



COLLABORATIVE LEARNING TRUST

Working Together to Secure Success

INFORMATION FOR APPLICANTS

ESTATES MANAGER

**Scale PO6 (Points 40-43): Actual salary £43857-£46845 per annum OR
Director 40 Scale (Points 1-5): Actual salary £46693-£51362 per annum
according to skills and experience**

37 hrs pw all year round

Permanent

Required as soon as possible

Thank you for your enquiry regarding this post.

Please look on the Prince Henry's Grammar School website for more information about the Trust and for relevant policies e.g Child Protection etc.

<https://www.princehenrys.co.uk/page/?title=Collaborative+Learning+Trust&pid=47>

You will find in this booklet:

- Information about the post
- Information from the CEO
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the HR Office.

The closing date for applications is Monday, 21 June 2021 at noon. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately and interviews will be held during the week commencing 28 June 2021.

Following the closing date, a recruitment panel will read the information provided and ensure it matches our person specification, shortlisted candidates will then be invited in for interview and references taken. On the interview day a number of sessions may be organised which may include completing a typing, written or data task, meeting with students or, dependent on the role, a combination of the above. The results of these sessions will inform the panel in their decision to take candidates through to a formal interview.

The Trust is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure & Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

All schools in the Collaborative Learning Trust are non-smoking sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THIS POST

POST OF ESTATES MANAGER

The Estates Manager for the Collaborative Learning Trust is based at Prince Henry's Grammar School, Otley. Currently, the role comprises two specific functions:

- Leadership of the Site Team at Prince Henry's Grammar School, including the maintenance and day-to-day running of the site;
- Management of the property and land portfolio across all three schools in Trust, including the delivery of a quality estates services support function and all matters pertaining to Health & Safety.

In practice, this means that the post currently includes direct line management of all members of the Site Team at Prince Henry's Grammar School, as well as a support role for the Site Superintendent at Bramhope Primary School and at Hunslet St Mary's Primary Academy.

The postholder works closely with members of the Senior Leadership Team at all three schools, as well as with other members of the Trust's central Operational Leadership Team. S/he is also able to draw upon specialist support from an external Health & Safety consultant.

It is likely that staffing structures and responsibilities may evolve with the anticipated growth of the Trust in coming years and the advertised grade and salary of the post takes account of future developments in this respect.

Holiday entitlement for this salary grade is 28 days increasing to 33 after 5 years' service. Notice period for grades PO6 and above is 12 weeks.

COLLABORATIVE LEARNING TRUST SCHOOLS

Prince Henry's Grammar School

Prince Henry's has a well-deserved reputation for high standards and excellence. As a popular and highly successful secondary school in Otley with over 1,600 students, it continues to deliver high quality education to young people aged 11 to 19. The school is situated in very attractive grounds located on the edge of the market town of Otley. Part of the buildings date back to 1922 whilst the newest parts of the building were opened in 2008. Over the past ten years there has been over £2.5 million of investment through the Government's Condition Improvement Fund, including several refurbishment projects and the development of an under-used quadrangle in the historic Lower School building into a new sixth form café and seminar area, together with additional classrooms.

The Site Team at Prince Henry's is currently made up of the following posts:

- Estates Manager for the Collaborative Learning Trust (i.e. the post advertised)
- Maintenance Supervisor/Specialist Joiner
- Maintenance/Grounds Operatives (full time) x 3

The Site Team's principal role is to maintain an efficient, effective and attractive campus and building. This includes undertaking routine preventative maintenance works as well as specific improvement projects, although general cleaning services are provided by an external contractor. Grounds maintenance works are also undertaken by the school's Site Team.

For more information about Prince Henry's Grammar School, please visit the school's website [here](#).

Bramhope Primary School

Bramhope Primary School, Leeds is an exceptional, oversubscribed school with a reputation for providing an all-round education for pupils. As a warm and welcoming school with 280 children it is an important part of the local Bramhope village community. In response to community need, a temporary bulge cohort of 20 additional Reception places was placed at the school for September 2020. Subsequently, provisional approval has been granted by the Executive Board of Leeds City Council for funding to deliver a permanent expansion at Bramhope Primary School.

For more information about Bramhope Primary School, please visit the school's website [here](#).

Hunslet St Mary's Primary Academy

St Mary's C of E Primary Academy is a voluntary aided primary in Hunslet, Leeds. As a popular, community focused school it aims to develop the potential of all children within a caring Christian community. The buildings have been extended in recent years in order to cater for growth in the school population, with the school now accommodating up to 315 pupils.

For more information about Hunslet St Mary's Primary Academy, please visit the school's website [here](#).

INFORMATION FROM THE CEO

Dear prospective applicant

Thank you for expressing an interest in the Estates Manager vacancy at the Collaborative Learning Trust.

I am delighted to introduce you to the Collaborative Learning Trust. As a recently formed Multi-Academy Trust, founded on existing school partnerships in Yorkshire, we are proud of what we have achieved so far and excited about the future. The Collaborative Learning Trust places children at the very centre of everything that we do. We believe that the provision of key central services by the Trust enables individual schools to focus even more on providing an outstanding school experience for children and young people. Our vision for outstanding, inclusive, nursery to 19 education can only be achieved by building strong partnerships so that schools within Yorkshire are able to draw on the very best practice, wherever that may lie, and share expertise.

There is no doubt that working together in a formal partnership brings many benefits. At the same time, the Collaborative Learning Trust differs from many Trusts because we also recognise the importance of autonomy. Every school has its own context and challenges, so will need to respond to these specific needs, whilst working towards a shared vision, underpinned by shared values. This is why we have created a Trust that welcomes all schools from across our region. Our legal structure means that church and non-church schools can work together as part of our Trust. This means that all types of school will be able to benefit from our high quality central services, school improvement support and access to best practice. All types of school are able to maintain their individual identity. This is what makes the Collaborative Learning Trust so special.

Across the Trust a number of services and benefits have been developed including such things as annual flu vaccinations, access to Cycle to Work and Computer schemes, corporate gym membership, staff takeaway meal service through Prince Henry's Diner plus social events organised by school Staff Committees. There is also an opportunity for the children of staff to access the excellent education available at the Trust schools in line with their Admissions Policies.

I hope that after reading the information about our Trust and the vacancy you will want to submit an application. Please clearly describe your relevant knowledge and experience (see Person Specification) in the appropriate sections of the application form and explain why these make you an ideal candidate for this post.

Yours faithfully



Ms Janet Sheriff OBE
CEO, Collaborative Learning Trust
Executive Headteacher, Prince Henry's Grammar School

JOB DESCRIPTION

ESTATES MANAGER FOR THE COLLABORATIVE LEARNING TRUST

Name:	
Subject:	Estates Management, Health & Safety
Allowances:	PO6 (Points 40-43) OR Director 40 (Points 1-5)
Contract:	Permanent
Hours:	37 per week all year round 8.00 am - 4.30 pm (4.00 pm on Friday)
Responsible to:	Assistant Headteacher: Learning Community (Prince Henry's) CEO (Collaborative Learning Trust)
Line Manage:	Site staff

Purpose of Role:

The primary focus of this role is to lead the management of the property and land portfolio across the Trust, including the delivery of a quality estates services support function.

The post holder is responsible for the maintenance and the day-to-day running of the site and facilities across the Trust, leadership of site staff and liaison with / co-ordination of agencies employed for site maintenance. S/he is also responsible for oversight of all aspects of health and safety across the Trust.

The post holder is expected to have relevant technical skills in addition to the ability to strategically plan for effective estates development to give excellent value for money.

In addition, the post holder will identify opportunities and develop strategies to optimise the use and income generation of land and buildings, and further strengthen financial sustainability through a traded services offer for other schools/organisations.

The post has been advertised as 37 hours per week and advises that some flexibility may be required. This refers to additional hours and evening and weekend working as necessary to support the rest of the team.

Specific Duties:

1. To work strategically with other members of the Operational Leadership Team and each school's Senior Leadership Team in planning a programme leading to the upgrading of the site and buildings.

2. To produce a fully costed 3-5 year estates plan for each school, including:
 - Forward maintenance and life-cycle planning with the aim of maintaining or improving the overall condition of the estate and reducing backlog maintenance issues
 - Statutory compliance processes (gas, water safety, asbestos, electrics, etc.).
 - Increased preventative maintenance and a corresponding reduction in reactive work and breakdowns
 - Capital building / expansion / refurbishment priorities
3. To establish, lead and manage revenue generation programmes related to estates management and health and safety, including a traded services offer for other schools/organisations.
4. To identify opportunities for, and take a lead role in, preparing applications for funding for capital projects, working closely with members of the Operational Leadership Team and each school's Senior Leadership Team.
5. To lead on property and land data for the whole Trust, establishing an asset database for each school, including condition information, which enables maintenance works to be forecast, monitored and managed.
6. To undertake estates due diligence checks for schools intending to join the Trust.
7. To ensure that a systematic programme of repairs, maintenance and enhancement is undertaken for all schools across the Trust, including the implementation and management of a Planned Preventative Maintenance programme.
8. To prepare specifications / tender documentation and manage tendering processes, to ensure value for money and quality solutions for a range of capital building, maintenance, refurbishment and improvement projects.
9. To undertake the role of Project Manager for capital building, maintenance, refurbishment and improvement projects, where appropriate.
10. To be responsible for all Health and Safety issues, including risk assessment, ensuring that all areas of the Trust's estates and practices comply with current statutory requirements.
11. To work with the Director of Business and Finance to set, maintain and monitor accurate budgets relating to estates management, in accordance with financial regulations, to the level required by the Financial Management Standards.
12. To effectively supervise and line manage site staff in line with the Trust's line management structure, overseeing, monitoring, recording, evaluating and quality assuring their daily work routines, with the assistance of supervisory staff.
13. To ensure that a weekly inspection of each school's site and buildings is undertaken by supervisory staff, recording defects, arranging repairs and keeping a progress record.

14. To monitor all contracts relating to estates management, reviewing them on a regular basis to achieve best value across the Trust, in line with Financial Management Standards.
15. To commission and liaise with outside contractors, ensuring that the quality of work carried out is to a high standard, following up on issues when necessary and authorising the payment of invoices.
16. To lead, organise and manage all necessary fire safety precautions and equipment, including termly fire practices, working with the Fire Service to ensure that all appropriate regulations and advice are followed
17. To oversee evacuation / invacuation / lockdown procedures, along with each school's Senior Leadership Team, in the event of a fire or other emergency.
18. To be responsible for effective and secure opening and locking of each school's buildings and site, in line with agreed procedures.
19. To be responsible for site security across the Trust, ensuring there is effective response to call-outs in the event of break-ins.
20. To ensure that all intruder alarm systems comply with the requirements of the Police Service, and that all security and safety equipment is fully operational, reporting any malfunctions to the appropriate company.
21. To have overall responsibility for extended use of the site and facilities e.g. internal and external lettings and community use of the buildings, working with the Admin Manager: Marketing and Community Engagement and developing (in consultation with the Operational Leadership Team / each school's Senior Leadership Team) strategic plans to improve impact and value for money.
22. To ensure procedures are in place for the efficient opening and closing of the buildings/site out of normal school hours, as required, in relation to lettings, community use, contractors, school productions etc.
23. To prepare regular reports for the Board of Trustees, school Senior Leadership Teams, Local Governing Boards, etc.
24. To promote and maintain a high quality and tidy working environment across the Trust's estates e.g. cleaning, grounds, temperature etc.
25. To take a lead role in the recruitment of site staff across the Trust.
26. To deal with any unforeseen problems across the Trust, relating to estates management, as they arise.
27. To encourage site staff to deal with staff, parents, students and members of the public in a friendly and effective manner, and encouraging them to maintain high standards of professional behaviour and appearance at all times, taking appropriate action where standards fall below those expected by the Trust.

28. To ensure all resources e.g. tools, materials, equipment etc are well-maintained and stored appropriately in a clean and tidy condition and listed on the Trust's inventory.
29. To take a lead role in driving environmental sustainability across the Trust, with a particular focus on energy and carbon management, buildings and construction and waste management and recycling.

Generic responsibilities:

30. To set a good example to all students in their presentation and their personal conduct.
31. To be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person.
32. To be aware of equal opportunities legislation and, along with colleagues, work towards ensuring that the Trust complies with its requirements.
33. To contribute to the ethos, aims and objectives of the Trust including the Trust's commitment to safeguarding and promoting the welfare of children and young people.
34. To appreciate and support the role of other professionals.
35. To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times
36. To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school/Trust
37. To recognise own strengths and areas of expertise and use these to advise and support others
38. To participate in the Trust's Performance Appraisal process and seek to develop further skills through professional development opportunities.
39. To attend and participate in regular meetings, training, including whole school training events, and other learning activities as required
40. To carry out any other duties commensurate with the grade of the post, as directed by the CEO

The Trust/School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

VARIATION IN ROLE

Given the nature of the role and the educational environment, it must be accepted that, as the Trust develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

PERSON SPECIFICATION

TITLE OF POST		ESTATES MANAGER	
AREA		Estates Management, Health & Safety	
SPECIFICATION PREPARED BY		LNC	
DATE		May 2021	
Skills & Abilities		Essential/ Desirable (E/D)	How identified
1.	Ability to develop and sustain good working relationships with colleagues, students, parents/carers, Governors, Trustees, external contractors and other agencies	E	Application and Selection process
2.	Excellent interpersonal and communication skills	E	
3.	Ability to manage time effectively, multitask and complete tasks / projects on time	E	
4.	Exceptional leadership skills and ability to motivate and inspire colleagues	E	
5.	Proven capacity to work innovatively, both independently and as part of a team	E	
6.	Ability to lead teams and prioritise the work of others	E	
7.	Ability to think and act strategically	E	
8.	Innovative and creative approach to developing solutions	E	
9.	Tenacity, flexibility and the ability to work under pressure	E	
10.	Ability to organise and develop effective systems	E	
11.	Excellent literacy and numeracy skills	E	
12.	Excellent ICT skills	E	
13.	Ability to write reports, letters, documents etc in a focused and highly professional manner	E	
14.	Strong project management skills	E	
Knowledge		Essential/ Desirable (E/D)	How identified
1.	Health & safety regulations including risk assessment, and how they apply in a school environment	E	Application and Selection process
2.	Building legislation (e.g. CDM, DDA)	E	
3.	DfE Good estate management for schools (GEMS)	E	
4.	Planned preventative maintenance programmes and statutory maintenance	E	
5.	Budget management and best value procurement	E	
Experience		Essential/ Desirable (E/D)	How identified
1.	Experience of working in an Estates or Facilities Management environment	E	Application and Selection process
2.	Proven track record of managing others effectively	E	
3.	Proven track record of driving improvement	E	
4.	Experience of health & safety and statutory compliance in relation to Facilities and Estates Management	E	
5.	Experience of successful project management	E	
6.	Experience of working in an educational setting	D	
7.	Experience of working across multiple sites	D	

Qualifications & Training		Essential/ Desirable (E/D)	How identified
1.	GCSE English & mathematics Grade A*-C or equivalent	E	Application and Selection process
2.	Degree or equivalent professional qualification in a relevant discipline (e.g. premises management, building surveying), or appropriate work experience	E	
3.	Relevant health & safety qualification (e.g. IOSH Managing Safely or equivalent)	E	
4.	NEBOSH Certificate-level qualification	D	
5.	Evidence of recent relevant professional training	D	
Other Requirements		Essential/ Desirable (E/D)	How identified
1.	Ability and desire to learn new skills and to take part in further training	E	Application and Selection process
2.	Professional demeanour and appearance with the ability to maintain confidentiality	E	
3.	Trust and integrity	E	
4.	Confidentiality and discretion	E	
5.	Prepared to work flexibly to meet the best interests of the school. This may include some evening meetings/work	E	
6.	Commitment to upholding the Trust's aims, procedures and policies	E	
7.	Commitment to continued professional development	E	
Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How identified
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff, and the action to take if necessary	E	
Circumstances - Personal		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	Driving is a feature of this post – should have a clean licence and appropriately insured (e.g. business use)	E	
3.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
4.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration

GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

References

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees. If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required. Safer Recruitment procedures require that we contact at least one referee before interview.

Employment History

Please list previous appointments in sequence, current or most recent first. Please include your grade/amount of salary in the Position Title e.g. Teaching Assistant B1 £12000. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

Education History

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:1. Please list all A levels together in one box and all GCSEs together in one box along with the grades obtained.

Other Courses or Professional Development

Please include any professional development that may be relevant including dates and grades obtained.

Information to address the Person Specification

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.