting |  | ✓ |
| 5. Excellent IT skills | ✓ |  |
| 6. Excellent written and verbal communication skills | ✓ |  |
| 7. Experienced in managing multi-million-pound capital projects | ✓ |  |
| 8. Technical understanding of Mechanical, Electrical and Plumbing services and their procurement | ✓ |  |
| 9. Qualification in Facilities or Estates Management | ✓ |  |
| 10. An awareness of the College’s Equal Opportunities Policy and an appreciation of its practical relevance to the duties of the post. | ✓ |  |
| 11. An understanding of the College’s  responsibilities and procedures for safeguarding  young people and vulnerable adults. | ✓ |  |

***An Enhanced Disclosure will be requested of the successful candidate.***

**Disabled candidates meeting the essential criteria are guaranteed an interview.**

**Important Note to Applicants: You should ensure that your Supporting Statement (Section 7 of the application form) addresses each of the points contained in the person specification in turn.**

**FM April 2025**