



JOB DESCRIPTION

POST:	HET ASSISTANT TO THE HEAD OF ESTATES	DATE: September 2020
REPORTING TO:	HET Estates Manager CFOO	
LOCATION:	HET This post requires the ability to travel when required and to work directly with all Schools in the Trust.	
DISCLOSURE LEVEL:	ENHANCED DBS	

Job Purpose:

To assist the Head of Estates in efficiently running the Facilities Management of both AGSB and NCS across two sites to match the needs of the two schools. Manage maintenance schedules, supervise on site activities. Undertake physical tasks appropriate to the trades of the individual.

MAIN ACCONTABILITIES	
Leadership & Management	<ul style="list-style-type: none"> • Report to the Head of Estates • Create communication link between the premises' supervisors at each school and work closely with them • Monitor workmanship, capability and training needs of estate staff • Contribute to the management reporting • Undertake systems training
Site Maintenance	<ul style="list-style-type: none"> • Participate as a key member of the facilities team to ensure that the schools are run smoothly, and buildings, services and grounds are maintained to a high and compliant standard • Hands on and associated routine maintenance tasks (various multi – trade maintenance & repairs) as and when required across the HET • Liaise with specialist contractors by phone and email • Resolve reactive or emergency situations as they arise • Simple services maintenance tasks including cleaning ventilation filters

Compliance & Planning	<ul style="list-style-type: none"> • Assist in setting up and maintaining maintenance schedules for the premises across both schools • Maintain records of regular and periodic testing • Carry out selected regular testing of school compliances
	<ul style="list-style-type: none"> • Comply with HASAWA and schools' policies
Projects	<ul style="list-style-type: none"> • Undertake project management and minor works for minor projects as they arise • Liaise with specialist contractors by phone and email
Health & Safety	<ul style="list-style-type: none"> • Deliver H&S inductions to visiting contractors
General	<ul style="list-style-type: none"> • Undertake personal development if requested to enhance capabilities

Please note: This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

	Essential	Desirable
Qualifications, Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Time served craft apprenticeship. <i>eg.</i> electrical, plumbing or joinery (multi – skilled) preferably • 2 years' minimum in a supervisory role managing and overseeing tradesmen and contractors preferably in occupied premises • Use of Microsoft Word, Excel and Outlook 	<ul style="list-style-type: none"> • Have experience and proven experience across trades
Personal Qualities	<ul style="list-style-type: none"> • An awareness of and commitment to outstanding education • Ability to understand the criticality of safeguarding pupils & staff • Results focused and 'can do' approach • A strong communicator and able to build and manage relationships • Good team player • Flexibility and adaptability 	