



Director of Estates

Application Pack



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 Vantage Academy Trust, Newport Road Great Lever, Bolton BL3 2DT
Registered address: Newport Road, Bolton, BL32DT - Company number: 08240918





Dear Colleague,

Thank you for your interest in the post of Director of Estates at Vantage CE Academies Trust.

Vantage is a mixed CE Multi Academy Trust, which recognises and supports the individual ethos of non-faith schools; we are currently made up of six Church of England schools and four community schools.

The Trust operates across a diverse geographical area in the Northwest of England, from mono cultural areas to those with high levels of diversity, across three hubs in Knowsley, Bolton, and Manchester. These local hubs bring the added benefit of specialist teachers and communal headship, as well as further support and accessible advice.

We are incredibly proud to have been named as a 3 Star, World Class company based entirely on our employee's feedback in the B-Head Best Companies Survey. In addition to achieving the highest possible standard of recognition by Best Companies, Vantage Academy Trust also achieved the following recognition:

- Education and Training's 25 Best Organisations to Work For: Vantage CE Academies Trust is now the 7th Best Education and Training Company to Work For in the UK
- The North West's 100 Best Companies to work for: Vantage CE Academies Trust is the Top 40 Best Companies of Any Size to Work for in the North West
- The UK's Best 100 Large Companies to Work For: Vantage CE Academies Trust is the 51st Best Large Company to Work for in the UK

You can find out more about the Best Companies lists and our Trust profile here:
<https://www.b.co.uk/companies/vantage-academy-trust>

This is an exciting opportunity for someone to join the Trust and support its operations.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack.

We very much look forward to hearing from you.

Yours faithfully

Jill Meesham
CEO





Making your application

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Complete the online application form by visiting the Trust website:

[Current Vacancies - Vantage Multi Academy Trust \(vantageacademies.co.uk\)](https://vantageacademies.co.uk)

Deadline

The deadline for the post is **Friday 22nd November 2024** to arrive no later than **12 Noon**.

Shortlisting

Shortlisting will take place week commencing 25th November 2024.

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us within 3 weeks of the closing date your application has been unsuccessful on this occasion.

Interview

Interviews are expected to take place on Thursday 5th December 2024.

Salary & Hours

Grade J – Scale point 35-39 (£44,711 to £48,710)

37 hours per week x 52 weeks (Monday – Friday – All Year Round)

Start Date

We would like the successful candidate to start as soon as possible, but we realise that notice periods can be variable, and we are prepared to discuss the best start date for the right candidate.

For an Application Pack

1. Visit: <https://vantageacademies.co.uk/>
2. Contact: HR@vantageacademies.co.uk

Vantage CE Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.





Our Vision and Values

At Vantage Academy Trust, we are very proud of our values-led ethos; we are a principled employer who lives by our core values, which you can see embodied by the staff across each of our schools. We welcome enquiries about joining our Trust, from those who are like-minded regarding our values and aspirations.

Mission Statement

Our mission is to support and encourage the work of academies in our Trust through the excellent education of children and young people.

We are passionate about ensuring that every child gets the opportunities they deserve to thrive as learners, and ultimately, as global citizens.

Our commitment to excellence in teaching and learning, in the curriculum, across our learning environments and in the quality of staff we employ is all key to providing children with the very best start in, and preparation for, life.



Maintaining a strong culture of professional development amongst our teaching staff as the quality of education in our academies can never exceed the quality of its teachers.



Fostering, maintaining and celebrating individual distinctiveness in our schools.



Developing our academies to be centres of excellence with a focus on the social and spiritual nurture and achievement of all their members.



Ensuring our academies have a particular vocation to the least advantaged, to enable them, through education, to change their lives.



Allowing every person to be an active and valued member of our community and developed in their own spiritual journey.



Encouraging pupils to be curious about the world around us and see their personal learning and growth as a continuous journey.



Developing future and aspirational thinking based on our educational heritage and to make use of the latest research in pedagogy and child development, ensuring that our wider learning environment reflects the high aspirations and expectations we have for ourselves and one another.



Not setting a limit on what is possible for ourselves, for one another, and for our community of schools





VANTAGE MULTI ACADEMY TRUST



JOB DESCRIPTION

DIRECTOR OF ESTATES

Salary:	NJC Grade J £44,711- £48, 710
Contracted Hours:	37 hours per week/ full year
Contract Type:	Permanent
Accountable to:	<i>Direct report to Chief Executive Officer</i>
Governance Duties:	<i>Direct report to BAR Committee</i>

Job Purpose

- To support the Executive Team and Trustees to set a strategic vision for the Estate.
- Ensuring that the Trust estate is managed well, in-line with GEMS guidance and good practice.
- To ensure that the Trust meets its statutory duties in relation to Estate Management.
- To provide strategic oversight to all aspects of estate and facilities management, ensuring compliance with regulatory requirements.
- To lead and manage the estate team effectively.
- To be the lead officer in managing estate projects relating to refurbishment, expansion and building, ensuring capital money is used effectively and appropriately.
- To be responsible for developing, reviewing and monitoring property related policies to ensure Trust compliance and integrity at both a national and local level.
- To manage health and safety across the Trust.
- To be responsible for providing premises related due diligence pre conversion.
- To contribute to the development and implementation of the Estate Strategy for the Trust, including a focus on sustainability.
- To work with the Chief Finance Officer (CFO) to secure best value across the estate.





1. SPECIFIC RESPONSIBILITIES



Delivery of the Trust Estate Strategy & Asset Management Plan

- To support the Chief Finance Officer (CFO) with the preparation of a Trust Estate Strategy and Asset Management Plan, including the development of individual estate development plans for each academy; to lead the implementation of these plans within the Trust to deliver the objectives for each individual academy and the Trust as a whole.
- Ensuring an effective and compliant Estate service to the Trust that is in line with the DfE Good Estate Management Guidance and The Academy Handbook.
- In conjunction with the CFO develop bids for capital funding opportunities.
- Lead on the project management of building projects, with support from external advisors where needed. Acting as project lead for the Trust paying particular attention to regulatory requirements, insurance, quality, compliance with agreed specifications, timescales, safety, and ensuring that value for money can be evidenced in all awarded contracts.
- Effective liaison on academy sites with contractors involved in major projects and ensuring that procedures are effective at academy level in terms of academy staff/contractor liaison.
- Supporting Site staff to liaise with contractors appropriately in school level projects, ensuring that they follow trust procedures and project trust assets.

Resource Management

- Establish and implement systems which enable those responsible for estate management to effectively plan, implement and monitor matters relating to estate management effectively.
- Ensure all estates and facilities paperwork is kept secure and up to date, holding to account others for non-compliance.
- Working in conjunction with the Executive Leadership Team, plan works programmes, agree budget priorities and prepare maintenance and capital expenditure plans.
- In conjunction with the CFO identify, negotiate, manage and review procurement or contract renewals in relation to Trust estate and facilities in line with Trust financial policies and procedures.
- Support the preparation of contract specifications and development of service contracts.
- Develop and manage an organised purchasing system for all estate and facilities supplies and services.
- Provide technical advice on procurement issues.
- Identify the need, and be responsible for, securing appropriate licenses, warranties, and insurance.
- Identify, develop, monitor, and evaluate key performance indicators and methodologies relating to the condition and cleanliness of Trust buildings and grounds.
- Take a leading role within the Trust for the development and implementation of a Trust premises and site maintenance and repairs programme.





- Ensure planned/preventative maintenance activities are completed on schedule and within budget, and that urgent repairs are completed within approved timescales, so that the Trust environment is safe, comfortable, and fully functional.
- Ensure maintenance schedules meet contractual warranty and insurance requirements.
- Manage estates and facilities budgets, obtaining best value and in accordance with Trust financial control systems and procedures.

Asset Management & Building Maintenance

- Development and management of five-year capital and maintenance programmes, including effective scheduling for each site and cyclical maintenance in terms of decorating, carpet replacements and blinds that enable an effective programme of work, which is costed out and fed into the Trust budgeting cycle.
- Responsible for providing any premises related pre conversion due diligence for any new schools joining the Trust.
- Ensure all computerised / manual records of inspections, works undertaken, and utilities/fuel efficiency are maintained; and undertake a cycle of quality control.

Soft Facilities Management

- Support school leaders with overseeing the delivery of catering and cleaning services to ensure the service meets the needs of the schools and provides value for money.
- Work with Trust schools and the CFO to ensure effective contract management for the outsourced estate service contracts.

Health and Safety

- To be responsible for managing all aspects of health and safety matters within the Trust including risk assessments, health and safety policy, fire safety (see below), emergency planning and business continuity plans.
- Responsible for the development, implementation, monitoring and evaluation of Trust health and safety plans to ensure legal compliance, including health and safety strategic development and staff training.
- Ensure that in all activities undertaken, the Trust 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.





- Acting as the Trust's Project Manager and responsible Health and Safety Coordinator for construction projects.
- Undertake the role of the Trust's Asbestos Control Manager and the Legionella Control and Health and Safety Manager.
- Ensure that all health and safety management systems, processes and practices are consistent across all academies and are synchronised and coordinated.
- Coordinate and ensure implementation of the Trust's responsibilities in relation to maintaining health and safety statutory documentation.
- Review and develop existing and new estates policies in line with statutory requirements and managing any necessary consultation process.
- Ensure that buildings are safe and secure at all times and adhere to both Health and Safety requirements and statutory Ofsted guidelines for the health and well-being of employees, students and visitors.
- Ensure self and colleagues comply with Health and Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others including the following:
 - First Aid requirements.
 - Oversee and act upon the findings of Health and Safety audits across all areas of the Trust.
 - Ensuring that accident/near miss incidents are effectively investigated and reported using the online platforms provided by the Trust.
 - Liaising with designated personnel within Trust sites that are responsible for aspects of Health and Safety and ensuring that their documentation is up to date.
 - Risk and COSHH Assessments.

2. BUDGETS AND REPORTING

- To be responsible for the management of relevant budgets, ensuring all are expended in accordance with the requirements of the Trust's financial policy and procedures.
- To provide regular reports to the Business, Risk and Finance Committee on the progress of the 5-year plan and all relevant areas.
- To provide regular reports to the Trust CFOO and CEO on the progress of any capital projects.
- To ensure Principals are well informed about site compliance and project work.
- To provide analysis and recommendations in relation to tenders for relevant Trust contracts.
- To ensure compliance with The Academy Handbook and other statutory legislation.
- To maintain the Trust Risk Register in relation to the Estate.

3. LEADERSHIP AND MANAGEMENT

- To provide leadership and management to the estates team.





- To work with Trust schools to ensure adequate levels of staffing for the Trust estates, including the right skills and experience to deliver a high-quality premises and estates service.
- To undertake, alongside each Principal, the appraisal process for site staff.
- To retain oversight of staff training registers and ensure compliance across the Estate Team in relation to statutory training.
- To support the work of Trustees and the Executive team in meeting statutory duties.
- To develop and implement working procedures and standards for all premises and estates staff.
- To develop a training programme and maintain training records for the Estate team and others responsible for school sites e.g. LABs; Principals.

4. OTHER DUTIES

- To undertake additional duties as required, commensurate with the level of the job.
- To maintain positive, professional relationships with students, parents / carers and school staff.
- To participate in induction training, staff review processes and professional development.
- To effectively and pro-actively communicate with colleagues across the Trust and key stakeholders.

5. ETHICS AND VALUES

To work with full regard for the 7 Principles of Public Life as defined in The Nolan Principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

To uphold the values of Vantage Multi Academy Trust; to act as a role model for others within the trust and to always act in the best interests of the Trust.

A commitment to equality and diversity, anti-discriminatory practices and to be familiar with relevant Trust policies and procedures.





6. SUPERVISION

Level of supervision Key:

1. Regularly supervised with work checked by supervisor
2. Left to work within established guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

Supervision Level of Post (2)	Plan own work to ensure the meeting of defined objectives
Supervision duties and levels required:	Site Managers (1+2) depending on experience Contractors 1





PERSON SPECIFICATION:



	Essential	Desirable
QUALIFICATIONS	<p>A recognised qualification in project management of other relevant discipline.</p> <p>Member of relevant professional body.</p> <p>Evidence of continuous professional Development.</p>	<p>Educated to Degree level in Engineering, Building Services or another related subject/ Domain.</p> <p>MBA in Facilities Management</p>
EXPERIENCE/ KNOWLEDGE	<p>Strong track record of achievement in strategic estates management, with knowledge of both capital development and facilities management.</p> <p>Experience of leadership and management of a wide variety of professional staff / service providers in a complex, multi-location organisation.</p> <p>A well-developed understanding of national benchmarks for good estate management, health and safety and facilities management.</p>	<p>Previous educational experience</p> <p>Experience of managing major estates projects</p> <p>Experience of managing multiple projects simultaneously</p> <p>Experience of managing change in a complex environment</p> <p>Project Management experience</p> <p>Reporting to Board/ Committee</p> <p>Experience in MAT procurement/ tendering</p> <p>Experience of sustainability/ environmental policies and innovations</p>
SKILLS	<p>Leadership skills and capable of establishing highly effective relationships across the Trust</p> <p>Well-developed oral and written communication skills, including IT proficiency</p> <p>Ability to work systematically</p> <p>IT literate</p> <p>Management of capital programmes for maintenance & development of estates, facilities and property.</p>	<p>Strategic thinker with proven ability to innovate and manage change</p> <p>Highly developed project management skills and presentation skills</p> <p>Experience of completing DfE returns</p> <p>Experience of positively managing staff performance</p> <p>Knowledge of land and property, procurement and contract, health and safety law.</p> <p>Financial management & analytical skills</p>



ATTRIBUTES	<p>Vision, passion and a proven ability to provide management, inspiration, motivation and drive to a large team.</p> <p>Natural relationship builder with the skill and confidence to network and negotiate at a senior level.</p> <p>Highly developed interpersonal skills</p> <p>Ability to work at pace and to strict deadlines</p> <p>Ability to work independently and as part of a team.</p> <p>People focussed; ability to build good relationships, a sense of humour.</p>	N/A
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