

Job Description	
Job Title	Head of Estates & Facilities
Main Purpose	To provide strategic and operational leadership of the College's estates and facilities, ensuring the efficient, safe and cost-effective delivery of services that support the College's strategic priorities. The post-holder will lead the ongoing development and delivery of the College Estates Strategy and ensure the achievement of agreed operational and financial targets.
Line Manager	Vice Principal – Finance and Resources
Responsible for	Senior Maintenance Technician Maintenance Technician Facilities Assistant
Salary	Band M
Date Job Description Agreed	6 February 2026

MAIN DUTIES
<p>1. Leadership and Management of Estates and Facilities Services</p> <ul style="list-style-type: none"> 1.1. Lead, manage and develop staff and contract workers involved in estates and facilities roles and services, ensuring effective deployment, work planning and performance management. 1.2. Undertake workforce planning, recruitment, selection and retention of staff, including the provision of cover for sickness and annual leave. 1.3. Agree performance targets, conduct appraisals and support continuous professional development for team members. 1.4. Advise on appropriate staffing structures, qualification requirements, operational training and specialist equipment needs. <p>2. Estates Strategy and Operational Planning</p> <ul style="list-style-type: none"> 2.1. Devise, implement and regularly review the College Estates Strategy, contributing to the overall strategic leadership and operational management of the College. 2.2. Develop and manage operational and financial objectives for estates and facilities in liaison with the Senior Leadership Team, including minimum service standards, contingency planning and investment proposals. 2.3. Organise and oversee accommodation management and space utilisation, ensuring suitability, efficiency and alignment with curriculum and business needs. <p>3. Financial and Contract Management</p> <ul style="list-style-type: none"> 3.1. Manage the Estates and Facilities capital and revenue budgets, ensuring effective financial control, achievement of targets and delivery of best value. 3.2. Negotiate, manage and monitor facilities management and service contracts, agreeing performance standards, KPIs and quality assurance measures to secure value for money. 3.3. Be responsible for departmental purchasing and procurement activities in compliance with Financial Regulations and procurement rules. <p>4. Capital Works, Maintenance and Asset Management</p>

- 4.1. Manage minor and major capital works programmes, including procurement, tendering, contractor appointment, progress monitoring, cost control and regulatory compliance.
- 4.2. Implement and monitor planned and reactive maintenance regimes to ensure the safe, effective and efficient operation of the College estate.
- 4.3. Advise on the appointment and management of consultants and contractors as required.
- 4.4. Manage contractors attending College, ensuring safety standards are observed and all compliance documents are supplied and evaluated prior to attendance on site.
- 4.5. Maintain accurate records relating to property deeds, leases, licences, wayleaves, rents, rateable values and associated documentation.
- 4.6. Manage the College building management system (BMS) to ensure a balance of operational performance and sustainability.

5. Health, Safety, Security and Compliance

- 5.1. Lead and coordinate health and safety arrangements across the College, ensuring a systematic, proactive and compliant approach in line with statutory requirements, HSE guidance and College policy.
- 5.2. Implement and monitor fire safety procedures, security arrangements, emergency planning and evacuation protocols.
- 5.3. Manage the planned preventative maintenance and compliance programmes to ensure all legal obligations met, documentation is kept, and remedial works are completed in a timely manner.
- 5.4. Ensure appropriate out-of-hours and 24-hour emergency response cover for incidents affecting the College estate.
- 5.5. Safeguard and promote the welfare of children, young people and vulnerable adults.

6. Sustainability

- 6.1. Be the College lead for sustainability, leading further developments in this area in line with the Environment and Sustainability Policy and Climate Action Plan.

7. Stakeholder and Partnership Management

- 7.1. Establish and maintain effective working relationships with internal stakeholders, external agencies, regulators, contractors and service providers.
- 7.2. Seek continuous improvement in service quality, customer satisfaction and collaborative working practices.

8. Corporate Leadership Accountabilities

- 8.1. Support the Vice Principal Finance and Resources in the strategic leadership and operational management of the College.
- 8.2. Promote and uphold the College's values, strategic objectives, policies and procedures.
- 8.3. Maintain high standards of professional conduct and practice.
- 8.4. Implement and monitor quality assurance processes relevant to the estates and facilities function.
- 8.5. Demonstrate commitment to equality, diversity and inclusion, ensuring compliance with statutory requirements and College policies.
- 8.6. Keep up to date with legislative, technical and sector developments relevant to estates and facilities management.
- 8.7. Use appropriate IT systems to support efficient and effective service delivery.
- 8.8. Submit reports, attend and chair meetings or working groups as required.
- 8.9. Participate in performance management, training and continuous professional development.
- 8.10. Undertake any other duties commensurate with the seniority and responsibilities of the role.

Person Specification		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree, HNC/HND or equivalent professional qualification in a relevant discipline (e.g. Estates Management, Facilities Management, Construction, Building Services or Engineering), or demonstrable equivalent experience. A recognised health and safety qualification (e.g. NEBOSH) 	<ul style="list-style-type: none"> Chartered or qualified membership of a relevant professional body (e.g. CIBSE, CIOB, IEE, IMechE, RICS)
Experience	<ul style="list-style-type: none"> Substantial experience of estates and/or building management within a complex organisation. Proven success in managing staff, budgets and resources to meet demanding operational and performance targets. Experience of contract management and project management, including the preparation of specifications and contract documentation. Evidence of delivering personal and team objectives within a challenging environment. 	<ul style="list-style-type: none"> Experience of working within a large, complex or public-sector organisation with established quality and performance management frameworks. Experience of facilities management across multiple service areas. Experience of applying quality assurance and continuous improvement processes.
Skills and abilities	<ul style="list-style-type: none"> Ability to lead and manage a diverse workforce, including directly employed staff, contractors and professional consultants. Strong interpersonal skills, with the ability to build effective and collaborative professional relationships at all levels. Excellent written and verbal communication skills, with the ability to present information clearly and persuasively. Ability to motivate and lead teams to achieve or exceed performance targets. Decisive decision-making skills, balanced with the ability to consider differing views and priorities. Ability to work independently, using initiative to plan, prioritise and organise workload effectively. Competence in the use of Microsoft Office applications, particularly Excel. Ability to analyse and interpret financial, statistical and performance data to inform sound decision-making. 	
Knowledge and understanding	<ul style="list-style-type: none"> Sound knowledge of health and safety legislation and best practice, including the Health and Safety at Work Act, COSHH, 	<ul style="list-style-type: none"> Knowledge and experience of developing, implementing and monitoring a comprehensive Estates Strategy.

	<p>CDM Regulations, RIDDOR and risk assessment processes.</p> <ul style="list-style-type: none"> • Understanding of cost estimating, budget and cost control, and the preparation of feasibility studies. • Knowledge of educational and commercial buildings, building services, engineering systems and operational practices. • Understanding of equality, diversity and inclusion issues within the public sector. 	
Personal qualities	<ul style="list-style-type: none"> • Self-motivated with a strong commitment to innovation, service improvement and continuous development. • Customer-focused, financially aware and cost-conscious approach to service delivery. • Professional, approachable and resilient, with the confidence to challenge constructively when required. • High standards of integrity, independence of judgement and accountability. 	
Other requirements		<ul style="list-style-type: none"> • Full UK driving licence and access to a vehicle for business use (or access to equivalent mobility).