



JOHN TAYLOR MULTI ACADEMY TRUST
c/o John Taylor Free School
Branston Road, Tatenhill
Burton upon Trent, DE13 9SA

Estates Manager (Grade 13 – SCP 49-53)
Intended start date - 5 September 2022 or as soon as practicable

37 hours per week (permanent and working whole year)
Salary range: £53,785 - £58,054

John Taylor Multi Academy Trust (JTMAT) is seeking to appoint an Estates Manager who will contribute to the strategic and operational planning of school premises and facilities within the Trust (5 secondary and 11 primary schools and growing). This is an exciting opportunity to work with us to ensure the Trust makes best use of available resources to develop and improve its premises and facilities offer to schools, whilst ensuring a high quality, consistent and compliant service is provided.

The role will provide support and strength to the Trust and its school-based premises staff and would suit someone who has experience of site management in an educational or other multi-site environment. The successful applicant will be able to demonstrate a strong background in premises management (including contract management, procurement and compliance), health and safety knowledge and awareness, have good communication, organisational and negotiating skills and have the ability to lead and inspire teams and individuals.

The postholder will be responsible to the Chief Operating Officer and in due course, will have line management responsibility for an Estates Officer role. The post requires an experienced professional who shares our values and ambitions and is comfortable to deliver a diverse range of skills.

The postholder will be based at the Trust Offices (currently based at Tatenhill but relocating to Fradley Park in September 2022) but the role will involve travel between our schools so a full driving licence and daily access to a car is essential. Your remit will include managing premises compliance and capital development, health and safety and site security, together with responsibility for the selection and monitoring of catering, cleaning, utilities and other contracts to ensure best practice and best value is achieved.

This is an exciting opportunity if you are someone who enjoys working with a variety of people across multiple settings. The successful candidate must be able to rise to the technical challenge, but it will be equally important that they are able to communicate successfully with leadership and operational colleagues positively and supportively, enabling the best possible outcomes across the Trust.

Further information and application packs are available to view or download from our website www.jtmat.co.uk. Please note that CVs are not accepted, only fully completed application forms should be submitted for shortlisting to: hr@jtmat.co.uk. If you have any specific queries not addressed in the application pack, please contact the Chief Operating Officer: b.mahoney@jtmat.co.uk

Closing date: 9am on Monday 4th July 2022
Interview Date: Monday 11th July 2022

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the (Exceptions) Order 1975 (2013 and 2020). This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a caution or conviction should

be disclosed can be found on the Ministry of Justice website: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](#)

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced disclosure and barring service check is a requirement of this post. A copy of the Trust's 'Safeguarding Policy' is available to view by visiting the website: www.jtmat.co.uk