

## Estates Manager / Clerk of Works

### Further particulars

Fairfield Residential Home is an independent charity providing care and assistance to elderly residents in a unique and supportive environment. Founded in 1947, it has a long-standing reputation for delivering excellent standards of care. Initially established in a large Victorian house at 115 Banbury Road, Oxford, it is now housed in a bright and airy purpose-built facility, completed in 2018. This provides 38 ensuite bedrooms, some of which are suitable for couples, with good quality communal facilities including a large lounge, a dining room, a fully equipped activities suite, a social hub with IT facilities and a wellness and beauty room. In addition, there is a separate 2-bedroom cottage currently providing assisted living for one resident. The home is set in an attractively landscaped garden with an orchard.

Fairfield is a company limited by guarantee (company number 5639165) and a registered charity (charity number 1114653). It is governed by a Board of Trustees and is regulated by the Care Quality Commission (CQC). It was rated Good by the last CQC inspection report dated March 2018. It currently employs around 40 staff.

### **At Fairfield our vision is of an exceptionally happy home where residents enjoy a fulfilling later life.**

To achieve this, our mission is to provide outstanding individually tailored support in a home filled with kindness and compassion.

Fairfield is particularly noted for the love and affection its staff have for its residents and maintaining and enhancing this ethos is a key consideration when recruiting new team members. We also understand the value of our staff in making Fairfield the special home that it is and aim to enable everyone in the team to benefit from developing their skills and progressing in their careers to realise their individual ambitions.

Employee benefits for Fairfield staff include:

- competitive rates of pay;
- Standard Life auto-enrolment pension scheme;
- free meals while on shift;
- free parking while on shift subject to availability;
- free training with in-house support and mentoring;
- free uniforms (or £150 annual clothing allowance for Social Wellbeing Team);
- free access to an employee assistance programme with a range of services including shopping discounts, financial and legal advice, counselling and a health and wellbeing smartphone app.

We are currently recruiting a **part time Estates Manager / Clerk of Works**.

## Application Process

To apply, please email your completed [application form](#) to [recruitment@fairfieldhome.co.uk](mailto:recruitment@fairfieldhome.co.uk) The closing date for applications is 14<sup>th</sup> April 2025, but early application is advised as we reserve the right to close applications and appoint before this date for the right candidate.

All candidates must have the right to live and work in the UK and will be required to provide evidence of this in line with government guidance <https://www.gov.uk/prove-right-to-work>.

**Agencies:** Please note, Fairfield does not accept unsolicited CV's from any agencies. We only accept CV's from agencies that have been appointed and briefed on the position currently advertised.

## JOB DESCRIPTION

JOB TITLE	Estates Manager / Clerk of Works
REPORTING TO	CEO / Bursar
DIRECT REPORTS	Maintenance Lead (currently outsourced)
HOURS	15 hours per week (excluding breaks)
SALARY	£17,000 to £20,800 (full time £44,000 to £52,000)
JOB PURPOSE	To develop and manage programmes of planned maintenance and refurbishment and to oversee reactive maintenance as required to ensure that the home is safe and comfortable for its residents, staff and visitors and is presented to the highest standard at all times.

### Introduction

This Job Description is intended to provide a clear framework for the job holder to guide them in the requirements of the job. It indicates only the main responsibilities and competencies of the post.

It is not intended to be an exhaustive list of tasks, procedures and policies. It is the job holder's responsibility to ensure that they are familiar with all procedures and policies relevant to the job.

### Overview of Main Responsibilities (What the job involves)

Preventative maintenance	<ul style="list-style-type: none"> <li>➤ Manage the scheduled inspection and testing programmes for services and systems</li> <li>➤ Maintain up-to-date records, in line with regulations</li> <li>➤ Maintain up to date plans and drawings of buildings and grounds</li> </ul>
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	<ul style="list-style-type: none"> <li>➤ Ensure that maintenance contracts are in place, well managed and regularly reviewed for key plant machinery and equipment as agreed with the CEO/Bursar</li> </ul>
<b>Reactive maintenance</b>	<ul style="list-style-type: none"> <li>➤ Ensure a timely and appropriate response to out-of-hours emergencies.</li> <li>➤ Oversee the allocation of reported repairs and maintenance requests to the regular maintenance person or external contractors as necessary, ensuring appropriate priority is assigned and all work is completed in a timely manner</li> <li>➤ Undertake the costing and planning of repairs and maintenance in line with financial and administrative procedures and oversee their execution whilst ensuring work does not compromise the smooth running of the home or the comfort of its residents</li> <li>➤ Undertake regular site inspections of the premises and ensure that any issues identified are rectified promptly</li> </ul>
<b>Rolling programme of refurbishment</b>	<ul style="list-style-type: none"> <li>➤ Establish and maintain a long term rolling schedule of maintenance and refurbishment of the home to ensure that it remains fit for purpose and retains its value over its useful life.</li> <li>➤ Research costings and work with the CEO/Bursar to ensure sufficient funds are available to carry out the programme</li> <li>➤ Maintain a record of refurbishments done and to be done over time with costings in a format easily accessible and easily understood by the Senior Team and Trustees</li> </ul>
<b>Health and safety and risk management</b>	<ul style="list-style-type: none"> <li>➤ Work closely with the Home's Senior Team, attend and contribute to meetings concerning Health &amp; Safety where necessary and implement actions relating to the safety of the Home's physical premises as required</li> <li>➤ Be responsible for ensuring completion and recording of safety tests throughout the site including legionella, water temperatures, fire safety, emergency lights, window restrictors, lightning protection etc.</li> <li>➤ Assume particular responsibility for the health and safety of any maintenance staff and contractors and ensure legislative compliance, including COSHH and occupational risk assessments</li> <li>➤ Work with the Senior Team to develop systems for risk management and contingency planning</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>➤ Create proposals for redecoration, small works, and refurbishment programmes, including furniture and fittings; seeking cost-saving solutions where possible</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Act as internal lead on all major renovations and building projects</li> <li>➤ Liaise with appointed contractors to ensure major works projects are carried out effectively and in line with regulations</li> <li>➤ Ensure building regulations, health and safety, legal and ecological requirements are met with all projects</li> </ul>
<b>Administration finance and reporting</b>	<ul style="list-style-type: none"> <li>➤ Support the CEO/Bursar in the formulation of the annual budget for maintenance and refurbishment</li> <li>➤ Adhere to all financial and administrative systems and processes and ensure that any direct reports do the same</li> <li>➤ Identify and implement appropriate software systems to track all maintenance and refurbishment activity in an easily accessible format</li> </ul>
<b>Supplier management</b>	<ul style="list-style-type: none"> <li>➤ Develop and maintain strong relationships with suppliers and contractors in order to secure favourable terms and service arrangements for the Home</li> <li>➤ Ensure that long term contracts are regularly reviewed to maintain optimum service and value for money</li> <li>➤ Maintain electronic database of contractors, current contracts and contacts in relation to maintenance and refurbishment on behalf of the Home</li> </ul>
<b>People management</b>	<ul style="list-style-type: none"> <li>➤ Manage any staff directly employed by the Home to maintain the building and grounds in line with the Home's agreed procedures and ethos</li> <li>➤ Take responsibility for the professional development of any staff directly employed by the Home to maintain the building and grounds</li> </ul>
<b>Environmental sustainability</b>	<ul style="list-style-type: none"> <li>➤ Support the CEO/Bursar to enable future carbon neutral projects and incentives, including energy efficiency measures</li> <li>➤ Support the CEO/Bursar to implement these projects and measures</li> <li>➤ Ensure monitoring of electrical, gas, and water meters; liaise with utility suppliers as required</li> <li>➤ Work to reduce waste generated; ensuring hazardous and other waste is disposed of in accordance with current legislative requirements</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>➤ All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect and have a working knowledge of GDPR.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974.</li> <li>➤ To keep up to date with Fairfield's policies procedures and protocols and apply them at all times.</li> <li>➤ To be prepared to undertake training as required to maintain and update all skills and knowledge to meet the needs of the service.</li> <li>➤ To remain receptive to the changing needs of the service and to undertake any duties not covered in this document but falling within the general scope of this role.</li> </ul>
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The Clerk of Works will undertake such other duties as the Bursar/CEO will from time to time determine within the broad scope of the role.

#### Relevant Competencies (How the job needs to be done)

Competency	Detail	Essential Desirable
<b>Performance Focus</b>	➤ Is accountable for own performance and the performance of any direct reports	E
	➤ Holds self accountable for deliverables even when others are involved	E
	➤ Makes sure tasks and responsibilities are fulfilled in a timely, cost effective manner	E
	➤ Self-motivated with a strong drive for achievement	E
	➤ Excellent organisational skills and attention to detail	E
<b>Effective Relationships</b>	➤ Strong interpersonal skills	E
	➤ Assertive and able to negotiate strongly on behalf of the Home	E
	➤ A willingness and an ability to work in a collaborative manner with all members of staff, residents and other stakeholders	E
<b>Management</b>	➤ A commitment to the ethos and vision of Fairfield	E
	➤ Adopts an approach that encourages quality an attention to detail in staff and external contractors	E

<b>Communication</b>	➤ the ability to communicate effectively both orally and in writing	E
<b>Professional Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>➤ HNC / HND Building Management related qualification or equivalent</li> <li>➤ NEBOSH National Diploma in Occupational Health and Safety Management or equivalent</li> <li>➤ Comprehensive understanding of the building industry and building management processes</li> <li>➤ Working knowledge of legislative and regulatory framework and the ability to keep abreast of care home policies, structures, developments and initiatives</li> <li>➤ Experience of negotiating tenders and producing relevant documentation</li> <li>➤ Experience of negotiating contracts producing relevant documentation</li> <li>➤ Experience of project management and ability to deliver works to deadlines and budgets</li> <li>➤ Strong MS Office IT skills - proficient in using Excel, Word, Databases and ability and willingness to learn and use different systems</li> <li>➤ Experience of using facilities maintenance software</li> <li>➤ Good budgeting and financial planning skills</li> <li>➤ Knowledge of and relationships with local suppliers and contractors</li> </ul>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>

## Notes

This Job Description may be reviewed and amended from time to time to meet operational requirements. Any changes will be confirmed in writing. The job holder shares responsibility with their line manager for making suggestions to improve the effectiveness of the post.