GORSE

JOB DESCRIPTION

Job Title: Deputy Director of Estates Management
Grade: Director 40
Reporting to: Director of Estates Management
Location: Central team office and academy (multi-site)

Job Purpose
To support the Director of Estates Management in the strategic leadership, governance and continuous development of the trust's estate, ensuring it remains safe, compliant, financially sustainable and aligned to the trust's educational priorities and long-term objectives.

The postholder will provide high-level professional estates advice and analytical support across the trust, strengthening systems, compliance assurance and commercial performance. They will enhance the effectiveness and consistency of the estates function by leading delegated strategic programmes including sustainability and climate action, asset management planning, contract management, fleet oversight, and income generation initiatives.

Key Responsibilities

Asset Management
- Provide analytical and professional input into the trust Strategic Estates Management Plan by reviewing condition and compliance data, modelling financial implications, assessing risk and preparing structured, evidence-based recommendations to ensure the plan remains deliverable, compliant and financially sustainable.
- Develop and maintain robust asset management plans across the trust, including condition survey programmes, lifecycle modelling, long-term maintenance strategies and asset register accuracy.
- Maintain accurate documentation of all estates systems and services through structured record keeping, digital compliance platforms and regular internal audits.

Contract Management
- Lead the effective management and performance monitoring of centrally procured estates contracts by establishing structured contract management frameworks, developing clear service level agreements, defining key performance indicators (KPIs) and implementing regular performance reporting cycles.
- Monitor contractor performance through scheduled review meetings, structured agenda setting, scrutiny of performance dashboards, compliance certification checks, analysis of service records, financial reconciliation and documented follow-up actions to ensure accountability and continuous improvement.
- Maintain accurate and comprehensive records of estates-related contracts, including scope, value, duration, renewal dates, insurances, warranties, statutory responsibilities and variation history, ensuring effective record keeping and proactive renewal planning in line with the trust's central procurement processes.
- Work collaboratively with the trust procurement team by contributing to tender specifications, participating in evaluation panels, supporting due diligence checks, benchmarking costs against sector comparators and ensuring full compliance with public sector procurement regulations and trust Financial Procedures.

- Review and analyse contract expenditure against budgets by interrogating invoices, validating variations, assessing lifecycle implications and identifying opportunities for efficiency or cost avoidance.
- Undertake site visits and sample audits across academies to verify that contracted services are delivered to specification and that statutory compliance documentation is accurate, complete and retained appropriately.
- Identify performance risks, service gaps or emerging contractual issues through trend analysis, stakeholder feedback and compliance monitoring, escalating concerns to the Director of Estates Management with structured options and evidence-based recommendations.
- Support academy leaders and site teams in understanding contractual scopes and escalation routes by providing written guidance, briefing sessions and practical advice to promote consistency, reduce duplication and strengthen operational confidence.
- Contribute to contract mobilisation and demobilisation processes by preparing implementation plans, coordinating stakeholder communication, ensuring documentation transfer and embedding monitoring arrangements from the outset.

Sustainability & Climate Action

- Lead on the implementation of the trust's Sustainability Strategy and Climate Action Plan by developing delivery roadmaps, setting measurable targets and reporting progress to senior leadership.
- Prepare or coordinate applications for external funding streams (e.g. decarbonisation grants), including gathering technical information, costings and supporting evidence.
- Promote and implement sustainable practices across the estate by establishing environmental performance metrics, analysing utility and waste data, identifying reduction targets, embedding sustainability requirements into maintenance and procurement processes, supporting staff engagement initiatives, and reporting progress against agreed environmental objectives.

Fleet & Transport Oversight

- Oversee the management of trust vehicles, including minibuses, by ensuring servicing, inspections, insurance and compliance requirements are maintained.
- Monitor vehicle utilisation and operational standards through analysis of booking data and mileage trends, review of servicing and compliance records, audit of driver eligibility and training documentation, and reporting on cost efficiency and lifecycle planning.
- Manage and coordinate insurance claims relating to trust vehicles, liaising with insurers and academies to ensure timely resolution.
- Support the development of safe operational procedures for trust-related trips and transport use through review of risk assessments and incident trends, alignment with statutory guidance, consultation with academy leaders, drafting of clear protocols and compliance checklists, and monitoring implementation across academies.
- Work collaboratively with the trust procurement team on the procurement and management of centrally led estates contracts and purchasing arrangements, including minibuses and vehicle leasing, ensuring compliance with public sector procurement regulations, trust Financial Procedures and value for money principles.

Compliance & Health & Safety

- Work with the Health & Safety Manager to implement and monitor compliance systems by reviewing servicing schedules, scrutinising contractor certification and undertaking sample audits across academies.
- Ensure statutory and non-statutory inspections are tracked, completed on time and evidenced appropriately.
- Analyse compliance data and trends to identify systemic risks or recurring issues, proposing corrective actions.
- Escalate complex, high-risk or cross-trust compliance concerns to the Director of Estates Management with clear recommendations.
- Contribute to internal and external audit preparation and follow-up actions.

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Operational Estates Management

- Provide effective line management of the Estates Administrative Assistant, including supervision, objective setting, performance management, mentoring and supporting ongoing professional development.
- Show initiative in progressing delegated workstreams independently while maintaining clear reporting lines to the Director of Estates Management.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

Reviewed March 2026

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PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	**E/D**
• Grade C or above in GCSE English and Mathematics (or equivalent).	**E**
• Degree or equivalent qualification in estates management or related discipline or willing to work towards	**E**
• Certificate or Diploma in Asset Management (CIPFA or equivalent)	**D**
• NEBOSH, IOSH or equivalent H & S qualification	**D**
Knowledge and Skills	**E/D**
• Strong understanding of estates compliance and statutory health and safety requirements	**E**
• Knowledge of asset management principles, lifecycle planning and condition survey interpretation	**E**
• Confident communication skills with the ability to challenge constructively and influence stakeholders	**E**
• Strong organisational skills with the ability to prioritise and manage competing demands.	**E**
• Good IT skills, including the use of spreadsheets and financial systems.	**E**
• Ability to analyse data and use it to inform decision making.	**E**
• Willingness to travel regularly between academy sites and spend time in our academies.	**E**
• Understanding of sustainability, decarbonisation and energy management principles.	**D**
• Strong contract performance monitoring and supplier management skills	**D**
• Ability to interpret and apply emerging legislation and sector guidance	**D**
• **Experience**	**E/D**
• Proven experience in estates, facilities or asset management within a Multi Academy Trust or multi-site organisation.	**E**
• Experience of overseeing statutory compliance regimes and audit processes.	**E**
• Experience of contract management and supplier performance monitoring.	**E**
• Experience of contributing to strategic estates planning, asset management plans or long term maintenance strategies.	**E**
• Experience of working within the education or public sector.	**D**
• Experience of supporting sustainability, decarbonisation or energy efficiency initiatives.	**D**
Personal Effectiveness	**E/D**
• Highly motivated, proactive, and solution focused.	**E**
• Ability to work independently while contributing effectively to a wider team.	**E**
• Strong attention to detail with the ability to maintain high standards.	**E**
• Ability to work under pressure and meet deadlines.	**E**
• Professional, approachable, tactful and diplomatic manner.	**E**
Continuous Professional Development	**E/D**
• Evidence of commitment to Continuing Professional Development.	**E**
Other Conditions	**E/D**

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• Enhanced DBS Clearance.	**E**
• Commitment to safeguarding and promoting the welfare of children and young people.	**E**
• Right to work in the UK.	**E**

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

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