**JOB DESCRIPTION**

**Job: Estates Manager**

**Location: Bolton**

**Reports To: Senior Estates Manager**

**Hours of Work: 37.5**

**Supervisory Responsibilities: Yes**

**Travel Required: Yes – Works Van Provided**

**Main Purpose of the role:**

To lead and manage the estates function across a defined region, ensuring that all properties—including children’s homes, schools, and office sites—are safe, compliant, well-maintained, and fit for purpose. The Estates Manager will oversee planned and reactive maintenance, manage contractors, support capital projects, and ensure that all sites meet regulatory and operational standards.

**Professional Standards for All Compass Employees:**

* Adhere to the principles of R.E.A.C.Hbeing Resilient, Educative, Accepting, Child centred and Holistic.
* Always act with professionalism.
* Maintain and role model high standards in attendance, presentation, attitude, behaviour, conduct and punctuality.
* Never use inappropriate, discriminatory, or offensive language in any work environment.
* Always treat children and others with dignity and respect.
* Not undermine fundamental values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs to our own individual beliefs
* Express personal beliefs in a way that will not overly influence children and will not exploit children’s vulnerability or might lead them to break the law.
* Understand the statutory frameworks they must act within.
* Role model, identify prejudice and bullying behaviours.

**Key Responsibilities:**

**Property & Facilities Management**

* Oversee day-to-day estates operations across the region’s portfolio of children’s homes, schools, and offices.
* Ensure all buildings are maintained to a high standard, compliant with health and safety, safeguarding, and education regulations.
* Manage planned preventative maintenance (PPM) schedules and respond to reactive maintenance needs promptly.
* Conduct regular site inspections and audits, identifying risks and opportunities for improvement.

**Compliance & Health and Safety**

* Ensure all statutory compliance requirements are met (e.g., fire safety, water hygiene, asbestos, gas, and electrical safety).
* Maintain accurate records of inspections, certifications, and remedial actions.
* Work closely with safeguarding and education teams to ensure environments are safe and appropriate for children and staff.

**Contractor & Supplier Management**

* Procure and manage external contractors for maintenance, repairs, and minor works.
* Monitor contractor performance, ensuring value for money and adherence to service level agreements.
* Support tendering processes and contract renewals in collaboration with procurement.

**Project Support**

* Assist in the delivery of refurbishment, expansion, and relocation projects.
* Liaise with internal stakeholders to ensure minimal disruption to service delivery during works.
* Monitor project timelines, budgets, and quality standards.

**Budgeting & Reporting**

* Support in the management of regional estates budgets, including forecasting, cost control, and reporting.
* Provide regular updates to the Group Head of Estates on property condition, risks, and priorities.

**Skills & Experience Required:**

* Proven experience in estates or facilities management, ideally within education, care, or public sector environments.
* Strong knowledge of building compliance, health and safety, and maintenance best practices.
* Experience managing multiple sites and coordinating contractors.
* Excellent organisational, communication, and problem-solving skills.
* Proficient in Microsoft Office and property management systems.
* Full UK driving licence and willingness to travel regionally.

**Personal Attributes:**

* Child-centred and safety-conscious.
* Proactive, hands-on, and solution-focused.
* Able to work independently and collaboratively.
* Calm under pressure and responsive to urgent issues.
* Committed to continuous improvement and service excellence.

**Please note:** The details contained in this Job Description is not an exhaustive list of duties. You will be expected to perform different duties commensurate with the level of the post as required by the organisation and the overall objectives of the group. The nature of the agency business means that tasks and responsibilities are sometimes unpredictable therefore colleagues are expected to work flexibly when the occasion arises.