



Candidate Briefing Pack

**Trust Estates and  
Health & Safety Manager**

# Chief Executive Officer Introduction

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Through a model of education that creates a network of inspirational and inclusive academies that share the same values, the Trust provides the drive for educational improvement and dynamic transformation. All of the academies work closely and collaboratively together, along with our partners. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the young people in our care.

From 1st September 2021, our Trust will be responsible for three academies both Primary and Secondary. They are tightly organised geographically in the North West Leicestershire District which makes support, collaboration and teamwork straightforward. We will be educating over 2,750 students, employing over 250 talented staff and responsible for an annual budget of circa £16m.

Due to the recent expansion of the Trust and introduction of Age Range Change at secondary level, we are seeking to appoint an outstanding Estates and Health & Safety Manager with considerable senior experience in the education and/or public sector, highly effective commercial acumen and a successful track record of managing the estate and Health & Safety aspects of a complex multi-site organisation. You will also support me in the exciting planning and delivery of the new school rebuilding programme at the Castle Rock School site working in collaboration with the DfE.

You will report directly to the Chief Finance & Operations Director, be based at our Apollo Head Office and will lead our Trust-wide Estates Teams. You will also be an important member of the Trust Operations Group.

This is a rare and exciting opportunity in our Trust and we hope that you will share our enthusiasm for the challenges ahead. The successful candidate will enjoy high levels of job satisfaction as they will play a fundamental role in managing the environment in which all of our students learn and achieve.

Julia Patrick  
**Chief Executive Officer**  
Apollo Partnership Trust



# Who we are

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Apollo Partnership Trust is a non-profit making charitable company limited by guarantee, based in North West Leicestershire District. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational transformation.

The Trust was formed in 2017 with the linking of Castle Rock High School, Newbridge High School and Broom Leys Primary School under one Board of Trustees. It now encompasses over 2,750 students, between the ages of 3 and 19, in three primary and secondary academies.

## Vision & Values:

- *Excellence through partnership and collaboration*
- *Excellent teaching and learning for all*
- *Exceptional care and guidance*
- *Outstanding performance*

## Trust Advantages:

- Expert central services for finance, HR, IT, facilities and estates functions.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for internal promotion opportunities.
- Central reserves protect individual school budgets.
- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Close collaboration between all senior leaders across the Trust.
- Integration of primary and secondary approaches into all-through education.
- Adequate scale to design and test new ideas.
- High quality strategic governance with wide business and professional experience
- Robust delivery models as government policies, rules and measures change.



# Vacancy

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<b>Position:</b>	<b>Estates and Health &amp; Safety Manager</b>
<b>Responsible to:</b>	<b>Chief Finance and Operations Director</b>
<b>Responsible for:</b>	<b>The Estates Teams across all academies</b>
<b>Basis:</b>	<b>Permanent, full-time</b>
<b>Location:</b>	<b>Trust Head Office, Apollo Partnership Trust</b>
<b>Commencement:</b>	<b>As soon as possible</b>
<b>Salary:</b>	<b>Grade 11 £32,979 - £35,607</b>

Our mission is to shape young people's lives for the better through high-quality education and in doing so, transform the communities in which they live. To achieve this, we not only need an outstanding workforce but also world class buildings that are inspiring places to work and learn.

Due to current developments we are pleased to be able to offer a rare and unique vacancy for someone with experience of leading outstanding estate operations within the education/public sector in a large, multi-site organisation. The successful candidate will have excellent commercial acumen, high levels of resilience and the ability to manage a demanding workload in a fast-paced environment. They will have a strong track-record of success in their current role and ideally experience across all aspects of estate management from essential activities such as managing health and safety to more strategic activities such as the management of building life cycles and new build projects. We are open-minded to appointing a candidate currently working in either the public or private sector, but experience of the former is crucial.

As Estates & Health & Safety Manager, you will be part of the Central Trust Executive team, led by the CEO. You will lead, challenge and support a team of estates professionals reporting directly to the Chief Finance & Operations Director. You can be sure of considerable opportunities for further development. You will have many opportunities to drive the future strategic direction of the Trust estate and be able to enjoy high job satisfaction by helping to improve the future life chances of our students.

For further information and to discuss the role informally with the CFOD, Maxine Adams, please contact the Trust HR Administrator to arrange a phone call or meeting. We would encourage all candidates to do this before applying.

#### **Our ideal candidate will:**

- Be an outstanding and inspirational leader;
- Have excellent commercial acumen;
- Have a proven track record of success in leading estate operations in a large, multi-site organisation;
- Be organised, energetic and passionate about driving improvements;
- Be a committed team player; and
- Have considerable knowledge of the education/public sector Estates Management.

#### **In return, you will receive:**

- A highly competitive salary which reflects your experience and expertise as a senior leader;
- Excellent opportunities to develop your leadership skills and your overall career within a long-established, geographically organised, successful and well respected multi-academy trust.

# Job Profile

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**Role:** Estates and Health & Safety Manager

**Salary:** Grade 11

**Key Base:** The Apollo Partnership Trust Head Office  
*with the flexibility to work in other schools within the MAT as required.*

**Hours:** Full-time

**Responsible to:** Chief Finance & Operations Director

**Line Management of:** Estates Teams across all academies and centrally

**Core Purpose:** Apollo Partnership Trust is a highly successful multi-academy trust. Its model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

**Purpose of this role:** To contribute to the strategic direction and development of Apollo Partnership Trust. To enable each academy to efficiently and effectively maximise facilities and resources, to achieve the best possible educational outcomes. To support and develop the expanding estates of The Castle Rock School and overall Trust during its development in collaboration with the DfE.

## Main responsibilities

1. Project manage the Trust in all new school design and build construction programmes in collaboration with the CEO and CFOD.
2. Lead in health, safety & environmental, strategy, policy and procedures across the Trust working in collaboration with the Trust's Health & Safety Consultants
3. Be a member of the Trust Operations Group.
4. Take a strategic view of all estate functions across the Trust.
5. Lead on procurement of all Trust Estates & Health & Safety contracts.
6. Work in collaboration with the Trust ICT Infrastructure Lead on Estates matters.
7. Lead on all estates matters to expand the Trust in line with strategic vision.
8. Develop and lead the operational management of the whole Trust estate and its facilities in accordance with the DfE and ESFA Good Practice guidance.
9. Project manage the Trust in all new school design and build construction programmes.
10. Lead in health, safety & environmental, strategy, policy and procedures and training across the Trust.

## **Specific responsibilities**

### **1. Member of the Trust Operations Group**

- a. Lead on operations within the Estates Department of Apollo Partnership Trust and promote ethos and standards.
- b. Preparation of the Trust's Estates Vision and strategic estate management and deliver its implementation.
- c. Generation of additional funds by means of entrepreneurial activities including oversight of lettings of facilities to our local community.

### **2. Take a strategic view of all estate functions across the Trust.**

- a. Provide leadership and support for the Estate Services team including, Business Managers, and estate teams within Apollo Partnership Trust academies.
- b. Develop Trust policies and monitor their implementation at each academy.
- c. Provide regular reports to the Trust Finance & Resources Committee on the estate strategy and developments as directed by the CFOD.

### **3. Financial Accountability within the Estates Service Department**

- a. Accountable for the Estates central services development budget
- b. Accountable for the DfE School Condition Allocation, when applicable
- c. Develop and deliver the second phase of the Estate Development Plan 2021/22 to 2026/27 with the CFOD to promote best value for the academies by centralisation of funding and delivery of services in respect of effective Estates Management, where applicable.

### **4. Lead on procurement and delivery of all Trust Estates Contracts**

- a. Lead on the procurement of all Trust Estates contracts, including, landscape, cleaning, catering, and energy.
- b. Ensure contracts perform meeting agreed KPIs and ensure best value.
- c. Ensure best value for all goods and services relevant to Estates management across the Trust.

### **5. Support legal and operational matters relating to Estates to expand the Trust in line with Strategic Vision**

- a. Undertake Estate Services due diligence, report findings to the Trust Executive Board and Trust Board.
- b. Negotiate ad hoc leases and partnership agreements.

### **6. Develop and lead the strategy and operational management of the Trust estate and facilities.**

- a. Develop phase 2 of the Estates Improvement Plan for the Trust working in collaboration with the CFOD
- b. Lead the planning, development and implementation of strategic plans for the Trust and each academy to ensure that building standards continue to be maintained and improved at each site including improvement of the Trust's Carbon Footprint wherever possible.

- c. Ensure master planning is undertaken to support potential opportunities to improve the Trust's estate.
- d. Provide leadership to ensure that all facilities within the trust estate are fit for purpose and provide environments that are legally compliant, sustainable and conducive to innovative pedagogy practices.
- e. Be responsible for the strategy and deployment of School Condition Allocation monies, when relevant, to ensure the estate as a whole is sustainable and fit for purpose and be accountable for the relevant Estates budgets.
- f. Leadership of the delivery of School Condition Allocation capital projects and programmes, when relevant.
- g. Responsible for setting and managing each academy premises related budgets as per scheme of delegation, maximising economies of scale and Value for Money.

#### **7. Lead the Trust in all new school design and build construction programmes**

- a. Represent the Trust in all capital building projects through concept, design, construction, practical completion.
- b. Guide and advise the MLT in all matters relating to the new school building processes.
- c. Provide leadership for all capital projects within the APT estate and any Condition Improvement Grant applications in accordance with the Estates Strategic Plans.
- d. Lead on resolution of snags, defects and latent defects.

#### **8. Lead in Health, Safety & Environmental, strategy, policy and procedures**

- a. A member of the Trust Health & Safety LGB Meetings.
- b. An ex officio member of the Trust Finance & Resources Committee.
- c. Provide leadership to ensure Health & Safety procedures are in place and Health & Safety is met.
- d. Monitor and review all Health & Safety Actions Plans for our Academies in conjunction with our Health & Safety consultants, providing reports to the CFOD and Trustees as required.
- e. Through the Trust Estates Team provide support and guidance in each academy to promote awareness of Health & Safety.
- f. Promote the responsibility of each individual to ensure the Health and Safety of themselves and others.
- g. Ensure that outcomes of regular Health and Safety monitoring processes are reported to each Academy LGB.
- h. Ensure annual security risk assessments are undertaken and improvements are planned and undertaken where necessary.
- i. Oversee the induction and on-going CPD in Health & Safety for the Trust workforce.
- j. Lead on liaison with any third party Health & Safety agencies
- k. Leadership and overview of school trip planning and Transportation and safety processes across the Trust.
- l. Provide support and guidance to Academy Business Managers to ensure lockdown procedures are in place at each academy.
- m. Provide leadership for risk assessment planning within each academy relating to Estates Management and H&S areas.



## 9. Other responsibilities within the Estate Services area of responsibility

- a. Provide support to the CFOD for insurance matters including claim submissions, investigations and legal challenges.
- b. Develop a strategic plan for use within travel planning at all academies within the trust and for purposes of planning applications.
- c. Provide strategic support and guidance in terms of Business Continuity both at academy and Trust level.
- d. Develop and implement strategic plans to reduce energy costs and the Trust's Carbon Footprint where appropriate.
- e. Support the operational delivery of Trust wide events including Trust Conferences and Training

## Generic Duties & Responsibilities

- The duties and responsibilities detailed within this Job Profile should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the Teachers Standards and Academy Performance Management Band Grid Standards
- Employees will be expected to comply with any reasonable request from the Head of School to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.

## SPECIAL FACTORS

### **Note 1:**

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

### **Note 2:**

The above responsibilities are subject to the general provisions of the appropriate conditions of service document and any authority interpretation as discussed with the non-teaching association.

- a) The detail of the duties will be determined following consultation with the postholder.
- b) The Trust operates a no smoking policy on all campuses.

### **Note 3**

The contents of this job description will be reviewed with the post holder on a regular basis in line with the Trust's Performance Management and Pay Policy.



**Note 4:**

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

**Note 5:**

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

**Note 6:**

This Job Profile sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

**Note 7:**

The Apollo Partnership Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

# Person Specification

ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>Educated to degree standard in a relevant discipline (architecture, building, engineering, facilities management, project management, surveying or similar)</li> <li>Evidence of appropriate professional development</li> <li>Other relevant professional qualifications</li> <li>Willingness to continue professional development</li> </ul>	<b>EDUCATION &amp; QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>Appropriate postgraduate and/or professional qualifications in a relevant discipline as above and/or an MBA</li> <li>BIFM (IWFM) membership</li> </ul>
<b>KNOWLEDGE &amp; UNDERSTANDING</b> <ul style="list-style-type: none"> <li>Excellent business acumen</li> <li>Strength and quality of leadership and the personal skills required to develop and lead an effective and well-motivated, multi-disciplinary and multi-task estates and facilities team.</li> <li>A sound understanding of the legal and financial aspects of major property projects and transactions.</li> <li>Understanding of effective leadership</li> <li>Broad experience both in the preparation and control of development programmes, building and engineering projects and in managing facility operations and maintenance services.</li> <li>Ability to manage a complex property estates and facilities portfolio, staff and budgets.</li> </ul>	<b>KNOWLEDGE &amp; UNDERSTANDING</b> <ul style="list-style-type: none"> <li>Data Protection</li> <li>GDPR legislation</li> </ul>
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>Experience in senior leadership in a large public sector organisation</li> <li>Clear evidence of leading a team to drive improvements</li> </ul>	<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>Experience of successful leadership in a relevant commercial environment.</li> </ul>
<b>KEY COMPETENCIES</b> <ul style="list-style-type: none"> <li>Ability to act upon the bigger picture to achieve strategic objectives</li> <li>A driver of efficiency</li> <li>High levels of resilience</li> <li>Communicates effectively with a wide variety of audiences</li> <li>Action-orientated and a “starter finisher”</li> </ul>	<b>KEY COMPETENCIES</b>

ESSENTIAL	DESIRABLE
<b>MOTIVATION &amp; PERSONALITY</b> <ul style="list-style-type: none"> <li>• Positive and optimistic</li> <li>• Sense of accountability</li> <li>• Good sense of humour</li> <li>• Excellent attendance record</li> <li>• Able to work in a professional manner as part of a team</li> </ul>	<b>MOTIVATION &amp; PERSONALITY</b>
<b>ADDITIONAL REQUIREMENTS</b> <ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Willingness to contribute to the wider ethos of the Trust</li> </ul>	<b>ADDITIONAL REQUIREMENTS</b> <ul style="list-style-type: none"> <li>• Experience of working with trustees</li> </ul>
<b>FACTORS NOT ALREADY COVERED</b> <ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010</li> </ul>	

# Application Process

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Naturally, we are seeking to appoint the best possible candidate and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

Suitable and interested candidates are encouraged to discuss the role in the first instance with our Chief Finance & Operations Director, Maxine Adams, by arranging a telephone call or a visit. To schedule an appointment please contact the Trust HR Administrator Louise Belton on 01530 834368. We welcome suitably experienced and interested applicants to complete a full application and submit the form by emailing [recruitment@apollopartnershiptrust.uk](mailto:recruitment@apollopartnershiptrust.uk)

## **Application guidelines**

- Your application should be structured around the competencies as detailed in the person specification, ensuring that you include real examples and evidence which demonstrate how you meet them.
- All documents/material must be submitted electronically in one application
- All fields must be completed as part of the standard application format
- Additional documents such as a supporting statement, letter of application, etc can also be attached
- No CV's or Agencies will be accepted
- A full employment timeline must be documented in your application form and any gaps in employment accounted for.
- Please ensure that a minimum of two referees are included in your application (one of which must be your current employer)

**The closing date for applications is 13 December 2021 at 12 noon.**

All applications will be acknowledged on receipt. Shortlisting will be carried out on 14 December 2021 and candidates will be notified as soon as possible.

**Full day of interviews and assessment activities – date to be advised.**

If you have any queries on any aspect of the application process or need additional information, please contact the recruitment team at [recruitment@apollopartnershiptrust.uk](mailto:recruitment@apollopartnershiptrust.uk)