

Job Description: Estates Energy Manager

Reports to: Head of Estates

Location: West London with travel expected across the Ark Network

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £35,000 to £40,000 (depending on experience)

About the role:

We are looking for an Estates Energy Manager who will be responsible for developing and implementing strategies to improve energy efficiency, reduce costs, and minimise environmental impact across Ark's network of schools. This role involves analysing energy usage, identifying areas for improvement, and implementing sustainable practices.

The Estates Energy Manager will collaborate with school's operations and premises management teams to ensure compliance with energy regulations with reduced utility consumption in each location.

We will invest in your professional development by enrolling you onto the Level 3 Junior Energy Manager apprenticeship programme as part of this role. On successful completion of this Apprenticeship, you will be eligible for relevant membership of energy management related bodies, which includes Technician Member status of the Energy Institute (TMEI):

Key Responsibilities:

Energy Audits and Analysis

- Conduct regular energy audits to assess current energy consumption
- Analyse energy data to identify trends, patterns, and areas for improvement
- Develop and maintain energy consumption profiles

Energy Conservation Strategies

- Devise and implement energy conservation programs and initiatives
- Recommend and oversee the installation of energy-efficient technologies
- Provide guidance on best practices for energy-efficient operations

Regulatory Compliance

- Stay current with energy regulations
- Ensure compliance with energy-related laws and standards
- Develop strategies to meet and exceed regulatory requirements

Monitoring and Reporting

- To manage Ark's energy monitoring systems to track usage and identify anomalies
- Prepare regular reports on energy consumption, savings, and efficiency improvements
- Communicate results and recommendations to management and stakeholders

Employee Training and Engagement

- Conduct training sessions to educate school staff on energy conservation
- Foster a culture of energy awareness and responsibility within the organisation

Renewable Energy Integration

- Explore and implement renewable energy sources where feasible
- Stay informed about emerging technologies and trends in renewable energy
- Manage PV and LED Installation works in conjunction Esates Projects and School teams

Budget Management

- Develop and manage budgets for energy-related projects and initiatives
- Monitor and control costs to ensure projects are completed within budget

Person Specification: Estates Energy Manager

Knowledge & Skills

- Basic understanding of Heating, Ventilation and Air Condition operation, functionality and controls
- Proven experience in energy management or a related field such as general facilities management
- Knowledge of energy-efficient technologies and renewable energy sources
- Familiarity with energy regulations and standards
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal abilities

Personal Qualities

- Highly skilled and adaptable 'people skills', with experience of developing great working relationships with key stakeholders across the organisation
- Helpful and positive nature, and able to remain calm under pressure
- Able to follow instructions accurately, but make good judgments and lead when required
- Understands the importance of confidentiality and discretion
- The ability to step back and critique and look for opportunities to improve

Other

- Right to work in the UK
- Meets the apprenticeship eligibility requirements as laid out in the Apprenticeship Funding Rules
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training, including the 24 months Junior Energy Manager Level 3 Apprenticeship Programme
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).