

City College Peterborough’s mission is to facilitate excellence. We work with integrity and an entrepreneurial approach. Our learning environment seeks out new opportunities and forges long term, meaningful connections with people and communities.

We are now seeking to recruit a new

**Estates Manager**

NJC Grade 11 SCP 32-36: £ 36,371 to £40,578 (pending evaluation)

**OVERVIEW OF THE ROLE**

We are seeking an experienced Facilities Manager with a proven track record in Health and Safety who will be responsible for ensuring the colleges buildings and grounds are maintained in our six sites across the city.

Leading and managing a team and contractors, the postholder will take pride in ensuring our buildings are maintained to a high standard and are safe environments for delivering education, social care and room hire. They will also be key in meeting our corporate targets through the management of the colleges coffee shop and driving income generation through the hire of vacant rooms and resources.

**ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER**

The successful applicant will be a dynamic individual who is customer service focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. With a keen eye for detail, they will conduct regular site inspections ensuring Health and Safety regulations are adhered to. The postholder will be pro-active in finding solutions and adept at keeping accurate records. They will be experienced in managing teams and will work with contractors who provide regular services and one-off works. Experienced in scheduling and building maintenance systems the postholder will possess the ability to interact with people at all levels.

To apply, please download the job description and application form from our website [www.citycollegepeterborough.ac.uk](http://www.citycollegepeterborough.ac.uk) and return by e-mail to [recruitment@citycollegepeterborough.ac.uk](mailto:recruitment@citycollegepeterborough.ac.uk) or by post to Recruitment Department, City College Peterborough, Brook Street, Peterborough PE1 1TU.

**Closing date for receipt of applications: 14th October 2022**

**Interviews will be held: W/C 17th October 2022**

***City College Peterborough is committed to Equality and Diversity and to ensuring the safeguarding of learners and the people we support and carries out appropriate checks to ensure the suitability of staff working with children, young people and adults at risk***

**JOB DESCRIPTION**

**PCC Section:** City College Peterborough

**Department:** Facilities

**Job Title:** Estates Manager

**Post No:**

**Grade:** Grade 11 SCP 32-36: £ 36,371 to £40,578 (pending evaluation)

**Responsible to:** Business Operations Manager

**Responsible for:** 6 direct reports including Facilities team, Coffee Shop, Rooming and contract cleaners.

**JOB PURPOSE**

Responsible for the upkeep and cleanliness of the buildings and grounds at all sites occupied permanently and temporarily by City College Peterborough, through leading the in-house Facilities team and negotiating and managing contractors for specialist, regulatory and enhanced/volume work where appropriate. Responsible for generating income through external hire of rooms across all sites. To be the Health and Safety Officer for City College covering all aspects of health and safety including training and implementation, and to be lead person on environmental accreditation, thus demonstrating best practice and leading on green initiatives. Responsible for managing the Coffee Shop at the Brook Street site including providing a varied, healthy menu option, free school meals and corporate buffets and catering as well as in house catering for the College and College events where required.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Ensure the grounds, buildings and equipment are kept to the highest standard of presentability and repair and present monthly condition reports to the ELT incorporating Health and Safety. Perform daily security and quality checks
2. Accountable and responsible for the college’s Coffee Shop Team and the achievement of income targets
3. Accountable and responsible for Rooming, including ensuring rooms meet the colleges presentation standards and income generation through external room bookings
4. Take responsibility for the facilities budget at City College (circa £300k) and associated buildings contracts, place works orders and monitor quality of contracted works including appropriate involvement of buildings control and planning applications.
5. Gain best value for building/facilities projects and services through a tender process, liaise with contractors/architects and specialists throughout works projects, be the lead on all building and facilities matters.
6. Manage and maintain the building and servicing contracts as required ensuring regulatory and legal compliance for example the contracted cleaning service
7. Manage and maintain the Emergency Evacuation, Invacuation and Lockdown plans and Disaster Recovery Plan
8. Monitor utilities usage, work to reduce costs and work with the Green Group to recycle assets and reduce consumption of consumables. Maintain environmental accreditation.
9. Hold responsibility for the Insurances of all operations in City College.
10. Be the Health and Safety Officer for City College. Responsibilities will include:
    1. Upkeep and review of College H&S policies and documentation. Keeping up to date with H&S legislation, regulations and good practice, including fire regulations and ensuring that all sites are fully and demonstrably compliant with relevant laws. This includes having sufficient First Aid and Fire Wardens in place daily and that risk assessments are in place for all sites and are reviewed annually
    2. the maintenance of the SMS (Safe Management System) ensuring that mandatory/regulatory safety checks are conducted on all relevant equipment at the specified periods and recorded accordingly.
    3. Advise and implement training programmes to ensure all staff are up to date and understand their responsibilities. Induct all new starters in H&S.
11. Take responsibility for asset management and vehicle management, maintenance and running costs.
12. Work in partnership with other support services for example, customer service and curriculum teams; to ensure that corporate targets are met and to maximise customer satisfaction. Communicate with government and local authority agencies to ensure full compliance with statutory regulations and procedures
13. Ensure that the Brook Street campus has sufficient trained Duty Managers in place. Participate in the college management duty rota, providing holiday and sickness cover as required.
14. Contributing to ensuring the safeguarding of children and adults at risk and that the organisation’s Prevent duty is met.
15. Contributing to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards
16. Assisting in maintaining a minimum Ofsted Grade 2.
17. Meeting the minimum requirements of Continuing Professional Development

**GENERAL DUTIES**

1. To ensure that all policies with respect of Equal Opportunities are fully met.

2. To contribute to team working across the Service

3. To promote high standards of Health, Safety and Welfare, ensuring that the Service/College complies with statutory requirements.

4. To undertake other reasonable duties at the request of the Executive Principal.

**VARIATION CLAUSE**

This is a description of the post, as it is constituted at the date shown. It is the practice of this Service/College to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate Manager, in consultation with, the post holder, will conduct this procedure. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

**FLEXIBILITY CLAUSE**

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organization’s other sections or departments.

**Description prepared by:** Sue Watsham, Business Operations Manager Date: September 2022

**Description authorised by:** Dr Pat Carrington: Executive Principal Date: September 2022

**CITY COLLEGE PETERBOROUGH**

**ESTATES MANAGER**

**PERSON SPECIFICATION**

**PCC Section:** City College Peterborough

**Department:** Facilities

**Job Title:** Estates Manager

**Post No:**

**Grade:** Grade 11 SCP 32-36: £ 36,371 to £40,578 (pending evaluation)

**Responsible to:** Business Operations Manager

**Responsible for:** 6 direct reports including Facilities team, Coffee Shop, Rooming and contract cleaners

|  |  |  |
| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **KNOWLEDGE** | Advanced knowledge of   * Building maintenance * Health and Safety regulation and management   Proven knowledge of:   * Asset management * Vehicle/fleet management * Managing change * Investors in the environment and green accreditation. | * Facilities in Education or Care |
| **SKILLS & ABILITIES** | * Excellent inter-personal skills * Leading and managing people and performance management of facilities teams * Resource and budget management * Organising and capable of dealing with competing demands on time, budget and quality * Patient and calm under pressure * Self-starter, able to solve problems in innovative ways * Pro-active and hands-on team member, willing to help and support colleagues * Strong communication, verbal and written * Flexibility to respond to a variety of different work situations |  |
| **EXPERIENCE** | Proven experience in:   * Working in a busy, diverse and ever-changing environment * Working under pressure * Leading on Health and Safety * Contract management | * Catering * Procurement |
| **QUALIFICATIONS** | Proven certification, minimum of:  • Relevant NEBOSH / IOSH and COSHH qualifications  • First Aid at Work certificate• | * A Facilities Management qualification at grade 4 or above * A project management qualification e.g. Prince2 |
| **EQUALITY AND DIVERSITY** | Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. |  |
| **SAFEGUARDING & PREVENT** | Candidates must demonstrate the understanding of acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults and the organization’s PREVENT duty |  |
| **CUSTOMER CARE** | Proven record in the understanding and practice of effective customer care. |  |
| **PERSONAL CIRCUMSTANCES** | • Full driving license and access to a private vehicle  • Willing to participate in training for professional development  • Adaptable and available to work such hours as reasonably necessary for the proper performance of duties  • Live within easy travelling distance of the work place  • Be contactable and able to respond out of hours in the event of an emergency including attending sites where necessary. |  |