The Futures Trust

BUILDING BRIGHTER FUTURES

Estates Projects & Compliance Manager

Recruitment Pack

BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.

4
Primary Schools

6
Secondary Schools

9000+
Students

1300+
Staff

Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

The Futures Trust
BUILDING BRIGHTER FUTURES

The Futures Trust is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.

Job Details

JOB TITLE	ESTATES PROJECTS & COMPLIANCE MANAGER
OPPORTUNITY	This is an exciting time to join The Futures Trust. We have an opportunity for an excellent Estates Projects and Compliance Manager who will provide effective and efficient strategic and technical management of premises projects and site compliance. This role is pivotal in delivering safe, sustainable, and high-quality learning environments that support educational excellence and long-term organisational sustainability. The postholder will lead on compliance, health & safety and environmental initiatives, ensuring the Trust's estate is fit for the future and aligned with its strategic priorities.
REPORTING TO	Associate Director - Estates
LOCATION	Supporting all schools across the Trust
SALARY / HOURS	Grade 8 - £45,580 - £52,992 per annum Mon – Thu: 8.00 am – 4.00 pm, Fri: 8.00 am – 3.30 pm 37 hours per week, all year round
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements **www.thefuturestrust.org.uk/why-work-for-the-futures-trust**

Job Description

Job Purpose:

The Estates Projects and Compliance Manager provide effective and efficient strategic and technical management of premises projects and site compliance.

This role is pivotal in delivering safe, sustainable, and high-quality learning environments that support educational excellence and long-term organisational sustainability. The postholder will lead on compliance, health & safety and environmental initiatives, ensuring the Trust's estate is fit for the future and aligned with its strategic priorities.

Key Responsibilities:

- Providing support to the Trust Associate Director of Estates with larger project works and with the implementation of new Trust strategies.
- Responsible for all site and building compliance throughout the Trust.
- Working alongside the Premises Teams to maintain the school 'Local Asbestos Management Plan' and advise staff and school leadership teams with safe management procedures. Arrange and coordinate asbestos management surveys and works. Provide support for premises teams with the management of Legionella, including risk assessments and risk assessment works.
- Assist in managing the annual estates budgets and local project budgets; to include creation of order requests, appraisal and approval and delivery sign off in line with Trust procurement policies.
- Assist the Trust with site utility management and energy management initiatives, including local renewable energy contracts, co-ordination of renewable energy readings and liaison with relevant government departments.
- Provide health and safety and estates technical advice and support to all school departments, Premises Teams and Operations Managers; supporting the Operations Managers and Premises Teams with school health and safety management including audits, surveys, risk assessment and documentation.
- Management and the co-ordination of estate contracts, contractor health and safety and arrangements.
- Prepare designs and plans for schemes and changes to buildings and area layouts.
- Carry out preparation of minor project specifications in line with local planning, building regulations and CDM regulations. Tendering of works in line with Trust procedures, award of contracts, appointment of contractors and contract administration.

- Ensure the management of contract and project works so as to present minimal disruption to teaching and school operations.
- Routinely monitor and record estates and building condition to ensure compliance, safety and the upkeep of the site.
- Manage and maintain the Trust asset management system advising of life cycle items for the Estates Management plan and Strategy.
- Manage and maintain the Trust compliance management information using the school cloud-based software package. To schedule inspections and administration of service information and reports.
- Provide monthly compliance reports to all schools and keep the Trust informed of any Building Compliance Issues.
- Work with various consultants and advisors to the school to support school initiatives and improvements.
- Prepare formal written papers and reports to inform school senior leadership and Trust on Estates related matters.
- Provide on-site support to the schools and Trust with major project works, including attendance at meetings, management of contractors and safe working.
- Advise school leadership of changes to premises and estates legislation that may impact on teaching and budget.
- Assist with overseeing the work and professional development of any school level colleagues undertaking relevant work.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Estates Projects and Compliance Manager are up to date.
- Be a professional role model and understand and promote the aims of the values of the Trust.

Person Specification

AREAS		ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EDUCATION AND QUALIFICATIONS	• A minimum of HNC \ HND qualification in an Estates \ Buildings related subject.	X	
	• Full driving licence and own Transport	X	
	• Evidence of continuing professional development in estates leadership, sustainability, or capital project management	X	
	• A relevant degree level qualification or equivalent experience in an engineering or estates-based vocation		X
	• Health and safety IOSH or NEBOSH Qualification		X
	• Health and safety IOSH or NEBOSH Qualification		X
	• A City and Guilds, NVQ or other recognised qualification in craft skills at Level 3 or equivalent		X
SKILLS AND ABILITIES	• Highly organised; can prioritise and work well under pressure, meeting strict deadlines and exercising attention to detail	X	
	• Excellent communication skills; able to communicate effectively both verbally and in writing with a range of Audiences	X	
	• Strong interpersonal skills; able to liaise and work with internal and external stakeholders at all levels, and develop effective working relationships	X	
	• Able to consistently produce high quality work	X	
	• Proactive and responsive; able to anticipate needs and to plan work and the efficient and effective use of resources, adapting plans to meet needs	X	
	• Able to identify improvements, make recommendations and produce reports	X	

AREAS	• ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES	• Able to assist the site premises team with technical and operational support	X	
	• Able to utilise advice and guidance from the Trust Associate Director of Estates	X	
	• Able to lead motivate and develop colleagues, to deliver added value	X	
	• Able to monitor and quality assure the work of others and measure service Standards	X	
	• Able to work both as an effective team member, and independently using initiative to problem solve	X	
	• Able to use a range of ICT systems including MS Outlook, Word, Excel and use of bespoke Estates management software packages.	X	
	• Can interpret and present written and numerical data in formats including spreadsheets and written reports	X	
	• Able to read and interpret mechanical, electrical and buildings technical information and drawings.	X	
	• Able to follow the school's safeguarding procedures and recognise when to report any concerns	X	
	• Physically able to carry out the role of an Estates Projects and Compliance Manager subject to reasonable adjustments	X	
	• Previous practical experience within surveying \ building services.		X
	• Basic knowledge using Auto Cad drawing software		X
EXPERIENCE	• Use of CDM regulations, premises, contractor and employee health and safety management.	X	
	• Managing health and safety	X	
	• Managing contractors \consultants and contract administration	X	
	• Carrying out audits /inspections and maintaining compliance	X	
	• Maintaining own professional Development	X	
	• Budget Management	X	
	• Carrying out, maintaining and working in accordance with risk assessments	X	
KNOWLEDGE AND UNDERSTANDING	• Building mechanical and electrical services, regulations and compliance.	X	
	• Knowledge of procurement procedures	X	
	• Energy and utilities Management	X	
	• Relevant regulatory requirements and the need to manage compliance	X	
	• Health and safety requirements including COSHH	X	
	• Asbestos management	X	
	• Matters pertaining to the safeguarding of children and young people	X	
	• Safeguarding staff and students and an appreciation of how safe buildings and settings support this priority	X	

AREAS	• ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
OTHER REQUIREMENTS	• A professional role model committed to their own development and to developing others	X	
	• Committed to and able to promote the vision and values of the Trust	X	
	• Willingness and ability to travel across Trust sites	X	

How to apply

Closing date:
Tuesday 31 March 2026

Interviews:
tbc

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
tel: 02477 102134

To apply for this post, please complete the online application form found at:
www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:
www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Barr's Hill School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.