



Information for candidates





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Welcome to Shires Multi Academy Trust



The Shires Multi Academy Trust is a family of academies working together to offer our communities excellent educational experiences, so that everyone in the Trust can flourish. We believe that developing an inclusive, proactive and dynamic culture, supports our staff and pupils in achieving what they are capable of.

There are currently 11 schools in the Trust: Webheath Academy Primary School, Feckenham Primary School, Ridgeway Secondary School, Studley High School, Astwood Bank Primary School and North Bromsgrove High School, Studley High School, Beoley First School and new to the trust in January 2026 St Lukes CE First School, Crabbs Cross Academy, St Georges CE First School and Nursery and The Vaynor First School all within a twenty minute drive of one other.

Shires MAT employs a collaborative approach where schools retain significant autonomy, enabling school leaders to focus on making a real difference for their pupils, staff and the wider community. This autonomy is framed by core systems and processes common to all schools which support safeguarding, finance, IT, HR, Health & Safety, SEND, Improvement planning and Quality Assurance.

Our Trust workforce benefits from positive and progressive policies aimed at supporting and developing people in their roles. We are continually looking at ways to improve our provision for both pupils and staff and will always try to provide the best possible environments in which to learn and work.

This is an exciting time to join the Trust, as expansion brings further opportunity for new roles, system development, and the potential to impact positively across the MAT.

SHIRES MAT HAS DEVELOPED A CORE SET OF VALUES.



NURTURE

Feeling valued by others for who you are so you can build up personal confidences and step into challenges.



EQUITY

Understanding that no-one is born successful, but we are all capable of flourishing as individuals at any age, given the right opportunities, support and challenge, within an inclusive environment.



SERVICE

Helping others and being a positive member of society and your community bringing its own innate rewards.



WISDOM

Acquiring knowledge and skills to thrive academically and personally, leading to fulfilment.

OUR FAMILY OF SCHOOLS

Secondary



RIDGEWAY
SECONDARY SCHOOL



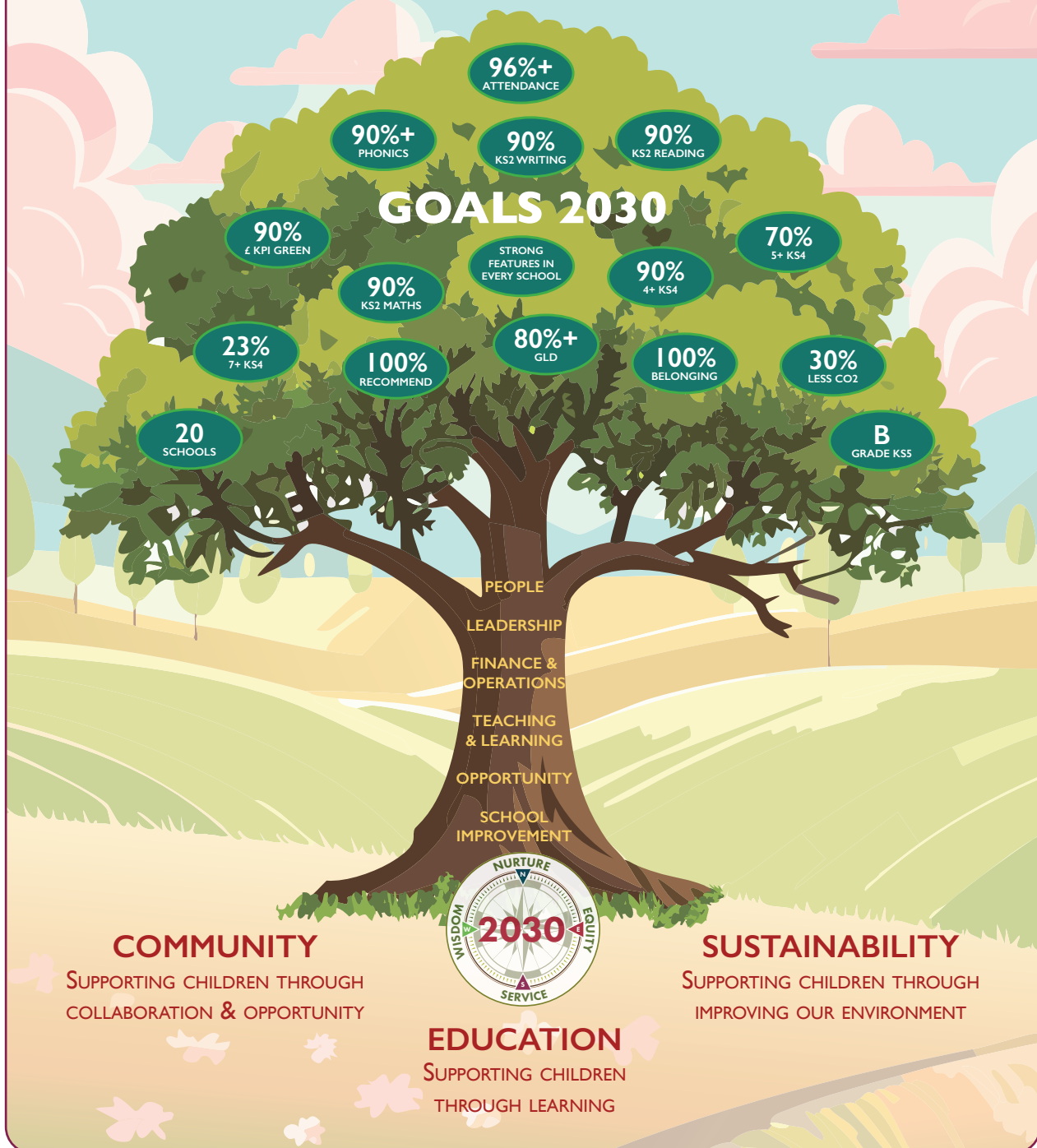
STUDLEY
HIGH SCHOOL

Primary



Trust Vision and Goals

**GROWING TOGETHER,
GUIDED THROUGH NURTURE,
EQUITY, SERVICE & WISDOM**



SCHOOLS

**1 High School
2 Secondary
3 Primary
5 First Schools**

STAFF

580

LEARNERS

4200

INCOME

**£33
MILLION**

Career Testimonials

I joined Shires Multi-Academy Trust in April 2025 because the Trust's values genuinely resonated with me. I was looking for an organisation where teaching and learning were clearly prioritised, and where I could focus my energy on making a real difference for pupils. From the very start, Shires MAT felt like a place where those values were not just stated but lived.

One of the most positive aspects of working within the Trust has been the strong culture of collaboration. The opportunities to work closely with other school leaders have been invaluable — sharing ideas, learning from one another, and working together with a shared sense of purpose. This supportive network has made me feel both challenged and encouraged and has had a real impact on my professional growth.

Since joining the Trust, I have also had opportunities to make a wider contribution beyond my own school, including being part of the DfE RISE project, supporting another school on its improvement journey. These experiences have been incredibly rewarding and have allowed me to develop my leadership skills while helping to make a positive difference elsewhere.

What stands out most to me about Shires MAT is how seriously my career development is taken. Opportunities for growth are meaningful, thoughtfully planned, and genuinely exciting. I feel supported to develop my skills and knowledge, and I am inspired by the Trust's ambition and sense of direction. As Shires MAT continues to grow, I am really looking forward to developing alongside it and contributing to its ongoing success.

During my two years at Shires MAT, I have been fortunate to undertake a variety of roles across the trust. I initially joined as a Senior Administrator, providing administrative support to the CEO and the central team.

After six months, I transitioned into supporting the business function of one of the primary schools. This role then expanded to include supporting an additional primary school, before progressing into my current position as Primary Schools Relationships Manager. In this role, I now support four primary schools following the centralisation of the primary business function across the Trust.

I am extremely proud to work for Shires MAT. The Trust's ethos, the strong relationships between colleagues, and the wide range of CPD opportunities available have been exceptional. I thrive on the continuous development of my skills and the knowledge I have gained within the education sector. Every day truly is a learning day, and I feel fully supported by my line manager, the Chief Operations Officer and the rest of the Trust Executive Leadership Team.

I can confidently say that it is a pleasure to come to work each day, and it is especially rewarding to know that my role contributes to a wider purpose—supporting our schools in making a meaningful and lasting difference for the children and the communities they serve. I am excited about the opportunities ahead and what the future holds for me in Shires MAT.

I joined Shires Multi Academy Trust at an exciting point in its development, attracted by its strong values, ambition for improvement, and commitment to developing people at every stage of their career. Since entering the Trust, I have been consistently supported and challenged to grow as a leader, while being given meaningful opportunities to make a tangible impact across schools.

I began my journey at Ridgeway as a middle leader and classroom practitioner, where I was encouraged to take on wider responsibility early in my career. Upon becoming part of the trust, I was quickly supported by high-quality professional development, mentoring from senior leaders, and the Trust's open and collaborative culture, because of this, I was able to broaden my leadership experience and contribute beyond my immediate role. This support enabled me to feel fully supported in my early stages of senior leadership, and I am now proud to serve as Deputy Headteacher at Ridgeway Secondary School and Trust Lead (Safeguarding and Attendance) for Shires.

What stands out most about Shires MAT is its culture. It is a supportive, open, and collaborative Trust where leaders are trusted, developed, and encouraged to innovate. There is a genuine sense that people want each other to succeed, and professional dialogue is always rooted in respect and shared purpose. Challenge is balanced with care, and there is a strong emphasis on reflective practice and continuous improvement. The Trust has played a significant role in my career development, providing clear pathways for progression and opportunities to lead, influence, and learn.

Rebecca Gordon
Headteacher
Webheath Primary School



Susanna Cookes
**Primary Schools
Relationship Manager**



Jack Worton
Deputy Headteacher
Ridgeway and Trust Lead
Safeguarding & Attendance



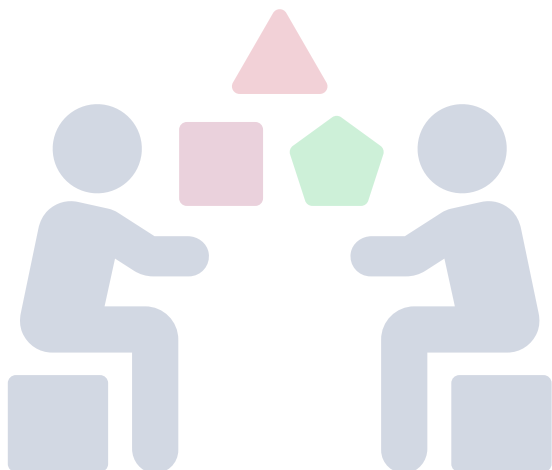
Working for the MAT

Shires MAT is a medium-sized MAT with great ambition to grow and develop as a regional organisation where excellent practice and motivated staff support a caring and high performing environment for all.

Our schools are performing well overall but there is more to be done to meet our ambitious 2030 goals linked to outcomes, finances, reputation and sustainability. Opportunity is very important to the Shires MAT, not only does the MAT promote and encourage cross school interactions and opportunities for pupils but each school also has a diverse and impactful array of experiences available for all pupils. Each school within Shires is working towards ever closer relationships and interactions within the communities they serve, developing as 'anchor' institutions.

If you are someone who values community and understands the benefit of opportunity for all, regardless of background or starting points, and you have a passion for ensuring every pupil and every member of staff should be supported to learn and grow and develop as individuals, then Shires MAT is a place where you could thrive.

This versatility and understanding are important to us and we recognise that to employ and retain high calibre people who will support our Trust vision, always promote high quality provision and have the diligence to always develop and improve both self and others, we need to offer a fantastic place to work with the right culture and additional benefits.



We provide high quality CPD (through online platforms or separate courses and bespoke events) to enable staff to develop their practice, skills and expertise in their role.

Since forming in 2020 with three schools the central team has grown to incorporate a chief finance officer, a finance team, a chief operations officer and chief executive officer. Each executive leads a team who work closely with staff in each school to help deliver great experiences and opportunities for both staff and pupils. As we continue to expand our offer, we need to recruit dynamic, progressive people with the skill set, values and ability to add value to our successful organisation.

All staff are enrolled into the generous LGPS or TPS schemes with employer contribution rates in excess of 20%. There really are excellent pension options within the Trust.

All staff benefit from in addition to the generous pension plan:

- **High quality CPD for staff at all levels**
- **Extensive career development plans**
- **Support offers for staff at all levels**
- **Employee assistance programme**
- **Access to occupational health**
- **Access to mental health first aiders**
- **Flexible working opportunities**
- **Wider development programmes and CPD opportunities**
- **Salary sacrifice schemes electric vehicles (some restrictions on use)**

We have an excellent track record of developing staff to take on greater responsibility and build their career. In the past three years, ten new roles exist within the Trust, that are helping us shape our current offer and plan for what our future self looks like. As we grow there will be more need for greater responsibilities and also new roles within all sectors of the Trust.

Job Description

Role: **Director of Estates**

Reports to: Chief Operations Officer

Location: Trust Central Team (with travel across Shires MAT schools)

Contract: Full-time 37 hours a week Mon – Thurs 8.30-4.30 Friday 8.30-4 (Flexibility will be considered) , full year role

Salary/Pay Scale: scale PO3-PO4, scale points 38-42: £49,282 - £55,962

Responsible For: Site / caretaking staff, various estates and facilities related contracts, various site-specific commercial contracts, Trust wide catering contracts

OVERVIEW

This is an exciting senior role for the Shires MAT. Working alongside the Chief Operations Officer, Chief Executive Officer and our Headteachers, you will provide strategic and operational leadership for the Trust on all matters related to estates development, facilities management and health and safety. You will join the Executive Leadership Team of the central services function, contributing directly to the success of our students, our staff and the Trust as a whole. Shires MAT currently offers a fully centralised service for primary function which will require the Estates Manager to line manage site staff and liaise with headteachers directly whilst being responsible for the full management of the Estates, our Secondary function operates with a business and operations function at school level which will require collaborative working and oversight from the Director of Estates. The Trust is on an upward trajectory of growth with 11 schools as of January 2026 with further growth expected later in 2026 and early 2027.

PURPOSE OF THE JOB

Work alongside the COO, to provide strategic and operational leadership for the Trust and all associated schools for all matters as detailed in key responsibilities below.

Contribute to and lead the implementation of an estate's strategy, this will include working in partnership with the Headteachers and facility staff in our academies/schools.

Manage all aspects of the academy properties including upkeep, care maintenance, security, health and safety and facilities management. Manage refurbishment, expansion and other building advancements in terms of bidding, developing, procuring and implementing building projects.

Ensure compliance across all statutory areas of hard and soft FM and maintenance.

KEY RESPONSIBILITIES AND DUTIES

The Director of Estates will:

- Provide robust management and leadership of a high performing team within the Trust estates, promoting a collaborative ethos with excellent communication skills.
- Lead on and hold Estates and FM responsibility across all areas of health and safety.
- Develop and implement strategies to support the continuous development of each directorate.
- Lead and hold responsibility for the site specific and Trust estates revenue and capital budgets, ensuring each budget balances and complies with all aspects of the academy financial handbook, the Trust's financial scheme of delegation, regulations, and policies.
- Lead on Basic Need and large capital projects.
- Develop relationships with key Contractors, sector influencers and government departments.
- Ensure each Trust site is meeting goals and KPI's that promote company growth and support the Trust's wider strategic plan.
- Oversee daily activity of each site and line management of each site lead where appropriate.
- Develop plans to increase efficiency and reduce costs across Estates budgets.
- Improve existing systems and policies across within Estates and H&S.
- Support the COO and undertake other tasks as required.

KEY RESPONSIBILITIES:

Health and Safety

- Ensure that accurate and detailed floor and site plans are kept and updated regularly.
- Ensure that all risk assessments and other statutory and non-statutory testing and inspections are complete within a timely manner and by staff/contractors who are appropriately qualified.
- Take the lead on H&S physical environment and provide support on operational practice.
- To work with external auditors and schools on the annual review to determine that the Trust properly discharges its duties under its own health & safety policy; the health & safety at work act; and any other statute, regulation or directive. Ensure each school has a robust plan to action any audit items in a timely manner.

Job Description

- To develop, implement and communicate policies, procedures and processes concerning Health and Safety (including risk/emergency management).
- To promote and monitor safe working practices within the Trust and to provide regular reports to the COO where required.
- To actively monitor developments and changes in legislation in respect of Health and Safety requirements and advise on appropriate action as required.
- To oversee the training provision for all staff as required on health and safety matters, to include first aid and fire safety.
- To prepare half-termly updates and annual H&S report for Trust Board report

Facilities and Estates

- To lead the development of a programme of capital works across the Trust in line with the Trust 5-year Estates Management Plan, working with specialist consultants, school leaders and site teams to assess need and viability.
- To have Trust wide responsibility for maintaining and developing the 5-year Estate Management Plan and a one-year detailed delivery plan; ensuring a rolling programme of maintenance that keeps the estate in good order.
- Overall responsibility for safety management including electrical, fire safety & strategy, mechanical & engineering, water hygiene and asbestos.
- To ensure through audit that regular checks of buildings, cleaning, grounds, furniture, fittings are undertaken by appropriate staff and to take appropriate action, which will include advising senior management on technical issues, financial and budgetary implications.
- To lead the management of implementing statutory building compliance systems across the Trust.
- To maintain oversight and manage as appropriate, the tendering, implementation and snagging of all capital projects so that they are delivered on time, on budget and are value for money.
- To maintain oversight of the security of Trust Estates including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- To manage the oversight of approved contractors and suppliers to the Trust.

- To work closely with other Trust Managers and academy Site Managers to ensure best value and efficiency in all multi location works.
- To manage the Trust asset inventory.
- To lead on the environmental sustainability and energy reduction of the Trust, ensuring best practice of energy conservation in the use of heating, light, water etc. is developed and maintained.
- To have oversight of the cleaning provision across the Trust.
- To work with the COO to manage the school condition allowance allocation to maximise efficiencies, allocating spend against high priority needs and ensuring compliance within the funding guidelines and submit reports to relevant bodies.
- Write outline specifications to enable competitive quotations to be obtained for works for both Building and Mechanical and Electrical works. Liaise with consultants and contractors where site visits are required
- Condition data portal oversight and leadership
- Compliance, assurance and communication
- To ensure that compliance control systems in Estates, Facilities Management and Health & Safety are managed effectively.
- To ensure there are accurate and up-to-date information/records / reports relating to the areas of Estates, Facilities Management and Health & Safety.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines when necessary and reviewing progress on action taken.
- To undertake relevant due diligence activity appropriate for the remit of the role.

Finance

- To have responsibility for premises related capital and revenue budgets in primary and make recommendations on the prioritisation of spending plans. To monitor secondary budgets, supporting and challenging the Site Managers and business leads at each school within the Trust.
- To provide relevant information to the CFO/COO to assist with annual budgeting and longer-term financial planning processes.

Job Description

- Ensure best value is achieved in premises related operational expenditure, including identifying and implementing efficiency savings, obtaining quotes in line with the Trust's financial procedures and ensuring that all premises related service providers are meeting their contractual obligations.
- Review and update the Trust's asset management plan regularly and formally on an annual basis in line with the Trust's financial procedures.
- To explore access to grants / funding streams in relation to the trust estates. Catering
- Lead catering function and oversee contract management of outsourced catering provision

- Ensure catering function adheres to legislation and guidance for catering operations
- Work with external Regional Catering Managers and finance to ensure best value is achieved through cost-effective procurement of food and other catering supplies

General Duties

- Work flexibly and closely with the Executive team to ensure Trust objectives and KPIs are achieved, which may include external meetings and evening work when required.
- As part of the central team contribute to the success of the Trust and achievement of objectives in relation to finance and property strategy.
- Follow Trust policies and procedures
- Attend training as necessary relevant to your role and any other training required by the Trust.
- Perform other duties as may be required by the COO / CEO / CFO.

APPLICATION PROCESS & NOTES TO APPLICANTS

Safeguarding

Shires Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction

Data Protection

As part of our recruitment process, Shires Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit: Policies & Information | Shires MAT

We hope that after reading the information pack you will want to apply for the post advertised.

Application Process

To apply, please send your completed application form, along with a two page covering letter clearly demonstrating how you meet the requirements set out in the Person Specification to HR.

Closing date for applications:

Monday 2nd February 2026 at 10am.

Interviews week commencing 9th February.

Person Specification

	Essential	Desirable
Professional Qualifications and Learning	<ul style="list-style-type: none"> A professional/chartered qualification in a property, engineering or facilities management discipline (e.g., architecture, estates management, construction or surveying). 	<ul style="list-style-type: none"> A relevant qualification in estates and/or health and safety
Experience	<ul style="list-style-type: none"> Proven track record of success of working at a senior level within a complex organisation with a committee structure. Proven track record and substantial experience of responsibility for managing a complex property portfolio, multidisciplinary team, and significant budgets. Demonstrable experience of delivering major building projects on time and to budget, communicating effectively with a wide range of stakeholders. Substantial experience of managing estates operations and maintenance. Detailed and up-to-date knowledge of the legal, environmental, and financial aspects of both building projects and estates management. Experience of developing a quality and value-based framework for services, contractors, and suppliers 	<ul style="list-style-type: none"> Experience in the education sector
Competencies	<ul style="list-style-type: none"> Excellent leadership and management skills and the ability to develop and lead high-performing multi-disciplinary teams. Strong strategic capability, with proven ability to create clear and effective leadership in a complex environment. Collaborative influencing and negotiating skills. Experience of developing briefing documents, analysing curriculum and accommodation schedules and procurement/delivery methods. Flexible and adaptable to a changing environment, strategic in their thinking and reasoning bringing innovation and creativity to the team. Excellent communication and presentation skills with the ability to express themselves clearly and succinctly both orally and in writing. Strong analytical and problem-solving skills. Credible, resilient committed and self-motivated. Strong attention to detail, to effectively manage contractors or procurement of estates-related goods or services. 	<ul style="list-style-type: none"> Sound report writing ability
Values	<ul style="list-style-type: none"> Strong belief in delivering the best learning environments for students and staff. Value-for-money focused, to ensure the best deals are secured for academies and the Trust. Strong hard work ethic. Committed to teamwork and development of others. 	
Other	<ul style="list-style-type: none"> Demonstrates integrity. Promotes and defends equal opportunities. Commitment to the safeguarding and welfare of all pupils. This post is subject to an enhanced Disclosure and Barred Service check. 	



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