



Job Description:

Estates Manager – King George Vth Sixth Form College Campus



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This role will:

The King George Vth (KGV) Sixth Form College Estates Manager is responsible for leading health and safety, statutory compliance, and operational risk management across the College's estate, with a base at the KGV College Campus. This cross-College role includes oversight of disaster recovery planning and collaborative estate operations.

The postholder will work closely with the Southport College Campus Estate Manager to ensure consistent standards, shared practices, and a safe working environment across all College sites.

The Estates Manager will also carry out the duties of an Estates Operative when required, supporting the team and ensuring continuity of service.

Responsible to:

The postholder is responsible to the Vice Principal Business Services

Key Accountabilities and Responsibilities:

- Lead the development and annual update of the College's Accommodation Strategy for the KGV College Campus, including reporting to SLT and Governors.
- Monitor and proactively manage the Accommodation Strategy action plan and associated projects for the KGV College Campus.
- Ensure the KGV College Campus is maintained to a high standard, with buildings rated in Condition Category A or B.
- Manage the planned maintenance programme, for the KGV College Campus, including a 10-year rolling plan, delivered via internal teams or external contractors.
- Oversee routine maintenance activities at the KGV College Campus, including identifying works, supervising the team, inspecting completed work, sourcing contractors, and negotiating pricing.
- Monitor and control expenditure of College resources allocated to the KGV College Campus under current or future budget schemes.
- Lead the planning and implementation of major and minor modification projects at the KGV College Campus.
- Take responsibility for all aspects of KGV College Campus security, including CCTV system management, security arrangements, and incident handling at the KGV Campus.
- Oversee and report on statutory compliance obligations, with a particular focus on building regulations across the College group.

- Manage environmental operations for the KGV College Campus including utility contracts (electricity, gas, water), cleaning contracts, waste management, recycling, and environmental protection
- Lead the College Group's health and safety strategy, including:
 - Line management of the Health and Safety Officer.
 - Oversight of risk assessments, fire safety, first aid provision, and health and safety training.
 - Providing expert advice and guidance to staff across all campuses.
- Line Management of Estates Operatives
- Prepare and maintain the College's Disaster Recovery Plan, ensuring readiness and resilience across both campuses.
- Support the development and implementation of College-wide policies and procedures related to health and safety, risk management, and estate operations.
- Administer and oversee the College Group's catering and cleaning contracts, ensuring consistent service delivery across all sites and value of money is achieved
- Develop and maintain an asset management and tracking system for the KGV College Campus.
- Work collaboratively with the Southport College Campus Estates Manager to align procedures, share best practices, and support joint initiatives.
- Lead, motivate, and support departmental staff to achieve agreed targets and objectives.
- Act as a designated backup Fire Marshal and First Aider, contributing to campus-wide emergency readiness and response efforts.
- Lead the emergency call-out rota, ensuring effective coordination and communication during incidents and drills.
- Carry out the duties of an Estates Operative when required, supporting the team and ensuring continuity of service.
- Represent the department on internal and external committees and working groups, chairing as appropriate.
- Prepare and present reports to internal and external committees as required.
- Maintain up-to-date knowledge of relevant legal and regulatory developments, ensuring compliance and briefing colleagues appropriately.
- Monitor and maintain College policies and procedures relevant to the role.
- Promote and lead effective risk management practices, including health and safety, using College policies and procedures.

- Actively promote equality, diversity, and inclusion within the department and across the College.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Level 2 Qualification in Maths	E	A
Level 2 Qualification in English	E	A
Level 3 Qualification, relevant to the role	E	A
Possession of a degree or level 4 qualification.	D	A
Relevant professional qualification (or currently working towards).	D	A
Recognised Health and Safety Qualification (e.g. NEBOSH).	D	A

Experience		
Proven track record of delivery/management/co-ordination of relevant Premises Department activities.	E	A/I
Experience of delivery of building maintenance programmes, particularly in the public sector.	E	I
Experience of negotiating and maintaining best value contract terms for all property development projects.	E	I
Proven track record of delivery/management/co-ordination of relevant Premises Department activities.	E	I
Experience of planning and ensuring timely delivery of developments including maintenance schedules.	E	I
Experience of managing budgets and physical resources and effectively managing external professional relationships with contractors and stakeholders.	D	I
A knowledge and understanding of the FE sector.	D	A/I

Knowledge, Skills and Attributes		
Ability to produce robust and accurate high level reports which comply with internal and external requirements.	E	I
Excellent communication and interpersonal skills	E	I
Ability to use CAD systems.	D	A
Strong organisational and project management skills.	E	I
Proactive and solution-focused	E	I

Collaborative and able to influence others	E	I
Commitment to continuous improvement and success	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£39,345.00 to £41,829.00 per annum

Summary of Terms and Conditions of Employment:

The post is offered under the Southport Education Group Managers' contract, which stipulates a minimum working week of 35 hours.

Please note, all College Managers are expected to act as Evening Duty Principal as required. The postholder will be required to work occasional evenings and weekends therefore must be flexible.

The postholder will be entitled to receive normal remuneration for all Bank and Public Holidays usually observed in England and Wales and to a further 41 days holiday in each holiday year (1 September – 31 August). The College may also close for a number of days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to Merseyside Pension Fund. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College, the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The post holder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS), will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

The College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk

Timetable for Appointment:

Deadline for receipt of applications: Friday 7th November 2025 (10:00am)

Interviews will be held: Wednesday 26th November 2025

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

