



ESTATES MANAGER

The Position

The Estates Manager will manage the maintenance of and investment in the physical estate, assets, and facilities at Glenalmond College and Craigclowan School & Nursery. The role is based at Glenalmond College (PH1 3RY) but will require presence on site at Craigclowan, 10 miles away in Perth.

Responsible to: Director of Operations

Responsible for: Head Groundsperson, Facilities Manager (Hard FM), and Facilities Manager (Soft FM) at the College, and the Maintenance & Grounds Assistant at Craigclowan, along with their respective teams.

Key Duties

- Lead the department responsible for the maintenance and repair of the buildings, grounds and facilities for the College and the School.
- Ensure the utilities are maintained and serviced in accordance with protocol. This includes but is not limited to:
 - monitoring and testing systems and keeping accurate records,
 - private water supplies,
 - sewage systems,
 - heating systems,
 - fire extinguishers, and
 - electricity supplies.
 - In particular, organising the servicing of boilers, water supply, sterilising equipment, and ensuring electricity meter readings are provided as requested.
- Establish protocols for the grounds, maintenance, and contractors to be followed in accordance with the management responsibilities and safeguarding requirements.
- Develop and maintain relationships with contractors. Where necessary, instruct and supervise these contractors and check invoices against quotations. Responsible for administrative arrangements and the health and safety of all contractors.
- Act as the responsible manager for the management of Health & Safety.
 - Develop and enforce Health and Safety protocols
 - Ensure all work is carried out in accordance with the Health and Safety Policy and HSE guidelines for the maintenance and grounds teams.
- Ensure all work is carried out in a safe manner after suitable risk assessments have been completed.
- Oversee quality control of the workmanship of staff and contractors.
- Organise property repairs and inspections, seeking authority from the Director of Operations as/if requested.
- Determine the protocols for ensuring work vehicles and all plant equipment are serviced and maintained to a high standard in accordance with Health and Safety guidelines

- Responsible for the care and maintenance of equipment and ensuring that all is on the asset register.
- Control the ordering of materials and tools required for authorised works within delegated limits, deliver materials to the site, and keep an accurate record of stock in the store.
- Determine a plan for winter property checks, including draining down empty residential properties to prevent damage from burst pipes and subsequent refilling in spring
- Liaison with the Director of Operations regarding repairs and maintenance, including assistance in the costing of projects for the preparation of annual budgets. Primary responsibility for the consolidated plan of works (PoW) and outstanding maintenance tasks
- Be the main point of contact for all major project works as agreed by the governing body.

Administration

- Plan and manage your workload and the workload of the maintenance team
- Ensure property records are kept up to date, specifically the water and sewerage plans and maintenance schedules:
 1. Water and sewerage plans
 2. Planned Preventative Maintenance schedules
 3. Planned refurbishment programs
 4. RIDDOR statistics for the School
 5. Asbestos Register for the School
 6. List of Approved Sub-Contractors
 7. Monthly Estates report to SLT
 8. Monthly analysis of costs, including energy usage/carbon footprint data

Other Duties

- Develop a good working relationship with all colleagues.
- Attend regular maintenance meetings.
- Assist in emergency call-outs and perform silent hours duties.
- Assist with road repairs if required.
- In addition to the above, you will be expected to carry out any other job which may be reasonably required of you.

Equal Opportunities

- Maintain an up-to-date knowledge of Equality and Diversity legislation and the College's Equality and Diversity policies and procedures, in particular regarding the recruitment and retention of staff.

Safeguarding

- Maintain an up-to-date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures.

Health & Safety

- Ensure that an up-to-date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to.

Professional Development

- Maintain and update your own knowledge and skills in line with legislation and the needs of the role

Skills and Experience required

Essential

- Previous experience in building and repairing properties.
- Previous experience in property management, including maintenance and renovations
- Evidence of leadership and project management Skills
- Excellent interpersonal and communication skills
- NEBOSH/IOSH certification
- Full clean driving licence and access to a motor vehicle

Desirable

- Surveyor experience, including RICS membership
- Experience of working with historic and listed buildings
- Project management qualifications
- Knowledge of groundskeeping management and operations

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Terms

This is a full-time, permanent position. The working pattern will be Monday to Friday, 8.30 am to 5 pm, equating to 37.5 hours per week with evening and weekend availability to support the needs of the operation.

Salary

The salary range for this role is £50 - 60k per annum, depending on skills and experience.

In addition, we offer complimentary refreshments during working hours, lunch on site during term time, a great working environment as part of a close-knit team and the possibility of opportunities for the role to grow. Fee concessions are also available for staff children who attend Glenalmond College and Craigclowan School.

Pension

The College provides a workplace pension; this is a money purchase scheme, whereby members contribute a minimum of 2.67% of their eligible salary and the College contributes a minimum of 5.34%.

Applications for the post

Glenalmond is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers/Disclosure Scotland at an enhanced level. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

Applications may be made by sending a CV and a covering letter outlining your suitability for this position to hr@glenalmondcollege.co.uk

Detailed information about Glenalmond, together with a copy of this job description, can be found at <https://www.glenalmondcollege.co.uk/about-us/work-for-us>

The closing date for this post is **Monday 29th September**, although the College reserves the right to close the applications and interview and appoint at any time in the recruitment process.

Interviews will likely be scheduled for the week commencing **Monday 6th or Monday 13th October**.