



**EER277**  
**South London / Surrey**  
**£50,000**  
**2 months notice**

Results-driven Estates and Facilities professional with extensive experience across education environments, delivering safe, efficient and high-performing estates operations. Proven expertise in facilities management, health & safety compliance, capital projects and contractor management, ensuring statutory compliance and operational excellence. Strong leadership, commercial awareness and the ability to optimise assets, control costs and maintain environments.

### **EER277** **Estates Manager**

Innovative, results-driven professional with excellent management skills and extensive experience in the construction industry and educational environment. Notable success ensuring efficient and effective management of organisation's buildings and premises. Solid history of spearheading renovation projects, heading maintenance staff, and streamlining facility operations. Expert in directing all maintenance activities to boost safety, reliability, and efficiency of all physical assets. Prudent at creating and executing maintenance strategies to minimise downtime and increase performance of machinery and equipment. Demonstrated exceptional communication and presentation skills; committed to cultivating and strengthening lucrative relations with clients, suppliers, vendors, and stakeholders.

#### **Areas of Expertise**

- |                          |                        |                             |
|--------------------------|------------------------|-----------------------------|
| ◆ Operational Excellence | ◆ Commercial Awareness | ◆ Documentation & Reporting |
| ◆ Process Improvement    | ◆ Project Management   | ◆ Problem Resolution        |
| ◆ Contract Negotiations  | ◆ HSE Standards        | ◆ Attention to Detail       |
| ◆ Budget Administration  | ◆ Cost Control         | ◆ Customer Service          |

#### **Professional Experience**

**Independent School**  
**Estates Manager**  
**Sep 2024 - Present**

##### *Estates and Facilities Management*

- Oversee the maintenance, repair and improvement of buildings, grounds, and services.
- Plan, procure and supervise maintenance works, ensuring value for money and minimal disruption.
- Manage the caretaking team and external cleaning contractor to maintain high standards of presentation and hygiene.
- Maintain accurate asset registers, service schedules and maintenance records.
- Coordinate inspections and maintenance of mechanical, electrical and water systems in line with statutory requirements (including asbestos, legionella, pressure systems, RAAC etc.).
- Support the Bursar with capital projects, tender processes and contractor management.
- Ensure the estate is safe, secure and fit for purpose for pupils, staff and visitors.

##### *Health & Safety*

- Act as the school's Competent Person for Health & Safety.
- Develop, implement and monitor the school's H&S policy and procedures.
- Carry out and review risk assessments across all operational areas, ensuring appropriate controls are in place.
- Advise the Bursar, SLT and Governors on statutory compliance and best practice.
- Lead on staff training, induction and awareness relating to H&S.



- Maintain accurate accident, incident and near-miss records, ensuring investigations and follow-up actions are completed.
- Liaise with external consultants and regulatory bodies as required.

#### *Fire Safety*

- Serve as the Responsible Person for fire safety.
- Ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and related legislation.
- Maintain the Fire Risk Assessment and implement actions arising from it.
- Ensure all fire safety equipment, alarms and emergency lighting are tested and maintained.
- Lead on fire drills, staff training and evacuation procedures.

#### *Transport*

- Manage the operation of the school's minibus fleet and drivers.
- Ensure compliance with Section 19 Permit regulations and driver licence requirements.
- Oversee vehicle servicing, MOT, insurance and inspection records.
- Schedule and supervise daily transport runs, ensuring pupil safety and reliability.
- Deliver or coordinate driver training and annual licence checks.

#### *Leadership and Administration*

- Line manage and appraise caretaking and transport staff.
- Manage budgets for maintenance, cleaning and transport within delegated limits.
- Maintain clear communication with the DFO and SLT on operational and compliance matters.
- Contribute to planning for capital improvements and long-term maintenance.
- Ensure all external contractors follow safeguarding, H&S and site security procedures.

### **Multiple Schools Interim Facilities Manager Jan 2024 – Jul 2024**

As an innovative and results-driven professional, I bring extensive experience in the construction industry and educational environments. I've had the privilege of ensuring the efficient and effective management of organizations' buildings and premises, consistently driving success in renovation projects, leading maintenance teams, and streamlining facility operations.

- All people management aspects of the premises team, including recruitment, performance management and training, and scheduling, prioritising and supervising their work
- Supervising all work completed by outside agencies on the premises and grounds
- Building and refurbishing areas of the academy as required, and maintaining, decorating and repairing the premises within the team's capabilities, including contributing personally to these activities
- Overseeing the production and delivery of a planned programme of maintenance and repair of buildings
- Ensuring that sites and building comply with highest levels of security with regard to safeguarding at all times
- Ensuring site and buildings related health and safety systems and processes are of high quality
- Inspecting the condition and quality of premises, taking action to address any issues
- Managing the security and opening/closing of the building, including security systems



**Multi Academy Trust**  
**Cluster Facilities Manager**  
**2020 – 2024**

- Streamline property and estates functions by refining delivery and monitoring of services across four buildings. Carry out systematic inspections and maintenance to ensure equipment, plant, and facilities operate in satisfactory condition, preventing major defects.
- Lead emergency and planned repairs, keep accurate records, and follow correct escalation processes.
- Provide leadership and oversee management of data systems including OCL health and safety database, asset management system, every compliance management, PSF, Concerto, Handsam, Parago, and OCMS. Rollout and update filing systems and structures encompassing service contract and property-related records aligned with property and estate needs.
- Act as local contact for employing business continuity plans and emergency procedures.
- Steered effective management of annual academy budget for facilities management while promptly reporting issues to cluster asset manager.
- Adhered to all relevant legislation covering health, safety, and environmental, building, and planning laws.
- Enhanced company procedures by implementing stock control, work planning, and scheduling systems.
- Spearheaded various projects such as landscaping, fencing, lighting, access control, and CCTV.
- Committed to safeguarding and promoting the welfare of children and young people.

**London Primary School**  
**Premises Manager**  
**2018 – 2020**

Delivered property management and security services to the school. Executed thorough planning, co-ordination, and execution of inspection, maintenance, and repairs for school building and grounds. Maintained internal and external infrastructure of school as well as cultivated safe working environment.

- Ensured top-tier service delivery standards through meticulous contracts management.
- Increased health and safety of the site and rolled-out robust security measures for school premises.
- Enhanced asset management by instituting systematic process for cost-effective deployment, operation, maintenance, upgrading, and disposal of assets.
- Optimised premises budget by strategically allocating resources to attain school's objectives.
- Sustained operational efficiency by preserving and servicing all machinery and plant within the school.

**Multi Academy Trust**  
**2016 – 2018**  
**Cluster Facilities Manager**

Formulated and rolled-out plans of essential service locations covering water valves, fire points, drainage systems, gas, and power supplies. Maintained high-standard school grounds and kept lawns and beds immaculate and litter-free; interfaced with external contractors for cost-effective maintenance schedules. Implemented inspections to identify defects and potential hazards including boundaries, fencing, building exteriors, and trees. Conducted and documented termly risk assessments and various health and safety checks, ensuring all maintenance contracts were current.

- Guaranteed optimal condition of equipment, tools, and plant through co-ordination with external suppliers.
- Addressed emergency and planned maintenance and repairs whilst updating detailed logs of all activities.



## **Multiple Schools**

### **2011 – 2015**

### **Premises Manager**

Executed portage, administrative, and letting duties efficiently to support operational needs. Oversaw hard and soft services within premises, optimising service delivery and functionality. Supported whole school developments outlined in the management plan, fostering continuous improvement and growth. Assumed responsibility for on-site Health & Safety, ensuring a safe environment for all occupants. Facilitated effective communication and collaboration with external contractors, organisations, and staff members across all levels. Kept precise records for all statutory contracts.

- Guaranteed all school buildings and grounds met agreed standards and specifications, resulting in a clean and welcoming environment.
- Raised safety and accessibility for stakeholders by managing security protocols and facilitated school lettings.
- Secured all school buildings and grounds, promptly addressing breaches of security and confirming swift and effective repairs thus safeguarding premises and its occupants.
- Reduced downtime and augmented operational efficiency; supervised maintenance programme for school buildings, grounds, and utilities.

### **Education**

Postgraduate Diploma – International Economic Relationships & Foreign Trade  
BEng in Electronics & Automation Engineering

### **Licences & Certifications**

Project Management – Prince Certification, Ongoing  
Fire Safety Management, Judicium Education, 05/2024  
Electrical Safety, Judicium Education, 05/2024  
Managing Contractors, Judicium Education, 04/2024  
Asbestos Awareness, Judicium Education, 04/2024  
Legionella Awareness, Judicium Education, 04/2024  
Managing Safely, IOSH, 2023  
Essential People Management Skills for Line Managers Octavo Partnerships, 2019  
Various H&S Training, Judicium Education, 2019  
Managing Health & Safety, RoSPA, 2017 Full/Clean  
UK Driving Licence

### **Technical Proficiencies**

Windows OS Technician, MS Office Suite, Internet, Email