

TRELOAR TRUST JOB DESCRIPTION

Post: Deputy Head of Estates

Location: Holybourne

Responsible to: Head of Estates & Transport

Purpose of the Role

The Deputy Head of Estates plays a key role in ensuring the safe, compliant, effective and efficient operation of the Trust's buildings, grounds and infrastructure. The postholder will lead the delivery of maintenance and statutory compliance activities across the estate, manage internal teams and contractors, and deputise for the Head of Estates & Transport when required.

The role is responsible for ensuring that all facilities, services and external areas are maintained to a high standard, supporting a safe, accessible and welcoming environment for students, staff, visitors and volunteers. Including both main campus and off-site properties.

Key Responsibilities

Leadership and Management

- Provide day-to-day leadership and line management of the Maintenance Supervisor, Grounds, Porters and Facilities Co-ordinator.
- Deputise for the Head of Estates & Transport during periods of absence.
- Support the development of a proactive, customer-focused and high-performing Estates Team.
- Manage staff performance, training, annual leave, sickness records and associated HR processes.
- Ensure staff receive appropriate training and development to maintain compliance and operational effectiveness.
- Promote a positive culture of teamwork, accountability and continuous improvement.
- Support as required the lettings team.

Estates Maintenance

- Lead the delivery of planned preventative maintenance (PPM) programmes across the estate.
- Oversee and support (if required) the reactive maintenance service, ensuring repairs are prioritised, allocated and completed effectively using our in house system.
- Develop and maintain systems for monitoring maintenance requests, compliance tasks and outstanding works, producing regular reports as required.
- Manage the cyclical redecoration programme.

- Carry out regular inspections and condition surveys of buildings and infrastructure.
- Ensure all completed works, repairs, installations and projects are subject to appropriate quality assurance checks.
- Ensure all PPM works are appropriately documented and records retained.

Grounds and External Areas

- Assist the Grounds Team in developing, implementing and monitoring an annual programme of grounds maintenance and estate improvement works.
- Support the planning and delivery of seasonal maintenance activities to ensure the grounds remain safe, accessible and visually attractive throughout the year.
- Undertake regular inspections of roads, pathways, car parks, drainage systems, fencing, gates, signage, planted areas and external lighting.
- Identify maintenance priorities, lifecycle replacement requirements and improvement opportunities across the external estate.
- Coordinate and oversee contractors engaged in grounds, landscaping, and external maintenance works.
- Support the development of long-term estate enhancement and sustainability initiatives.

Compliance and Health & Safety

- Lead the management of statutory compliance programmes across the estate, including:
 - Fire safety systems and equipment
 - Fixed electrical installation testing
 - Asbestos management
 - Gas safety
 - Water hygiene and Legionella control
 - Lifting equipment inspections
 - Swimming pool plant operations
 - Any other statutory inspections and certifications
- Maintain and continuously update the Estates Compliance Register.
- Ensure compliance records, certificates and associated documentation are accurately maintained and readily accessible.
- Act as Responsible Person for Legionella management and asbestos control.
- Undertake the role of Pool Plant Operator, ensuring the safe and compliant operation of the swimming and hydrotherapy pools.
- Support the implementation and review of the Trust's Fire Management Plan and emergency evacuation procedures.
- Ensure suitable and sufficient risk assessments and safe systems of work are in place for all maintenance activities.
- Promote a positive health and safety culture and ensure compliance with all relevant legislation and Trust policies.

Financial Management

- Monitor expenditure and ensure works are delivered within approved budgets.

- Support procurement activities and identify opportunities for efficiency and cost savings.
- Assist in the preparation of budget forecasts and lifecycle maintenance plans.

Emergency Response

- Participate in out-of-hours emergency arrangements as required.
- Provide advice and support in relation to estate, facilities or compliance-related incidents outside normal working hours.
- Respond appropriately to emergency situations affecting the estate.

Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

July 2026

Person Specification - Deputy Head of Estates

Criteria	Essential	Desirable
Qualifications	- Pool Plant Operator qualification or willingness to obtain. - Health & Safety qualification or willingness to obtain. - Full UK Driving Licence.	Recognised trade, engineering, facilities or building-related qualification
Knowledge & Experience	- Experience in facilities, estates or building maintenance. - Understanding of statutory compliance - Experience supervising staff and contractors. - Experience carrying out inspections and risk assessments. - Competent IT user.	- Specialist trade or technical knowledge. - Experience managing grounds and external estate maintenance. - Knowledge of Building Management Systems (BMS).
Skills & Abilities	- Strong problem-solving and fault-finding skills. - Ability to plan and prioritise planned and reactive maintenance activities. - Effective leadership and communication skills. - Ability to develop procedures and monitor compliance. - Able to work under pressure and manage competing priorities.	- Experience writing specifications for works and minor projects. - Project management experience.
Personal Qualities	- Commitment to safeguarding. - Reliable, flexible and adaptable. - Proactive and self-motivated. - Well organised with good time management skills. - Approachable with excellent communication skills.	Continuous improvement mindset.
Physical Requirements	- Frequent walking and standing. - Ability to climb ladders and work safely at height. - Ability to bend, kneel and crawl when required. - Able to wear appropriate PPE.	
Personal Circumstances	Ability to participate in out-of-hours emergency cover when required.	Experience working within an education, healthcare or charitable environment.
<u>Treloar Trust Is Committed</u> <u>To Safeguarding Children, Young People And Vulnerable Adults</u> All successful candidates will be subject to an Enhanced Disclosure & Barring Service Check along with other relevant employment checks		

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE
SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY