

**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.
- 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.
- 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@shiresmat.org.uk](mailto:HR@shiresmat.org.uk).

Closing date for applications: Monday 2<sup>nd</sup> February 2026 at 10am.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Professional Qualifications and Learning</b>	<ul style="list-style-type: none"> <li>• A professional/chartered qualification in a property, engineering or facilities management discipline (e.g., architecture, estates management, construction or surveying).</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant qualification in estates and/or health and safety</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of success of working at a senior level within a complex organisation with a committee structure.</li> <li>• Proven track record and substantial experience of responsibility for managing a complex property portfolio, multidisciplinary team, and significant budgets.</li> <li>• Demonstrable experience of delivering major building projects on time and to budget, communicating effectively with a wide range of stakeholders.</li> <li>• Substantial experience of managing estates operations and maintenance.</li> <li>• Detailed and up-to-date knowledge of the legal, environmental, and financial aspects of both building projects and estates management.</li> <li>• Experience of developing a quality and value-based framework for services, contractors, and suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the education sector</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent leadership and management skills and the ability to develop and lead high-performing multi-disciplinary teams.</li> <li>• Strong strategic capability, with proven ability to create clear and effective leadership in a complex environment.</li> <li>• Collaborative influencing and negotiating skills.</li> <li>• Experience of developing briefing documents, analysing curriculum and accommodation schedules</li> </ul>	<ul style="list-style-type: none"> <li>• Sound report writing ability</li> </ul>

	<p>and procurement/delivery methods.</p> <ul style="list-style-type: none"> <li>• Flexible and adaptable to a changing environment, strategic in their thinking and reasoning bringing innovation and creativity to the team.</li> <li>• Excellent communication and presentation skills with the ability to express themselves clearly and succinctly both orally and in writing.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Credible, resilient committed and self-motivated.</li> <li>• Strong attention to detail, to effectively manage contractors or procurement of estates-related goods or services.</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Strong hard work ethic.</li> <li>• Committed to teamwork and development of others.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrates integrity.</li> <li>• Promotes and defends equal opportunities.</li> <li>• Commitment to the safeguarding and welfare of all pupils.</li> <li>• This post is subject to an enhanced Disclosure and Barred Service check.</li> </ul>	