



NWAT Estates Officer

Job Application Pack



ABOUT NORTH WEST ACADEMIES TRUST

At North West Academies Trust we believe that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our pupils.

As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residential, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

We believe our schools should inspire excellence, offering world-class, safe environments where both students and staff can thrive in and out of the classrooms.



“Opening Children’s Eyes to the Wonderful World of Possibility”



ABOUT THE ROLE

We are seeking to appoint an experienced, ambitious and highly skilled Estates Officer who will join the Trust at an exciting time of growth and innovation.

We have already completed extensive building project work at a number of our schools, including: Rudheath Senior Academy, Grosvenor Park CofE Academy and Ellesmere Primary School.

The job now is to build on those successes, secure new opportunities, and ensure all schools in the trust are maintained to the highest standard.

The Estates Officer will provide operational leadership for all matters related to the Trust's premises, facilities, and health & safety. Implementing Trust-wide policies and procedures, delivering strong facilities management leadership in the organisation and the planning of maintenance, security, transport, buildings, and grounds.

For newly-affiliated schools joining the trust, the Estates Officer will provide essential guidance and support in building and estates compliance. You will ensure a solid understanding of new building systems and establish best practices for effective estate management.

You will be an expert in health & safety legislation and practice, and have extensive knowledge of good estate management, with excellent proficiency in written and verbal communication and the ability to work with a range of stakeholders, including external authorities/bodies, headteachers, business managers and caretakers alike.

This is more than a job—it's an opportunity to shape the future of our schools and create environments where everyone can excel.



KEY RESPONSIBILITIES

Facilities Strategy:

- Ensure best value in multi-location work.
- Create and implement a capital development programme and Estate Management Plan.
- Provide out-of-hours emergency support and key holder responsibilities.

Team Leadership:

- Manage and mentor Site Managers and central facility staff.
- Collaborate with headteachers and provide CPD opportunities.
- Support capital funding bids.

Compliance Monitoring:

- Monitor health and safety legislation, advising on compliance.
- Lead risk and emergency management strategies.

Health & Safety Leadership:

- Act as the Trust's Health & Safety Coordinator, ensuring compliance with COSHH and Health & Safety at Work Act.
- Serve as Asbestos Control Manager, Fire Safety Lead, and Legionella Control Manager. Conduct annual reviews and stay updated on legislative changes.
- Develop and communicate health & safety policies and oversee staff training.

Budget Management:

- Oversee and manage budgets, providing accurate financial information.

Information Management:

- Maintain records and ensure data protection and confidentiality.

Collaboration with Stakeholders:

- Ensure effective collaboration with headteachers and Trust Managers.
- Foster strong relationships with site teams.

Sustainability Initiatives:

- Develop energy conservation practices and reduce the Trust's carbon footprint.
- Work towards carbon neutrality.
- Oversee contractors, waste management, and disaster recovery plans.

Safeguarding:

- Ensure contractors have appropriate DBS checks.
- Promote the welfare of children and comply with child protection policies.

PERSON SPECIFICATION

Qualifications

- Management Facilities related qualification, NEBOSH General Certificate or equivalent qualification, Maths and English at GCSE (or equivalent) and IOSH or ROSPA approved asbestos awareness training (desirable).

Experience

- Extensive facilities management and health & safety experience.
- Proven experience in building operations and maintenance.
- Experience in managing third party suppliers and contractors.
- Budget management and strategic planning abilities.
- Proficiency in training programs and facilities management software.
- Experience of leading and developing team members.

Skills

- Leadership, problem-solving, and decision-making abilities.
- Good knowledge of building systems/construction methods and managing refurbishment projects.
- Proficiency in facilities management software and Microsoft Office.
- Organisational and multitasking skills.

Personal Attributes

- Detail-oriented, proactive, and strong interpersonal skills.
- Commitment to safety and sustainability.
- Self motivated with a can do attitude.
- Calm and resilient when working under pressure.

ROLE SPECIFIC INFORMATION

Contract:	Permanent
Hours per week:	35 hours, 52 weeks per year
Salary:	£45,000 - £50,000
Responsible to:	Chief Executive Officer (CEO)
Staff Managed:	School-based site staff and central facilities members across the Trust
Closing Date:	Monday, 21st October 2024 at 9.00am
Shortlisting:	Monday, 21st October 2024
Interviews:	Week commencing 21st October 2024



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What we offer our staff:

- Flexible working arrangements.
- Hybrid working arrangements around business needs.
- Access to local government pension scheme with employer contributions of 21.8%.
- Enrolment to the Medicash Proactive Health Plan to help with costs of everyday healthcare.
- Bespoke professional development opportunities.
- Travel expenses.
- Access to 24/7 Employee Assistance Programme.
- Accredited counsellor to offer wellbeing support for all staff.
- Positive recognition culture.
- Open door policy for communication across the Trust.
- Opportunity to contribute to the growth and development of NWAT.

RECRUITMENT INFORMATION

How to apply

Should you wish to apply – in the first instance please send your up-to-date CV to cbooth@nwatrust.co.uk by the closing date and time.

To comply with the Trusts Safer Recruitment Policy all shortlisted candidates will be expected to complete the NWAT model application form for support staff.

Closing date: Monday 21st October 2024

Time: 09.00am

Safeguarding Commitment

The North West Academies trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation