

As one of the top 10 colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as **Head of Estates?**

Job Title	Head of Estates
Ref No.	ME2425095
Department	Estates
Reporting to	Deputy Principal – Finance and Corporate Affairs
Responsible for	Maintenance and Project Manager Deputy Head of Estates Health & Safety Officer Senior Buildings Service Engineer Services Coordinator
Location	Northampton, Booth Lane Campus
Salary	In the range of £62,317 - £67,511 per annum (Dependent on skills, experience and qualifications)
Hours	37 hours per week, 52 Weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 46 days annual leave, comprising 35 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To provide professional leadership for the Estates function at Northampton College, overseeing all aspects of estates and facilities management. The responsibilities will encompass day-to-day oversight of premises, maintenance, and security teams; optimising facilities and building systems; and managing capital projects.

In collaboration with the Deputy Principal of Finance and Corporate Affairs, to lead the strategic planning of the College estate. To drive the highest standards of operational practice and conduct, working collaboratively with college managers to support the College's priorities, ensure a safe and secure learning environment, enhance the student experience, and deliver value for money.

To work collaboratively with cross-college managers to make effective contributions to the work of the College and the effective implementation of corporate, strategic, and operational priorities.

Main Duties and Responsibilities

1. To lead and manage the Estates Teams with integrity, and in accordance with relevant College policies, to ensure that staff are motivated and produce good results through motivational performance management. To lead on the selection of appropriate talent to meet student needs. To support induction training and probation processes and procedures. To ensure that performance management of all staff in the area is regularly monitored and reviewed, and staff are appropriately supported to achieve high levels of performance against agreed College indicators and targets.
2. To support the Principal and Deputy Principal of Finance and Corporate Affairs in the development and implementation of the College's multi-year Estates Strategy ensuring it aligns with the College's strategic objectives. You will also ensure that the Estate Team's annual work plan and priorities support the Estates Strategy and the College's strategic goals.
3. To oversee the day-to-day operations of all College sites, ensuring operational excellence and the highest standards of customer service for our staff, students and visitors. You will develop, and ensure compliance with, best practice policies and procedures, fostering a culture of excellence within the Estates teams.
4. To ensure value for money in the operating, maintaining and investing in the college estate. You will be responsible for developing and managing realistic budgets and ensuring that these budgets are met through the highest standards of financial management. You will ensure that all financial decisions are made with a focus on long-term sustainability and efficiency.
5. To support the Deputy Principal Finance and Corporate Affairs to develop and manage capital and other projects from design to delivery, ensuring compliance with timescales, budgets, Health & Safety standards, and legislation. This includes supporting grant applications and meeting their requirements. You will prepare and present project information to college governors, managers, and regulatory authorities, ensuring that projects align with the College's strategic objectives and achieve value for money.
6. To manage the procurement and contract management of relevant utilities, services and materials, including outsourced contract services, ensuring all contracts and services meet defined quality standards. You will take a commercial approach whilst meeting expectations for the proper use of public money and adhering to college policies and regulations.

7. To lead Estates-related sustainability initiatives, exploring and implementing cost-effective options to help the College works towards net zero. You will develop and promote sustainability policies and practices, ensuring compliance with relevant sustainability standards and regulations, and lead on the College's carbon reporting.
8. To support the Principal effectively discharge their responsibilities for Health and Safety, acting as expert advisor to the Principal and Deputy Principal of Finance and Corporate Affairs and leading health and safety initiatives across the College. This includes maintaining the highest standards of health and safety within the Estates teams, developing and implementing robust health and safety policies, and promoting a culture of safety awareness among staff and students.
9. To help ensure that the College is a safe and secure environment through oversight of the College's security arrangements, and alongside the College's Safeguarding Team, ensure that all security incidents are effectively and appropriately reviewed, and all contractors adhere to safeguarding protocols.
10. To develop and maintain contingency arrangements for premises-related emergencies and business continuity requirements in collaboration with the College Management Team.
11. To prepare standard or ad-hoc reports using system facilities or Microsoft Office tools, particularly regarding space usage.
12. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level Relevant level 4 qualification National Examination Board in Occupational Safety and Health (NEBOSH) Certificate. 	
Knowledge	<ul style="list-style-type: none"> Knowledge of financial management and procurement Good understanding on Health and Safety standards Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection 	
Skills	<ul style="list-style-type: none"> Ability to use AutoCAD drawing software package Ability to develop productive relationships with stakeholders Ability to design and implement practical systems and procedures Ability to accurately draft small to large scale tender documentation. Ability to negotiate contracts Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, Outlook and Project. Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Experience of leading, managing, motivating and building a successful team in a relevant discipline Experience of operating to high Health and Safety standards Proficient in premises contracts. Demonstrated ability in proven budgetary management. Proficiency in developing ideas into specifications and tender documents. 	<ul style="list-style-type: none"> Experience of dealing with Regulatory Authorities in an education or public sector environment

	Essential	Desirable
Attributes	<ul style="list-style-type: none"> • Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence • Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach • Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions • Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

