

**Role title:** Head of Estates and Facilities

**Reporting to:** Chief Operating Officer

### **Role outline and responsibilities**

To provide strategic leadership, operational management and professional expertise across Pivot's buildings, grounds and facilities. This includes ensuring full compliance with all statutory regulations and internal policies, implementing planned and reactive maintenance, overseeing contractors and site staff and contributing to the strategic planning for site development. The role leads on capital projects, new site development, statutory compliance and the efficient management of facilities and maintenance functions.

### **Responsibilities**

- Develop and implement a Pivot Group Estates Strategy aligned to organisational objectives.
- Lead on the acquisition, design, development, refurbishment and fit-out of new Pivot sites.
- Monitor project delivery to ensure quality, budget compliance, risk management and timelines are met.
- Work with architects, planners, external consultants and specialist contractors.
- Lead and manage the estates and facilities team, ensuring high standards of service delivery, professionalism and site safety in line with Pivot policies and values.
- Oversee the maintenance, repair and improvement of all buildings, grounds, and facilities, ensuring compliance with statutory and school-specific requirements.
- Develop and implement a rolling programme of planned preventative maintenance, maintaining accurate records for all statutory checks and activities.
- Ensure compliance with health and safety, fire safety, COSHH, the Independent Schools Standards and other statutory requirements, including risk assessments, record keeping, and adherence to the Health & Safety Policy.
- Maintain and monitor the central compliance system (PPM, certificates, risk assessments).
- Manage site security, including access, CCTV, alarm systems, and visitor management, working closely with the Chief Operating Officer to ensure all procedures support safeguarding requirements.
- Oversee the work of external contractors and site staff, ensuring all are inducted, monitored, and compliant with legal and school-specific requirements, and that all work is completed to a high standard and within budget.
- Monitor and manage budgets for premises and facilities, ensuring compliance with financial procedures and regular reporting to the COO and finance team.
- Support capital projects and refurbishment programmes, including project management, stakeholder liaison and compliance with internal procedures.
- Ensure the school grounds are maintained to a high standard, providing a safe and welcoming environment for all.
- Lead on sustainability initiatives, monitor energy usage and report on progress towards environmental targets.
- Act as Pivot's point of contact for all estates and facilities related queries and emergencies, including out-of-hours as required.
- Support the smooth running of Pivot events and lettings, ensuring facilities are available and safe.
- Promote sustainable practices, including energy and waste management.
- Ensure all operations are fully compliant with Pivot policies and procedures, as published and updated regularly.
- Work closely with Business Managers on site level operational priorities and reporting.
- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our learners, your colleagues and your own mental health
- To treat all learners with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people
- Any other duties requested by the Chief Operating Officer and CEO

### Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> <li>• Proven track record of strategic premises management</li> <li>• Experience working as a leader/having leadership responsibility within an education setting</li> <li>• Relevant professional qualification (e.g., NEBOSH, Facilities Management, IOSH Managing Safely)</li> <li>• Excellent people management skills, leadership and management experience with the ability to communicate effectively with all members of the Pivot community</li> <li>• Experience of budget management and reporting</li> <li>• Experience and success in strategic forward planning and project management including reactive, routine and planned preventative maintenance</li> <li>• Experience of working with health and safety and compliance regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Estates Management, Facilities Management, Construction or related discipline</li> <li>• Experience of site acquisition and development</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of specialist and technical regulatory compliance regulations, including Health &amp; Safety, Security and emergency procedures</li> <li>• Good knowledge of building maintenance and site management</li> <li>• Excellent organisational, planning, and problem-solving skills</li> <li>• Good IT skills, including use of facilities management and compliance software</li> <li>• Strong organisational and record-keeping skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEND environments</li> </ul>
Leadership and management	<ul style="list-style-type: none"> <li>• Experience of working effectively as a member of a team</li> <li>• Experience of liaising effectively with other organisations / agencies</li> <li>• Capability to deal sensitively with people and resolve conflicts</li> </ul>	
Skills and abilities	<ul style="list-style-type: none"> <li>• Demonstrable ability to think and act strategically, solve problems and make decisions</li> <li>• Accomplished at planning and time management, confident working within restricted timescales, well developed organisational skills</li> <li>• Ability to communicate effectively with a range of stakeholders and collaborate across teams</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to manage maintenance and cleaning schedules effectively</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• High standards of professionalism, reliability, and integrity</li> <li>• Strong attention to detail and commitment to delivering excellent service</li> <li>• Ability to work independently and as part of a team</li> <li>• Flexible to work beyond regular school hours as required</li> <li>• Excellent communication and interpersonal skills</li> <li>• Commitment to upholding and promoting the ethos and values of Pivot</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> <li>• Commitment to equality, diversity, and inclusion</li> </ul>	