

Estates and Health & Safety Lead

The work you will do will make a profound difference to children and their families at a time where education has never mattered more.

We take real joy in each others contributions and successes towards our shared mission of transforming lives, strengthening communities and making the world a better place.

Tim Rutherford,
Deputy CEO



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Key Details

Salary

Grade H £39,513.00

Location

Great Moor House, Bittern Road, Exeter EX2 7NL

Hours

37 Hours per week

Interviews

TBC

Closing date

31st March 2025

Required from

May/June 2025

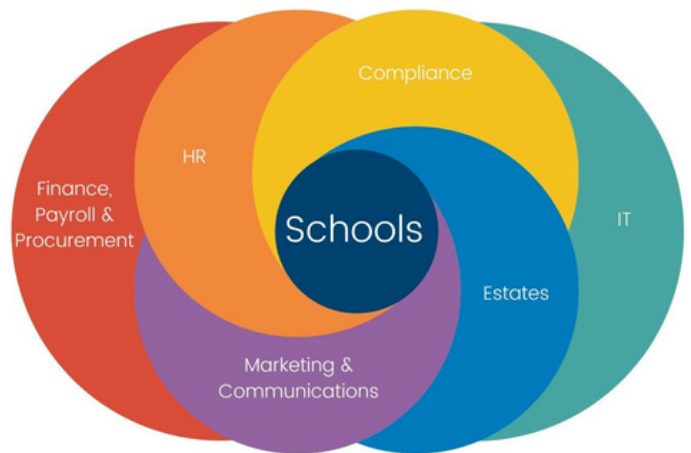
How to apply

For an informal conversation about the position please contact Julia Prince at julia.prince@tedwraggtrust.co.uk

An application pack can be found at <https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



About Shared Services



At the Ted Wragg Trust, we are committed to transforming lives through education. Our Trust is built on the values of ambition, selflessness and collaboration. We believe that by working together, we can achieve more and make a lasting impact on the communities we serve. Our Shared Services Team plays a pivotal role in supporting our schools and ensuring they operate efficiently and effectively.

Our Shared Services team comprises of experts in various fields, including IT, finance, HR, and communications. We work collaboratively to provide comprehensive support to all the schools within our Trust. We have a strong focus on continuous professional development and offer regular training opportunities to help you stay updated with the latest advancements in technology and best practices.

Our specialised teams include:

- Governance and Compliance: Supporting our schools to adhere to legal and regulatory requirements;
- Finance: Managing budgets, financial planning, and reporting;
- Human Resources: Supporting recruitment, staff development, and employee relations;
- IT Services: Providing technical support and maintaining IT infrastructure;
- Facilities Management: Overseeing the maintenance and safety of school buildings and grounds;
- Communications and Marketing: Promoting the Trust's vision and achievements.

As part of the Shared Services team, you will be joining a group of dedicated professionals who are passionate about supporting our schools and ensuring that they have the resources and technology they need to succeed.



A Warm Welcome from our CEO



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



Moira Marder, OBE

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow great people**.

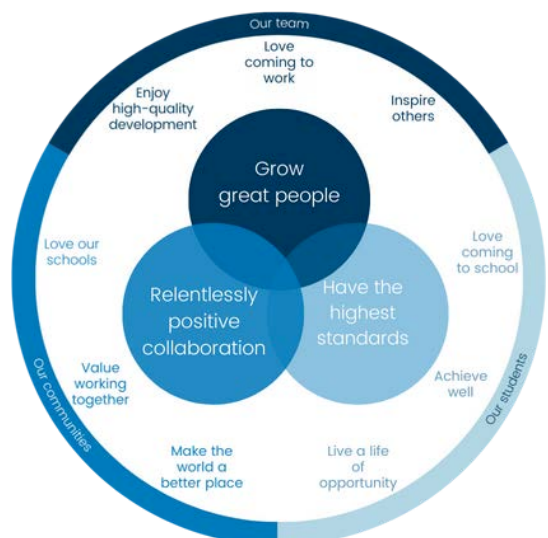
This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values



How we will succeed



Shared Services Estates and Health and Safety Lead (Grade H)

Job Description

Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by supporting the continuous development and improvement in our estates, health and safety and compliance.

Your responsibilities

- Provide, advice, support and direction to the Estates Leads / Health and Safety Leads and site teams on all aspects of Estates Management
- Communicating with and supporting site staff, including identifying and arranging, where required, relevant training, such as working at heights, COSHH, water hygiene, asbestos awareness, fire safety etc.
- Full participation in developing, reviewing and attending **Estates Network** and **Health and Safety Network** meetings.
Assisting with the development and implementation of an Estates and Asset Management Plan Assisting the shared services estates team with prioritisation of
 - capital works and
 - projects, identified through maintenance and reactive visits
- Ensure that buildings are compliant with the relevant legislation (asbestos, water hygiene, fire, ventilation etc.) and are fit for purpose.
- Act as a health and safety champion, promoting a positive safety culture across the trust
- Oversight of the management of contractors, reporting on contractor performance and taking part in contract reviews where appropriate.
Advise and assist with elements of Trust estates service procurement, ensuring fitness for purpose, value for money and due diligence checks (such as Mechanical and Electrical, security, and waste management)
- Advise and prioritise ongoing remedial work, in line with the estates budget
- constraints, to improve standards of buildings and compliance.
To be committed to all Trust policies and procedures and actively promote them

Grading criteria

- Directly line manages others within their service.
- Establish the best course using creativity and innovation within general guidelines.
- Undertake comprehensive assessment, planning and evaluation as situations will not be straight forward or well established. The post holder will have some authority in the provisions of services.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines
- Make decisions which have significant implications for the service or have a significant effect on employees or other individuals.
- Work subject to deadlines involving frequently changing circumstances and conflicting priorities.
- Able to undertake a variety of advanced tasks in their specialist area which requires detailed knowledge and skills.

Job title

Person Specification

Qualifications	<ul style="list-style-type: none"> Professional Qualification in building/facilities management NVQ3/4 or equivalent level of knowledge and skill 	Essential
	<ul style="list-style-type: none"> Mathematics and English at GCSE grade A to C (4+) or NVQ Level 2 or equivalent. 	Essential
	<ul style="list-style-type: none"> IOSH or NEBOSH qualification, technical or trade qualifications 	Desirable
Experience	<ul style="list-style-type: none"> Up-to-date working knowledge of Health and Safety issues, e.g. COSHH legislation, Health and Safety at Work legislation 	Essential
	<ul style="list-style-type: none"> Experience of working in an Estates Department, preferably in a supportive/advisory, supervisory role 	Essential
	<ul style="list-style-type: none"> Experienced in aspects estates compliance 	Desirable
	<ul style="list-style-type: none"> Contract and project management experience 	Desirable
Key skills	<ul style="list-style-type: none"> Sound knowledge of building legislation and estate management 	Essential
	<ul style="list-style-type: none"> Resilience with the ability to work under pressure and be able to meet deadlines to deliver agreed objectives 	Essential
	<ul style="list-style-type: none"> Proficient in all MS office programs and be familiar with bespoke databases / asset management software 	Essential
	<ul style="list-style-type: none"> Knowledge of CAFM systems 	Desirable
	<ul style="list-style-type: none"> Able to fulfil all aspects of the role with confidence and fluency in English 	Essential
Values	<ul style="list-style-type: none"> Ambitious: works hard, has the highest standards and is positive for the future. 	Essential
	<ul style="list-style-type: none"> Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. 	Essential
	<ul style="list-style-type: none"> Collaborative: builds strong relationships and networks. 	Essential

#lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to **transform the lives of the children in our Trust**.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at [www.tedwraggtrust.co.uk/workwith us](http://www.tedwraggtrust.co.uk/workwithus)



The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute (TWI)** delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



Sustained

Frequency is critical, not time span



Practice-Based

Create new habits



Domain-Specific

Create new habits



External Expertise

Challenge the familiar & refresh ideas



Professional Buy-In

Purpose & benefits eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account **to enable excellence**. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

Key Concept: Leadership



We believe that great leadership:



Fiercely educates



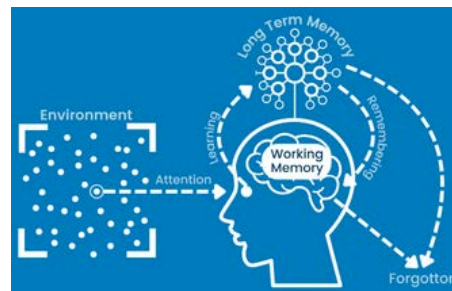
Thrives in a complex system



Is locally enabled

Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

Microsystem

Child

- sleep well
- eat breakfast
- follow school rules and routines
- attend school regularly

Family

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- ensure attendance is good

School

- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHS and Early Help

Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:

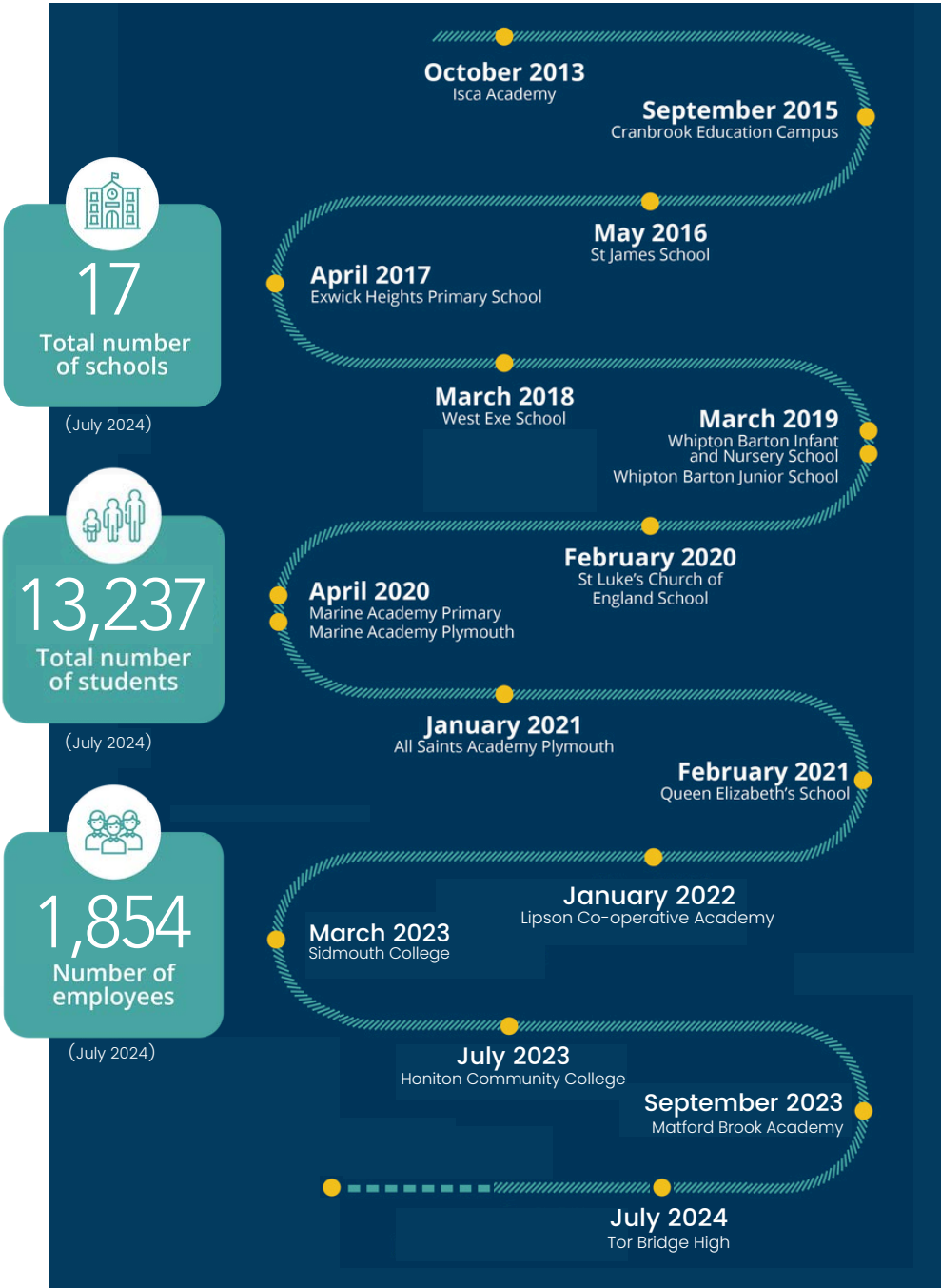
 <p>Exceptional development and networking opportunities</p>	 <p>Cost of blue light cards can be claimed through expenses</p>
 <p>Free annual flu jab, eye test and allowance for glasses</p>	 <p>Exclusive discounts, cashback and vouchers</p>
 <p>Free, confidential employee helpline. Available 24-7 through Health Assured</p>	 <p>Access to Wisdom app to support your mental health</p>
 <p>Up to 10% off all Pure Gyms</p>	 <p>up to the value of £2,000. cyclescheme.co.uk</p>
 <p>Up to 2 days paid emergency time off for dependants</p>	 <p>Generous public sector pension schemes for all staff</p>
 <p>Timetabled instructional coaching for all teachers</p>	 <p>Family friendly policies and flexible working opportunities</p>



Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Thank you for your
interest in working for
us!

