

# Job Description



<b>Job Title:</b> Estates Manager	<b>Service Area:</b> Fairplay Outdoor Education Centre	
<b>Directorate:</b> Children and Young People (DCS)	<b>Post Number:</b> Fusion	<b>Evaluation Number:</b> 7680
<b>Grade:</b> GLPC SO1	<b>Date last updated:</b> November 2025	

## **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

## **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

## **Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

## **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall Purpose of Job**

- Fairplay Outdoor Education Centre is a residential building that sleeps up to 79 children and 9 accompanying staff. It was originally built in 1926 and is set in 12 acres of woods, lawn and gardens. It is open 7 days a week, 24 hours a day.
- The Estates Manager is responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric of Fairplay House and its grounds and associated buildings.
- The Estates Manager ensures that the site and buildings are safe, secure, compliant and maintained to the high standard expected by our guests. They will pay particular attention to control hazards that could lead to slips, trips or falls.

## **Job Summary**

1. The post holder reports to Head of Centre.
2. The post holder has no direct line management responsibilities but may, from time to time, supervise temporarily assigned staff to assist them in their duties and occasional contract staff.
3. The post holder has a responsibility to manage a budget agreed with the Head of Centre and Business Manager for repairs and maintenance.
4. The post holder may be required to work evenings, weekends and public holidays in order to meet service requirements.
5. The post holder has specific Health and Safety responsibilities in respect of their role

## **Key Tasks and Accountabilities:**

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

## **To undertake all responsibilities listed below:**

### **Safety**

- To monitor, report and advise on all security matters.
- To check weekly all perimeter fences, security devices, fire appliances CCTV systems and alarms.
- To ensure that the fire call points and emergency lighting are tested to industry recommended time intervals and results recorded.
- To ensure that the entire site is safe to operate and to report concerns to the Head of Centre on a daily basis.
- To monitor the entire tree stock at Fairplay House and engage external contractors when specialist works/felling is required.
- To ensure that arrangements are in place for the testing of lighting, fire alarm, water and periodic boiler checks.
- To take part in, along with the Head of Centre, a fire risk assessment (FRA) of the building.

### **Maintenance**

- To be responsible for care, maintenance and general appearance of the grounds and gardens at Fairplay House
- To monitor the general condition at Fairplay House and undertake routine maintenance work, repairs and decoration  
To advise on a rolling programme of redecoration/refurbishment.

- To be responsible for the use and care of garden machinery and general tools, with due regard to health and safety requirements. Service and repair of tractor mower and powered garden machinery.
- To undertake maintenance of items of furniture, fittings and equipment.
- To set and monitor the centre's heating system.
- To take energy readings as required.
- Carry out all plumbing checks, repairs and maintenance.
- Following a FRA monitor and repair all fire doors and closures.
- To ensure the cleanliness of the sites including the collection and disposal of refuse and recycling, disinfecting bins, ensuring toilets and pipes are not blocked and that drains are free flowing.
- To have a detailed knowledge and training in COSHH and to correctly use and store any hazardous substances.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, firefighting equipment etc. and results recorded.
- To ensure lights are working in all areas and change as necessary.
- Carry out minor repairs to emergency lighting system.
- Plastering in various places.
- Various repairs to brickwork and block paving.

### **Vehicles**

- To check vehicles daily and to monitor the condition of both vehicles and trailers.
- To clean as necessary
- To report maintenance problems to the Head of Centre/Deputy Head of Centre

### **Health and Safety**

- To ensure that all working practices comply with current legislation including safeguarding.
- To work alongside Newham's Health and Safety team by carrying out delegated health and safety responsibilities alongside the Head of Centre.
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at Work Act 1974, nationally and locally agreed codes of practice which are relevant and the centre's health and safety policy and procedures
- To facilitate PAT testing and keep accurate inventory records of portable electronic appliances
- To monitor fire protection procedures - to include checking emergency lighting, ensuring fire extinguishers are full, ensuring that hoses and blankets are in place, regular checking of fire detection system and checking all emergency signs
- Following a FRA monitor and repair all fire doors and closures.
- To maintain an up to date sheet of all compliance checks with a particular view to ensure nothing is out of date.

### **Administration**

- To place orders, via the office
- To place repair estimates and orders with the Business Manager for approval by the Head of Centre/Deputy Head of Centre
- To maintain a log of all inspections and checks carried out

- To establish and maintain a list of repairs/improvements
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept
- To ensure mechanical equipment and ladders are inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required
- To assist with obtaining tenders and quotes and when necessary commissioning contractors with the support of the Business Manager.

### **Miscellaneous**

- To take responsibility for external contractors on site and ensure their safe induction (sign in, fire drill, asbestos log etc.).
- To take responsibility for continuing self-development.
- To ensure compliance with the Health and Safety at Work Act 1974 and to be a full part of a health and safety audit.
- To advise, assign and direct centre staff with site maintenance tasks when available to assist.
- Attendance to support occasional evening duties-
- On-call for emergencies-fire alarms, mechanical breakdowns etc.
- Project managing and quality assuring major works e.g. Hot and Cold Water Services, Roof repairs, Scaffolders, Tree surgeons etc.
- Daily maintenance logs of works to be maintained. Weekly reports of works summary information to be provided to Head of Centre. Attend scheduled meeting to discuss current and future works proposals as appropriate.
- Attend management meetings and in-house/off site training in relation to the job role as appropriate.

# Personal Specification



<b>Job Title:</b> Site Manager	<b>Service Area:</b> Fairplay Outdoor Education Centre	
<b>Directorate:</b> Children and Young People (DCS)	<b>Post Number:</b>	<b>Evaluation Number:</b> 7680
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## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

## EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
<b>KNOWLEDGE:</b>  To demonstrate an understanding of current Health and Safety Regulations and safe working practices.  Knowledge of basic good practice in relation to customer care	Application and Interview  Personal statement/ Interview
<b>EDUCATION/QUALIFICATIONS/DBS</b>  To possess a full driving licence appropriate to the level required to drive a minibus.	Licence

<p>Clean Driving Licence</p> <p>Pass an enhanced (Children's) DBS check.</p>	<p>DBS check through the London Borough of Newham. Other/Portable DBS's will not be accepted.</p>
<p><b>EXPERIENCE:</b></p> <p>Experience of site management and maintenance</p> <p>Understanding of what constitutes a quality job by delivering a high-quality service.</p> <p>Experience of deployment, control and supervision of staff.</p>	<p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Ability to work on own initiative and make sounds decisions without continual reference to Manager.</p> <p>Commitment to provide a high quality environment for the people of Newham whilst on site.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>Ability to organise and record a range of compliance checks required under Health and Safety and Newham.</p> <p>Ability to remain courteous and diplomatic in difficult situations.</p> <p>Ability to be reliable and to deal with emergencies.</p> <p>Ability to organise own workload, and work independently or with others as required</p> <p>Ability to use information technology or ability to be trained in such use.</p> <p>Must be physically able to carry out the duties as described, including moving bulky items, and carry out work in areas not easily accessible.</p> <p>Ability to be flexible in responding to whatever situation demands and not be constrained by current custom.</p> <p>Ability to identify improvements in operations to deliver a high-quality, safe site, accommodation and grounds.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>