

**Post Title:** Head of Estates

**Hours of Work:** 37 hours per week (Monday to Friday) / 52 weeks per annum

**Place of Work:** Tonbridge campus, but the nature of the work will require travel to all of the College sites.

**Salary:** £55,000 per annum (Spot)

**Accountable to:** Director of Estates and Risk Management

**Responsible For:** Estates Manager (North),  
Estates Manager (West)



**Summary:**

Provide strategic leadership and operational management to ensure the effective delivery of Estates and Facilities services that support the College's Estates Strategy, working under the guidance of the Director of Estates and Risk Management.

**Specific Responsibilities:**

- Deliver high-quality buildings and facilities that effectively support all areas of teaching, learning, and curriculum delivery.
- Oversee the daily operations of the Estates and Facilities Department to ensure the College functions efficiently and effectively.
- Drive curriculum innovation through creative and forward-thinking estates and facilities solutions.
- Ensure responsive systems are in place to address issues relating to buildings and facilities promptly and effectively.
- Monitor performance against quality KPIs, implementing improvement actions aligned with the College mission, strategic objectives, and targets.
- Work collaboratively with senior leaders to identify planning and resource requirements that support effective estates and facilities management.
- Contribute to preparation for external audits, inspections, and assessment processes as required by the College.
- Support the Deputy Chief Executive and Senior Leadership Team in delivering key aspects of the College Strategic Plan in coordination with the Director of Estates and Risk Management.
- Manage departmental budgets responsibly, ensuring expenditure aligns with College priorities and financial plans.
- Contribute to curriculum planning and development by identifying estates and facilities opportunities that support future growth and innovation.
- Demonstrate exceptional leadership qualities and promote a culture of high standards and continuous improvement.
- Support the ongoing development and effectiveness of the College Management Group and wider leadership team.
- Lead the appraisal, development, and performance management of direct reports to maximise effectiveness and support succession planning.
- Provide accurate estates and facilities data and insight to support curriculum planning, resource allocation, and operational control.
- Lead and manage teams to achieve high levels of efficiency, productivity, and service delivery.

- Develop staff capability by identifying talent, supporting professional growth, and addressing underperformance appropriately.
- Ensure strong financial governance through effective budget management and efficient use of resources.
- Maintain a secure, sustainable, cost-effective, and fit-for-purpose estates and facilities infrastructure across all College sites.
- Promote a proactive, flexible, and commercially focused approach to maximise income generation opportunities through effective use of College facilities.
- Ensure the smooth coordination and operation of estates and facilities services across all campuses and locations.
- Any other reasonable duties as directed by line management
- 

**.All employees of the College are expected to work in such a way that delivers the following behaviours:**

1. Customer focussed, through a 'can do' attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives to improve performance.
5. Leads by example.
6. Results Focussed.
7. Manages resources, performance, and risk.
8. Champions effective change.

**These behaviours will form part of the criteria within Appraisal process.**

<b>PERSON SPECIFICATION</b>			
<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b> <i>(Application, Task, Interview)</i>
<b>(1) Qualifications:</b>			
Relevant professional or trade qualifications or Degree (Building craft, estates, surveying or Health and Safety background/qualifications)	Yes		Application
Level 2 Literacy, Numeracy and IT	Yes		Application
Management Qualification		Yes	Application
Coaching/Mentoring Qualification		Yes	Application
<b>(2) Knowledge to include:</b>			
Up to date knowledge of Estates and Facilities issues	Yes		Application / Interview
Up to date knowledge of Health and Safety regulations	Yes		Application / Interview
Up to date knowledge of legislation related to role	Yes		Application / Interview
Up to date risk management knowledge and implementation related to role	Yes		Application / Interview

Experience of making continuous improvement in services delivered		Yes	Application / Interview
Landlord Responsibilities		Yes	Application / Interview
<b>(3) Experience to include:</b>			
Management experience of running a multi site complex service	Yes		Application / Interview
Development and implementation of Strategic and Operational Plans to improve the College	Yes		Application / Interview
Managing a large multi site team, and achieving an excellent track record of service	Yes		Application / Interview
Management of large budgets, and resources effectively	Yes		Application / Interview
Management of large capital projects from inception to delivery	Yes		Application / Interview
Estates Management in an Education Setting		Yes	Application/ Interview
<b>(4) Skills and Attributes to include:</b>			
Resolving complex issues and/or situations	Yes		Application / Interview
Time management skills, organisational skills and the ability to meet targets and deadlines	Yes		Application / Interview
Negotiation skills	Yes		Application / Interview
High degree of personal presentation and customer care skills	Yes		Application / Interview
Report writing skills	Yes		Application / Interview
Practical problem solver, with decision making skills	Yes		Application / Interview
Ability to communicate complicated information to a diverse range of people at all levels, verbally and in writing	Yes		Application / Interview
Computer and IT skills sufficient to produce reports, statistics and presentations	Yes		Application / Interview
Innovative, forward thinking	Yes		Application / Interview
Ability to manage challenging behaviour	Yes		Application/ Interview
Mentoring and coaching skills	Yes		Application/ Interview
Flexible in approach, but customer focussed	Yes		Application/ Interview
Able to lead other will retaining the ability to be part of a team	Yes		Application/ Interview
Role mode of the core values on a day to day basis	Yes		Application/ Interview

**General:**

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level

of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the People Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the People Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the People Department.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_