Diocese of Lichfield
Lichfield Diocesan Board of Education
Job Description

Job title: Schools Property Manager

Responsible to: Assistant Director - Governance

Preamble: Nationally around one million children are educated in schools with a Church of England religious character. The role of the Church is to be guardian of the religious character. It does not run the schools itself. It provides advice and guidance to schools on religious education and collective worship. Relevant to this post is, the school land and buildings are held by Church trustees. The Church trustees allow the school to occupy their land to deliver Church of England education. Other parties have responsibility for the upkeep, maintenance and expansion of these premises. The post holder is to protect the Church’s interest in property and to see that it is appropriately maintained and adapted to create the best environment for teaching and learning, (see Clever Classrooms report).

Overall task: To manage Church of England School land and buildings, trusts and capital grant on behalf of the Board.

Specific tasks:

1) To be lead officer for the Board’s Property Committee (Barchester) by preparing and presenting reports;
2) To provide property advice to head teachers and governing bodies;
3) To provide advice to site trustees;
4) To promote good practice in property management;
5) To write guidance and procedures;
6) To oversee site trustee agreements for academy conversions;
7) To monitor academy company premises responsibilities;
8) To grant consent for building works at academies;
9) To act as diocesan representative for expansion projects;
10) To grant Licence for Works for expansion projects;
11) To liaise with local authorities on Church school property generally;
12) To manage closed school property;
13) To lead on the sale of surplus property;
14) To manage section 554 applications for closed schools;
15) To manage LDBE leased property;
16) To facilitate statutory land transfers from local authorities to site trustees;
17) To oversee registration of trustee property;
18) To manage granting leases and licences for third party use of Church school property;
19) To manage the School Condition Allocation (SCA) for voluntary aided schools;
20) To oversee progress on SCA funded schemes;
21) To oversee insurance arrangements for school property;
22) To act as Diocesan checker for the Land and Buildings Collection Tool;
23) To be Diocesan contact for the DfE Condition data Collection;
24) To be Diocesan contact for the Stoke PFI arrangement;
25) To liaise with the Church of England Central Education Office;
26) To instruct legal and property consultants;
27) To lead on LDBE commissioned building projects;
28) To promote carbon reduction and stewardship of the environment;

**General**

a) To carry out any other appropriate duties as directed by the Director or Assistant Director of Education and the Chair of the Board that is in keeping with the roles and responsibilities of this post. This may include attendance at other meetings and committees under the auspices of the Diocese and beyond.