



# **Director of Estates**

## **Information for Applicants**



## Welcome from our CEO

Thank you for your interest in South Bank Multi Academy Trust.

It is my absolute privilege to be the Chief Executive Officer of South Bank Multi Academy Trust and I am really excited to appoint a Director of Estates to be a key member of our Operations Team.

I became a teacher because I wanted to give every child the opportunity to change the world. I became CEO for the same reason. Therefore, I am looking for a dynamic, personable and highly able Director of Estates to join us in the next chapter of the Trust, and who will contribute to **ensuring that all children experience educational excellence every day** so that they can change the world.

As a Trust, we are committed to:

- the pursuit of excellence and the highest expectations for our children;
- academic outcomes and personal development for each child in line with our **vision and values**;
- continuous improvement for our schools through the **SOUTH BANK School Improvement Model**.

If you share our beliefs and priorities and are excited by this Operations Lead role, I would very much welcome an application from you. Please get in touch for an informal discussion about the role.

I look forward to hearing from you.

**Mark Hassack**  
**Chief Executive**



**Director of Estates**

South Bank Multi Academy Trust, York.

**Permanent**

**Full time, 52 weeks per year**

**£44,000 per annum**

**Closing Date:** 9am Monday 31 October 2022

**Interview Date:** Friday 4 November 2022

**Start Date:** As soon as possible

We are looking to appoint a Director of Estates to oversee the upkeep, maintenance and security of all the MAT's buildings, and manage refurbishment, expansion and other building projects.

This is an exciting, first-time post and the successful candidate will work with Headteachers and Business Managers across the Trust to manage all aspects of the MAT's estate. The successful candidate will report directly to, and work closely with the Chief Finance Officer and foster a strong working relationship with Headteachers and Business Managers in our schools.

You will have a strong understanding of project management and Health & Safety requirements, and experience of successfully managing budgets. You will also be a strong communicator, able to manage teams and lead complex projects.

In return, we can offer a supportive working environment, with colleagues who care deeply and are passionate about what they do. We also offer a generous annual leave entitlement and access to the Local Government Pension Fund, as well as recognising continuous service from other schools, local authorities and related bodies.

**The Application Process:**

Please call Zoe Pickard on 01904 806456, or email [z.pickard@southbanktrust.co.uk](mailto:z.pickard@southbanktrust.co.uk) to arrange an informal conversation with Michael Gidley, Chief Finance Officer, to discuss the role in more detail.

The deadline for applications is 9am Monday 31 October 2022, with assessment and the selection process expected to take place on Friday 4 November 2022.

The application pack (containing further details about the role) and application form are available to download from the Trust website: <http://southbanktrust.co.uk/>

To apply for this vacancy, please submit completed forms electronically to [recruitment@southbanktrust.co.uk](mailto:recruitment@southbanktrust.co.uk), for the attention of Mr Michael Gidley.



South Bank Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are made in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Online checks will be carried out on all shortlisted candidates, and all appointments are subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children.

South Bank Multi Academy Trust reserves the right to close advertisements early. Advertisements will therefore close at 12 noon either on the advertised closing date, or at the point the decision has been taken to close the advertisement early.

## **Director of Estates**

**Reporting to: Chief Finance Officer**

### **JOB DESCRIPTION**

#### **Overall purpose of the role, including principal accountabilities and responsibilities:**

- As a key member of the MAT's Operations Group, working in partnership with the Headteachers and School Business Manager for all schools across the MAT, to manage all aspects of the MAT's properties.
- To include oversight of the upkeep, maintenance and security of all of the MAT's buildings.
- Ensuring all schools in the MAT are meeting their statutory and regulatory responsibilities (including all health and safety requirements) in relation to their buildings and facilities.
- Development and oversight of the cleaning and catering provision at each school in the MAT.
- Management of refurbishment, expansion and other building projects.

#### **Estates and Facilities Management**

- Responsibility for the Estates and Facilities Management section of the MAT Development Plan ensuring targets are met in accordance with wider MAT priorities.
- Acting as project manager for authorised schemes as allocated; paying particular attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety and ensuring that value for money can be evidenced in all awarded contracts.
- Effective liaison on School sites with contractors involved in major projects and ensuring that procedures are effective at School level in terms of School staff/contractor liaison.
- Completion of annual maintenance inspections and condition surveys for each School. Using the annual maintenance inspections and condition surveys, working with the facilities staff within each School to develop and implement a planned maintenance programme for each School's estate and assets.
- Assisting with the development of bids for capital funding opportunities and developing and implementing building projects.
- Ensuring that School buildings are properly cleaned and the grounds are suitably maintained, using internal staff and external contractors as appropriate.
- Providing advice to schools (Headteachers and/or School Business Managers) regarding the work of each school's Site Management staff. Liaising with the CEO, CFO and Executive Team regarding the optimum deployment of site staff as required across the MAT.
- Procure, develop and manage the MAT's asset management system.
- Development of asset management plans for the MAT.

- Proactive engagement and management of professional contractor services, to ensure that services are procured in line with School financial/procurement regulations and the delivery of high quality and cost efficient services, in line with contract specifications.
- Ensuring that all estates and facilities management systems, processes and practices are consistent across all of the Schools
- Ensuring that accurate and detailed floor and site plans are kept and updated regularly and to maintain the property portfolio.
- Ensure all schools have appropriate systems in place for managing external lettings on MAT sites.
- Ensuring that in all activities undertaken, the MAT properly discharges its duties under its Health and Safety Policy; the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive. Similarly to ensure that contractors operate safely in accordance with these same statutes etc.
- Ensuring that all health and safety management systems, processes and practices are consistent across all of the Schools, thereby realising maximum efficiencies.
- Responsibility for being the MAT's Health and Safety lead. To ensure that appropriate provision is made for the appointment of Construction Design Management roles as required. For designated projects.
- To ensure that each school has made appropriate provision for all Asbestos Control and Legionella Control requirements to be met.
- Ensuring that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/contractors who are appropriately qualified.
- Coordinating and ensuring implementation of the MAT's responsibilities in relation to maintaining health and safety statutory documentation.
- Reviewing and developing existing and new policies in line with statutory requirements and managing any necessary consultation process.
- Assess the security arrangements in all schools ensuring they are developed and implemented to achieve comprehensive, safe, secure and appropriate access at all times.
- Ensure appropriate site inspections are in place to identify and report potential health and safety issues are carried out by School based site staff and that they respond to any security concerns.
- Establish, review and advise on Health and Safety/fire policies and procedures at all sites.
- Ensure schools have adequate first aid provision provided.

### **Reporting and Accountability**

- Preparing reports and presentations as required for the MAT Trust Board and relevant Committees in all areas relating to the role.
- Making recommendations to the MAT Finance & Audit Committee on the allocation of Capital Allocations (including SCA funding).

**Supervision/ management of people**

- Providing a specialist advisory role in relation to the performance management of schools' site staff.
- It is expected that the Director of Estates will play a key role in supporting school site staff with advice on good practice to ensure they can carry out their roles effectively.

**Innovation**

- Subject to minimal supervision, established procedures, practices and routines, where these exist.
- Will be required to deal with complex problems on a daily basis.
- Will be required to use initiative and interpret legal/policy guidelines.
- To use initiative in proposing changes to working practices and/or processes for their own and the operations department's work.
- Continually assessing work improving systems as necessary.
- Ability to give advice and seek information from pupils / parents if required.

**Contacts/relationships**

- Management / prioritisation of own workload and that of staff reporting to this post.
- Required to give professional advice on appointments of site staff.
- Negotiation, problem solving, giving advice and seeking information.
- Working without close supervision and dealing with issues which will not be subject to established procedures, practices and routines.
- Use judgement to design, develop and implement modification / variations to processes and working arrangements, to improve the quality of the work of the team.
- Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality.

## **Person Specification - Essential Criteria (unless stated otherwise).**

### **Qualifications**

- Up-to-date health & safety qualification such as NEBOSH
- Qualification in related facilities management e.g. IWFM – Level 4 (*desirable*)
- Project management qualification e.g. PRINCE2 (*desirable*)

### **Personal Attributes**

- A team player, willing to work positively and collaboratively with other staff from a range of professional disciplines.
- Resilient and able to work under pressure and to deadlines
- Solution-focused approach to problems and competing priorities.
- Ability to lead and motivate staff teams.
- Ability to influence, persuade and implement cultural change.
- Confidence in dealing with challenging conversations and adhering to policies and procedures.

### **Knowledge and skills**

- Must have skills for planning, development and monitoring of support services such as cleaning and catering
- A demonstrable good standard of numeracy and literacy and the ability to manage budgets successfully.
- The ability to input, understand and present data.
- Be able to prioritise own work and the work of others in line with the MAT's strategic aims.
- To supervise, train and induct staff and prioritise their work.
- To present clear and accurate advice.
- Persuasive in a positive manner when required; with good influencing skills for dealing with staff, governors and external contractors.
- Be willing to follow all of the MAT's policies, procedures and systems in relation to child protection and wider safeguarding issues
- To maintain a proactive record of CPD.
- Has recent, relevant experience of working in a post linked to premises or facilities management. (*desirable*)
- Membership of a professional body e.g. IWFM / RICS (*desirable*)

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.**