

JOB DESCRIPTION

Post:	Estates & Sustainability Manager
Scale:	Scale 7
Responsible to:	Head of Business Infrastructure
Direct reports:	Maintenance, domestic assistants, Kitchen staff, gardener, caretakers

Key purpose of the role:

- To manage all aspects of the estates function including catering, facilities and grounds
- To develop and manage sustainable development activities for the college, ensuring the college meets its sustainability targets
- To manage capital projects
- Deliver excellent customer service and act as the first point of contact for the estates team with learners, partners and other key stakeholders

Role outline – Main Responsibilities:

- To be responsible for all aspects of health and safety, and upkeep and development of the College's estates and grounds.
- Manage and develop the college estate in line with the colleges Estates and Sustainable Development strategy, particularly relating to sustainability and environmental development.
- Support the Head of Business Infrastructure in managing any projects or incidents which fall under the remit of health and safety, facilities or estates. These could include building projects or responding to internal or external issues.
- To be the Chair of the Health and Safety Committee ensuring a proactive approach to all H&S matters regarding staff, students and visitors to the College.
- To ensure that a full out of hours caretaking service is provided whilst the College is in use and that on call arrangements are in place at other times, and cover this function where needed
- To be responsible for implementing, reviewing and monitoring the success of all Health & Safety, estates and catering policies and ensuring that emergency plans are up to date.
- To effectively co-ordinate an in-house team of first aiders and fire marshals, ensuring appropriate cover is always in place for these functions
- To manage the maintenance, kitchen, domestic assistants, caretakers and gardening staff and drive improvements and high performance within these areas. Undertaking regular performance reviews and supporting and developing this team with the to improve performance and engagement in the college.
- To manage the full estate area budget and ensure estate team costs and expenditure are maintained within budget.
- To ensure that the College is meeting all sustainability targets and to drive improvements in this area, becoming a subject matter expert in sustainability and environment considerations.
- Ensure students and guests staying at the college are satisfied with the catering and facilities, resolving any issues in an effective and customer service focused way.
- Responsible for ensuring all current H & S and Food Hygiene regulations are adhered to by the kitchen team
- Working with the kitchen supervisors, lead the development of a new diverse (seasonal) menu ensuring dietary and cultural requirements, our commitment to sustainability and the

produce grown in the grounds as well as allergies and relevant legislation (Natasha's Law) are incorporated.

- Ensure routine maintenance is undertaken on a cyclical and efficient basis, meeting KPI's for the resolution of maintenance issues.
- Compiling staff rotas ensuring sickness and annual leave is covered and arranging for agency staff if needed, including managing any paperwork for agency staff effectively.
- Responsible for making sure all relevant paperwork is kept up to date and to EHO requirements.
- To support the Head of Business Infrastructure and deputise where appropriate

Generic for level:

- Act as an advocate for Fircroft students
- Ensure that identified best practice and policy within area is implemented through our people, practices and processes.
- Actively participate in performance management of self and line management reports.
- Promote Fircroft College's commitment to Equality, Diversity and Inclusion.
- Have a duty of care to yourself and others regarding Health and Safety issues and ensure the colleges Health and Safety Policies and procedures are implemented.
- Actively promote the College's Safeguarding and Prevent policies and be aware of own responsibilities to report concerns.
- Attend training and development opportunities and keep up with changes to law and legislation affecting your role and the College.
- Comply with and actively promote College policies and procedures.
- Cover for other members of your team when required.
- Support the budgeting and monitoring of income and expenditure in this area where appropriate
- To undertake other duties commensurate with job purpose, title of the post and it's grading.
- To participate in the College Performance Management Scheme.
- To take direct responsibility for your own continuous professional development.

Competencies and behaviours:

- **Inspires** and supports others to achieve results.
- Demonstrates and promotes the values of Fircroft College
- Clearly articulates the Fircroft College mission and commitment to **transformative** education within the college.
- Understands and responds to stakeholder needs.
- Student and Customer focussed.
- Gathers and analyses data to make sound decisions.
- Plans and organises work, including managing budgets (where appropriate).
- Works **collaboratively** with internal and external stakeholders.
- Encourages and **supports** organisation and individual learning to achieve continual improvement.
- Commits to own personal continuous **development**.
- Creative and innovative.
- Flexible and responsive to change.
- Communicates effectively and uses appropriate communication channels, keeping others informed.



- Promotes and creates culture of **inclusion** demonstrated through courtesy and respect for difference.
- Empowers colleagues to achieve.

This Job Description is current at the date shown below, and is a guide to the work you will be required to undertake. In consultation with the post holder, it may be changed from time to time by the College to meet changing circumstances.

September 2024

CONDITIONS OF SERVICE

The appointment is subject to the Conditions of Service for Business Support Staff.

SALARY

The salary range for this post is scale 7, currently from £36,741 to £40,136 per annum pro rata.

HOURS OF WORK

The hours of work will be based on 37.5 hours per week, 52 weeks per annum. This will include evening and occasional overnight or weekend cover.

ANNUAL LEAVE

The post carries 32 annual leave days per annum, pro rata, plus eight public bank holidays. 6 of these annual leave days must be taken during our shutdown period over Christmas.

PENSION SCHEME

The College operates a 'Peoples Pension' pension scheme. For more information please contact our Finance team.

PROBATIONARY PERIOD

All newly appointed business support staff have to serve a 6-month probationary period.

LOCATION

The successful applicant will be based at Fircroft College in Selly Oak.

MEDICAL

The successful applicant will be required to satisfy the Medical Officer as to his/her fitness to carry out the duties of the post.

RECRUITMENT OF EX-OFFENDERS

The College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.



As an organisation we use the Disclosure & Barring Service (DBS) to assess the suitability of all prospective appointments. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Applicants/employees are required to declare any pending criminal prosecutions they may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that applicants/employees do not need to disclose any 'protected' cautions, or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of any offences.

DISCLOSURE & BARRING CHECK

A Disclosure & Barring Service check will be sought for the successful applicant.

SAFEGUARDING

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

All newly appointed staff will be required to undertake safeguarding training following their appointment.

TRAINING

Undertake any appropriate training and development as required, including Health and Safety.

SMOKING POLICY

For health and safety reasons, Fircroft College has designated smoking shelters and smoking is not permitted in any area other than these.

APPLICANTS WITH DISABILITIES

Candidates with a disability should contact the HR Department before interview if they require any adjustments to be made for the interview and/or selection tests.

Person Specification

Qualifications, Attainments or Experience	Essential or Desirable	How this will be assessed
Experience of managing the estates of a property / organisation comparable to the college	Essential	Application Form
Experience of managing a diverse team in a busy kitchen environment	Essential	Application Form
Experience of maintaining a five-star food hygiene rating	Essential	Application Form

Health and safety qualification and experience in a similar size environment	Essential	Application form
Experience of managing a diverse team effectively and positively	Essential	Application Form
Experience of policy development relating to health and safety and facilities	Desirable	Application form
Experience of planning and monitoring diverse menus which meet a range of dietary requirements including allergies, healthy options, vegetarian and themed meals	Desirable	Application form
Attainment, experience or interest in social justice, sustainability and environmental issues	Desirable	Application Form
Level 3 Food Hygiene certificate	Desirable	Application Form
Good understanding of the COSHH regulations, Equality Act 2010, Safeguarding and Prevent legislation.	Essential	Application Form
Experience of working in an education setting	Desirable	Application Form
First Aider and experienced fire officer	Essential	Application Form / Interview
Good standard of education including English and Maths at level 2 or equivalent	Desirable	Application Form / Interview
Excellent awareness of Health and Safety issues affecting premises and people.	Essential	Application form

Knowledge / Skills / Competencies	Essential or Desirable	How this will be assessed
Good customer service skills and the ability to deal with a range of people from diverse backgrounds	Essential	Application Form
Good IT skills with a data led approach to tracking and monitoring performance	Essential	Application Form
Excellent organisation and co-ordination skills	Essential	Application Form / Interview
Flexible and able to cope with difficult situations	Essential	Application Form / Interview
An awareness and commitment to Safeguarding and prevent duties	Essential	Application Form / Interview

An awareness and commitment to Equality, Diversity and Inclusion	Essential	Application Form / Interview
Excellent communication skills	Essential	Application Form / Interview
Able to cover for a senior leader	Essential	Application Form / Interview
Trustworthy and professional	Essential	Application Form / Interview
Collaborative and a team player	Essential	Application Form / Interview
Prepared to work flexibly	Essential	Application Form / Interview
Able to work occasionally at the weekend	Desirable	Application Form / Interview

