

## JOB DESCRIPTION

<b>POSITION:</b>	Head of Facilities and Estates
<b>REPORTS TO:</b>	Director of Finance & Resources (DOF)
<b>PAYSCALE:</b>	Circa £60K plus generous pension scheme and other attractive benefits including a minimum of 32 days annual leave
<b>CONTRACT:</b>	Permanent, Full time 36 hours per week, 52 weeks per year
<b>LOCATION:</b>	Balham (south London), however travel required across all WLT schools

### PURPOSE OF THE JOB

- Wandle Learning Trust (WLT) is seeking an exceptional Head of Facilities and Estates to lead on the management of WLT's current and growing estate
- Ensure the ongoing maintenance and upkeep of the fabric of the estate
- Deliver continuous estate improvement via technical and building projects, managing capital budgets for estate development
- To lead & improve a proactive Health and Safety process throughout the Multi Academy Trust.
- In conjunction with the DOF/Head Teachers line manage the central and local facilities management (FM) teams

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### Estates Responsibilities

- Oversee the development and delivery of plans for maintenance and development of the estate.
- Commission and manage external contractors and property professionals e.g. mechanical, electrical, structural engineers, quantity surveyors, building project managers
- Ensure that the Trust's fixed asset plan and associated systems are implemented, continually updated and compliant.
- Development of the Trust Estates plan
- Provide professional property services to the Trust and Academies and ensure the Trust complies with relevant property legislation, regulations and guidance.
- To drive down costs across the WLT estate
- Manage and improve the Trust utilities procurement and energy use strategy, to obtain best value and partnership working with utilities providers to increase the use of local renewable energy solutions and decrease utilities usage across the Trust.
- Lead on WLT environmental strategy.
- Build strong working relationships across functional teams to ensure proactive coordination of internal teams delivery and external consultants
- Working with relevant departments ensure the annual estates budget is prepared and managed centrally.

- To monitor and manage the procurement of MAT wide contracts, ensuring that value for money is achieved via competitive tender in compliance with the Academies Financial Handbook. This will include all school based contracts over £25K
- Attend, and lead where required, facilities management related meetings and forums across The Trust
- To manage an effective planned preventative maintenance (PPM) programme across the estate

### **Management Responsibilities**

- To lead the FM team across all Trust sites.
- To lead on FM induction process across the organisation
- Line-manage, coach and performance manage direct line reports to deliver a proactive and efficient estates service
- To manage any FM recruitment and advise on staffing needs
- Ensure all members of team and external contractors comply with health & safety policies, procedures and regulations and take appropriate and reasonable care for the safety of colleagues and visitors to any WLT Academy
- Train colleagues across WLT on effective facilities management processes

### **Other responsibilities**

- To review and update all relevant policy
- Maintain all FM elements of the WLT website.
- To establish, monitor and evaluate risk assessments within the areas of specific responsibility, ensuring the FM part of the risk register is updated
- To oversee commercial activities across WLT estate
- Involved and takes the lead on tender documentation across the organisation
- To ensure all relevant legislation is embedded within WLT schools
- Undertake estates due diligence checks ensuring full assessment of an academy's position is established prior to conversion, including commissioning detailed condition surveys
- Support the crisis management arrangements for the Trust, providing emergency support and assistance when required

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Director of Finance or Executive Headteachers to carry out appropriate duties within the context of the job, skills and grade.

**Person Specification – Head of Facilities and Estates**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		<p>Evidence of ongoing professional development</p> <p>A professional FE qualification</p>
<b>Key Knowledge/ Experience</b>	<p>At least 5 years experience in a strategic management role</p> <p>Evidence of managing large teams effectively</p> <p>Good knowledge and understanding of Health and Safety</p> <p>Previous senior management experience</p> <p>Advanced ICT skills, with good knowledge of MS Office</p> <p>Analytical, with good reporting skills</p> <p>An inspiring leader, able to coach and motivate a team</p> <p>Able to form good working relationships with all stakeholders</p>	<p>Proven experience in the delivery of large scale capital programmes.</p> <p>Working knowledge of H&amp;S software systems</p> <p>Experience in delivering project from preliminary planning and design through final construction and delivery.</p> <p>Knowledge of construction contracts, current legislation, statutory and regulatory requirements relating to the delivery of new schools.</p> <p>Experience of working in a public sector / educational setting</p> <p>Interested in the educational landscape</p>
<b>Special Requirements</b>	<p>Willing to travel to all WLT schools.</p> <p>Prepared to work outside usual work hours occasionally to get the job done.</p>	