



## MAC ESTATES MANAGER RECRUITMENT PACK

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SEPTEMBER 2025

# Welcome from St Teresa of Calcutta MAC



The Saint Teresa of Calcutta MAC exists to serve and encourage young people to discover their God-given gifts and talents. With the example of Christ as our centre, we focus on what unites us as children of God and the messages of love, service, mercy and compassion found in the Gospel to create a caring and loving environment in which the children of our communities can become spiritual, inspired, successful citizens of the world.

Our upcoming expansion of St Teresa of Calcutta MAC to a family of 12 schools necessitates additional support to manage the buildings and estate.

The Directors wish to appoint an Estates Manager to oversee estates, health & safety, and compliance across our schools. We are looking for someone who can demonstrate exceptional levels of planning and organisation, combined with excellent decision-making skills and the ability to positively influence change.

The Estates Manager will lead on estates management across the MAC in line with the priorities of the Strategic Plan.

We hope that as you find out more about this exciting post, you will be inspired to apply and we look forward to receiving your application.

With best wishes



Andrew Cullinane  
**Chair of Directors**



Prof. Paul Ryan  
**Chief Executive Officer**





## About the MAC

The MAC was formed on 1st May 2019, with two secondary schools and one primary (Archbishop Ilsley, Holy Trinity and Holy Souls). Three further primary schools joined in September 2021 (St Chad's, St Joseph's and The Rosary).

The Trust is undergoing an exciting period of growth, with a further six primary schools set to join us over the coming months.

Our schools are all situated within four miles of the cultural and commercial centre of Birmingham. Active engagement with families and parish and local communities is key to their individual strengths.



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## Our schools



St. Joseph's Catholic Primary School



Holy Souls Catholic Primary School



The Rosary Catholic Primary School



St. Chad's Catholic Primary School



Archbishop Ilsley Catholic School



Holy Trinity Catholic School



St Clare's Catholic Primary School



St Francis' Catholic Primary School



St Vincent's Catholic Primary School



St Teresa's Catholic Primary School



St Ambrose Barlow Catholic Primary School



St Augustine's Catholic Primary School



# About the Role

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The Directors wish to appoint a leader to oversee estates, health & safety, and compliance across our schools.

We are seeking an Estates Manager with experience in leading and managing a team. You will demonstrate exceptional levels of planning and organisation, combined with excellent decision-making skills and the ability to positively influence change. The ideal candidate will have excellent interpersonal skills and can communicate enthusiasm and vision to others.

The successful applicant will:

- Oversee all aspects of the MAC estate, including upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements.
- Lead refurbishment, expansion and other building advancements in terms of bidding, developing, procuring and implementing building projects within the Academies.
- Liaise with the Estate Management Team, consisting of School Business Managers, Premises Managers, Caretakers, Cleaners and Catering Staff across the schools.
- Develop, review and monitor premises-related policies to ensure compliance across the MAC.





# Job Description

**Post:** MAC Estates Manager

**Contract:** Full-time, permanent (36.5 hours per week all year round)

**Salary range:** Grade 5 (£42,839 to £51,356)

**Reports to:** Chief Finance Officer

**Location:** The role will be part of the St Teresa of Calcutta Central Services team, flexible and mobile working is encouraged. Travel across all academy sites is required

**Key liaisons:** Executive Team, Site Teams, School Leaders, Support Services Teams and External Stakeholders

**Start date:** January 2026 or earlier by arrangement

## PURPOSE OF THE ROLE:

To strategically lead on Estates Management across the MAC in line with the priorities of the Strategic Plan. To manage all aspects of the MAC Estate, including upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements. To manage refurbishment, expansion and other building advancements in terms of bidding, developing, procuring and implementing building projects within the Academies. Responsible for developing, reviewing, and monitoring premises-related policies to ensure MAC compliance.

## KEY RESPONSIBILITIES:

### DELIVERY OF THE TRUST ESTATE STRATEGY & ASSET MANAGEMENT PLAN

- To be responsible for the MAC 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 MAC to deliver the objectives for each individual academy and the MAC, including ensuring a key focus on sustainability.
- Ensuring an effective and compliant Estate service to the MAC that is in line with the DfE Good Estate Management Guidance
- Supporting the CFO with the development of bids for capital funding opportunities.
- Leading on the project management of building projects, with support from external advisors where needed. Acting as project lead for the MAC, paying particular attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety, and ensuring that value for money can be evidenced in all awarded contracts.



# Job Description

- 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.

## ASSET MANAGEMENT & BUILDING MAINTENANCE

- Developing and ensuring implementation and maintenance of easily accessible and auditable Estate management software, records for asset maintenance and management, including records of inspections, maintenance requests, complaints, costs and repairs.
- Leading on the management of effective Asset Management data, including site plans, floor plans and condition surveys for the MAC estate, including data returns to the DfE where needed.
- Development and Management of a 5 Year Capital Programme, a maintenance programme, effective scheduling for each site and cyclical maintenance in terms of decorating, carpet replacements and blinds, etc, that enables an effective programme of work, which is costed out and fed into the MAC budgeting cycle.
- Proactive engagement and management of professional contractor services, to ensure that services are procured in line with academy financial/procurement regulations and the delivery of high quality and cost efficient services, in line with contract specifications; Ensuring that all estates and facilities management systems, processes and practices are consistent across all of the academies and are synchronised and co-ordinated to achieve maximum efficiencies.
- Responsible for providing any premises related pre conversion due diligence for any new schools joining the MAC.
- Ensure the grounds are effectively maintained, including the management of the grounds maintenance contracts.

## ESTATE MANAGEMENT TEAM

- To liaise with the Estate Management Team, consisting of School Business Managers, Premises Managers, Caretakers, Cleaners and Catering Staff across the schools.
- Responsible for the appropriate deployment of estates and facilities staff across all Academy schools, ensuring adequate levels of staffing.





# Job Description

## ESTATE MANAGEMENT TEAM

- Lead and develop premises and estates staff to ensure the MAC has an effective, engaged and high performing team with the right skills and experience to deliver a high-quality premises and estates management service.
- Develop and implement working procedures and standards for all premises and estates staff.

## SOFT FM

- Support school leaders with overseeing the delivery of catering and cleaning services, which are a mixture of in-house and outsourced, to ensure the service meets the needs of the schools.
- Work with MAC schools and the MAC Business Manager to ensure effective contract management for the outsourced estate service contracts.

## HEALTH AND SAFETY

- Responsible for the monitoring and evaluation of MAC health and safety plans to ensure legal compliance, including staff training.
- Ensure general and specific risk assessments are carried out and recorded in line with all health and safety requirements and that a culture of positive risk management is embedded across all sites.
- Oversee and act upon the findings of health and safety audits across all areas of the MAC.
- Ensuring that accident/near miss incidents are effectively investigated and reported.
- Ensuring that in all activities undertaken, the MAC 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, etc.



# Job Description

- Acting as the MAC's Project Manager and responsible Health and Safety Coordinator for Construction Design Management projects. Also, to act as the MAC's Asbestos Control Manager and the Legionella Control and Health and Safety Manager.
- Ensuring that statutory and non-statutory testing and inspections are completed in a timely manner and by staff/ contractors who are appropriately qualified.
- Ensuring that all health and safety management systems, processes and practices are consistent across all of the academies and are synchronised and co-ordinated.
- Co-ordinating and ensuring implementation of the MAC's responsibilities in relation to maintaining health and safety statutory documentation.
- Reviewing and developing existing and new policies in line with statutory requirements and managing any necessary consultation process.
- Ensuring 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 staff, students and visitors.

## FIRE AND SECURITY

- Ensure that all systems are regularly maintained and tested, appropriate records are kept, and all related policies and procedures are reviewed and updated.
- Oversee the preparation and maintenance of fire risk assessments for MAC sites.
- Be responsible for the development and management of appropriate measures for the security of the MAC sites and buildings and the prevention of theft or damage to MAC property.





# Job Description

## BUDGETS AND REPORTING

- Responsibility for the management of the relevant budgets, ensuring all are expended in accordance with the requirements of the MAC's Financial Regulations.
- Preparing reports for the CEO, Executive Team, MAC Directors, Local Governing Bodies and relevant external bodies (e.g. Health & Safety Executive, Ofsted) in all areas relating to the role, as and when required.

## OTHER DUTIES:

- To undertake additional duties as required, commensurate with the level of the job.
- To contribute to the effective working of the St Teresa of Calcutta Multi Academy Company.
- Maintain positive, professional relationships with students, parents / carers and teachers.
- To participate in induction training, staff review processes and professional development opportunities.
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled.
- The post-holder is expected to familiarise themselves with and adhere to all relevant MAC Policies and Procedures.
- The post-holder must comply with the MAC/School's Health and Safety requirements, specifically for the school they are based at.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

*As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.*



# Person Specification

**Key: E = essential criteria and D = desirable criteria.**

	ESSENTIAL / DESIRABLE
<b>EDUCATION AND QUALIFICATIONS</b>	
Educated to degree level or professional qualification relevant to the management of support services in a complex organisation (or equivalent)	<b>E</b>
Management and/or Facilities related qualification(s)	<b>E</b>
NEBOSH General Certificate or equivalent (L3 C&G NVQ in Health & Safety or NRRQ Certificate in Applied Health & Safety)	<b>E</b>
IOSH or ROSPA approved COSHH training certificate	<b>D</b>
IOSH or ROSPA approved asbestos awareness training certificate	<b>D</b>
Member of IOSH at Associate Technical Level	<b>D</b>
<b>RELEVANT EXPERIENCE</b>	
Experience of managing a facilities service	<b>E</b>
Experience of leading and managing a team to work towards a common goal	<b>E</b>
Experience of identifying problems and bringing positive solutions	<b>E</b>





# Person Specification

**Key: E = essential criteria and D = desirable criteria.**

	ESSENTIAL / DESIRABLE
Experience of being a proactive decision maker who can positively influence change	E
Experience of effective management of a significant budget	E
Experience of emergency planning and contingency	E
Experience in dealing with third-party suppliers, trade, and contractors, ideas and being part of positive change	E
Resource management & strong problem-solving skills	E
Excellent IT skills	E
Exceptional levels of planning and organisation	E
Energy management	D
Facilities role within an organisation that has a safeguarding agenda	D
Knowledge of the sustainability agenda	D



# Person Specification

**Key: E = essential criteria and D = desirable criteria.**

	ESSENTIAL / DESIRABLE
<b>SKILLS AND ABILITIES</b>	
Team-working abilities and a keenness to enable all colleagues to contribute	<b>E</b>
The ability to communicate enthusiasm and vision to others	<b>E</b>
Able to work under pressure and meet deadlines	<b>E</b>
Excellent interpersonal skills	<b>E</b>
<b>OTHER</b>	
Excellent attendance and punctuality	<b>E</b>
Willing to travel to all MAC sites	<b>E</b>
Willing to undertake appropriate training	<b>E</b>



# How to apply...

To arrange an informal, confidential discussion regarding this role, please contact Satis Education on 01744 634654 or email [admin@satiseducation.co.uk](mailto:admin@satiseducation.co.uk)

- **The closing date for applications is:** Monday 29<sup>th</sup> September 2025 at 9.00am
- **Shortlisting:** To be arranged
- **Interviews will take place on:** To be arranged

Please read the information in this pack. If you decide to apply, include a letter with your application form that is no longer than two A4 pages. In your letter, explain your reasons for applying for the position, refer to the information contained in the pack, specifically the person specification and highlight any relevant experience and personal qualities you would bring to the role.

**Please send your application to [admin@satiseducation.co.uk](mailto:admin@satiseducation.co.uk)**