

Post title	Estates Coordinator
School/Organisation	Avanti Services Ltd
Location	Stanmore
Grade	Grade 5-6, £25,000 – £30,000 per annum
Hours	Full time (37.5 hours per week)
Contract Type	Permanent
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

Avanti Services Limited supports the Avanti Schools Trust which is a fast-growing Multi Academy Trust currently running five schools based in London, two in the midlands and three in the South West of England. We also have three further schools approved for opening. All Avanti schools provide pupils with an outstanding education rooted in the inclusive and distinctive Avanti Schools ethos of educational excellence, character development and spiritual insight. This role will be based in the Trust Head Office with occasional nationwide travel and will be supporting the Operations Director.

JOB PURPOSE

- Support the senior leadership in the operational requirements of the Trust inclusive of Real Estate / Premises, Health & Safety, Security, Procurement and Facilities Management ensuring that the Trust delivers compliant services to operational excellence standards.
- Point of contact for the premises teams, local schools site premises teams, assisting in the day to day functioning of all schools utilities and estates matters across the Trust. Assisting the Operations Director and the Estates Senior Manager.
- Supporting role in developing the future operational requirements of the Trust, ensuring operational business planning meets the need of the strategic Trust expansion plans and that investment and expenditure is proven value for money leveraging economies of scale across the Trust.

RESPONSIBILITIES OF THE JOB

- Provide day to day support in the execution of the Estates and Premises strategy, business planning, operational continuity, capital programmes, and asset management for the Trust.
- Providing day to day support to the Senior Estates Manager and the Operations Director and the key stakeholders in matters of HSE, real estate, architectural, planning, environmental.
- Support the delivery of the Estates and Premises strategy on a routine basis, via the Trust business operating model, growth / expansion plans, ensuring that we are leveraging the economies of scale to enable even greater investment in children's education.
- Assist the Operations Director and the Senior Estates Manager to help oversee academies on all matters relating to the Estates and Premise development, funding and management of future works at sites.

- Helping in preparing of the capital spending requirements via the acquisition and successful application of all capital grants that are available to the Trust.
- Support site-based teams ensuring that the day-to-day execution of site upkeep and grounds maintenance is undertaken to exacting safeguarding standards, to the satisfaction of key stakeholders, and that budgetary and governance compliance is adhered to.
- Maintain daily visibility and routine documentation that controls the compliance of the Trust estates, ensuring servicing, contracts, audits and action plans are monitored, tracked and executed to a fully compliant standard.
- Help implement Action Plans from various periodic audits in the schools. Evaluate risks and to work on various Risk Assessments.
- Support the production and proofread a range of project materials. Provide administrative support including version control of documents and submission of grant applications.
- Conduct procurement and comparison activities to ensure that the contracts are proven value for money, benchmarked, and structured appropriately in the best interests of the Trust, with service level agreements managed effectively.
- Maintain accurate data via the Estates, facilities and contracts management database, assisting with asset management activities.
- Assist with the training of various site team members and other office staff.
- Assist the Operations Director in the implementation of service standards, KPI's and reporting for the Estates and Premises operational functions.
- Day to day point of contact for external bodies providing subject matter expertise e.g. HSE, EHO, DfE, Ofsted, local authorities planning, fire regulations, insurance claims etc, ensuring all statutory inspections and testing are compliant to the required standards.
- Collate the data and present to the Operations Director for investigation of security incidents and the end ensuring mitigating measures are established to support the sites.
- Help prepare the Business Continuity Management framework, inclusive of solutions and interventions to guarantee sustainable operations.
- Support for projects emanating from the businesses within Avanti Foundation on an as required basis.
- Playing an important part in the preparation of the Trust-wide Premises and Estates annual revenue budgets and expenditure, reporting of actuals vs budget, and budget variances.
- Be an integral part of the process of project management of the Estates requirements for Trust expansion, ensuring capital projects are delivered to exacting standards in the required timescales.
- Ensure first class support to all site premises teams, project teams and key stakeholders via the provision of key information. Develop trust and credibility through relationships with all school operational teams.

Person Specification

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Good standard of GCSE exam results (including English)	X	

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		<i>Essential</i>	<i>Desirable</i>
2.	Legionella Prevention, Fire Marshall, Safeguarding Training, Working at Heights, Risk Assessor		X
3.	Proven ability to develop, communicate and successfully implement strategies	X	
4.	Proven ability to liaise with contractors, school leaders, LAs and external organisations successfully through a period of significant change	X	
5.	Report/letter writing experience to a good standard. Experience of proof-reading complex documents	X	
6.	Willingness and flexible to work at all levels of administrative work. Confident and professional manner	X	
7.	Commitment to professional development, learning and development to improve own practice/knowledge.		X
8.	A proven track record of assisting in project management, with a strong track record in working on operational excellence	X	
9.	Significant understanding of Health and Safety legislation and compliance	X	
10.	Outstanding business acumen and experience of developing successful business relationships through a range of partners	X	
11.	Experience of negotiating and managing large contracts, defining and managing service level agreements	X	
12.	Significant understanding and commitment to safeguarding and promoting the welfare of children and young people and ensuring they are protected from harm	X	
13.	Administrative experience within an educational or vocational setting	X	
14.	Ability to analyse, evaluate and interpret information. Excellent self-management, to include time management, working under pressure and to deadlines		X
15.	Proven ability to establish and lead effective complex partnerships and build positive working relationships, negotiate with, and influence partners and stakeholders.	X	
16.	Evidence of exceptional, collaborative, and co-operative skills	X	
17.	Outstanding communication, influencing and negotiating skills across a range of internal and external stakeholders	X	

Person Specification			
Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
18.	This is a national role and requires travel - a car and UK driving licence is a must. Overnight stay might be required away from home town to support works in various hubs across the UK.	X	
19.	Exceptional programme and project management skills		X
20.	Commitment, drive, innovation and integrity		X
21.	Understanding of the Trust ethos, values and vision		X

FURTHER INFORMATION	
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p>	