The Dunstan Catholic Educational Trust

The Dunstan Catholic Educational Trust is a charitable company limited by guarantee. Registered in England and Wales   
under company no. 13306248. Registered office: St Joseph’s Catholic Primary School, Park Avenue, Bridgwater, Somerset TA6 7EE. More information can be found via: www.thedcet

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Head of Estates and Compliance

Application Pack

For Start Date 1st November 2024 or as soon as possible

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Dear Applicant,

Thank you for your interest in the Head of Estates and Compliance role for a start date 1st November 2024

This is an exciting time to join us. The Dunstan Catholic Educational Trust (DCET) opened on 1 March 2022 with six primary schools as one of the first Catholic multi-academy trust’s (MATs) in Clifton Diocese. Since then, the DCET has grown to oversee ten Catholic primary schools based in Somerset, North Somerset and Wiltshire with a combined total of circa 1700 pupils, 300 staff and £10m budget. However, the Bishop’s ambitious growth plan means it is expected to expand to a mix of 20+ primary and secondary schools over the next three years. More details about the Trust, its vision, values and schools can be found via: [The Dunstan Catholic Educational Trust (thedcet.com)](https://www.thedcet.com/)

The Trust seeks to appoint a Head of Estates and Compliance, on a full time, permanent, hybrid basis all year round. The post-holder will be expected to provide independent, expert MAT Estates, Health and Safety and Compliance advice and guidance to the Trust Board and its committees, executive and senior leaders and schools. You do NOT have to be a Catholic but would be expected to uphold its ethos. The Trust offers the career development opportunity to lead and shape estates and compliance, best practice within a growing organisation. The Bishop’s growth plan means you will need to be flexible and proactive in the context of changing organisational needs, strategic priorities and expansion, which could result in managing an increased team over time.

# What We Can Offer You

* Hybrid working and a flexible approach to work life balance
* A working environment that is values led and collaborative
* Employer contributions to the Local Government Pension Scheme
* Excellent career development opportunities as the Trust grows
* Access to continuous professional development
* Annual leave of 30 days plus bank holidays

# Next Steps

**Stage 1** – If you are interested in the role, in the first instance please send your up- to-date CV and contact details to me via the Trust’s HR Assistant: [recruitment@thedcet.com](mailto:recruitment@thedcet.com) Please also advise if you would like an informal conversation before moving to the next stage.

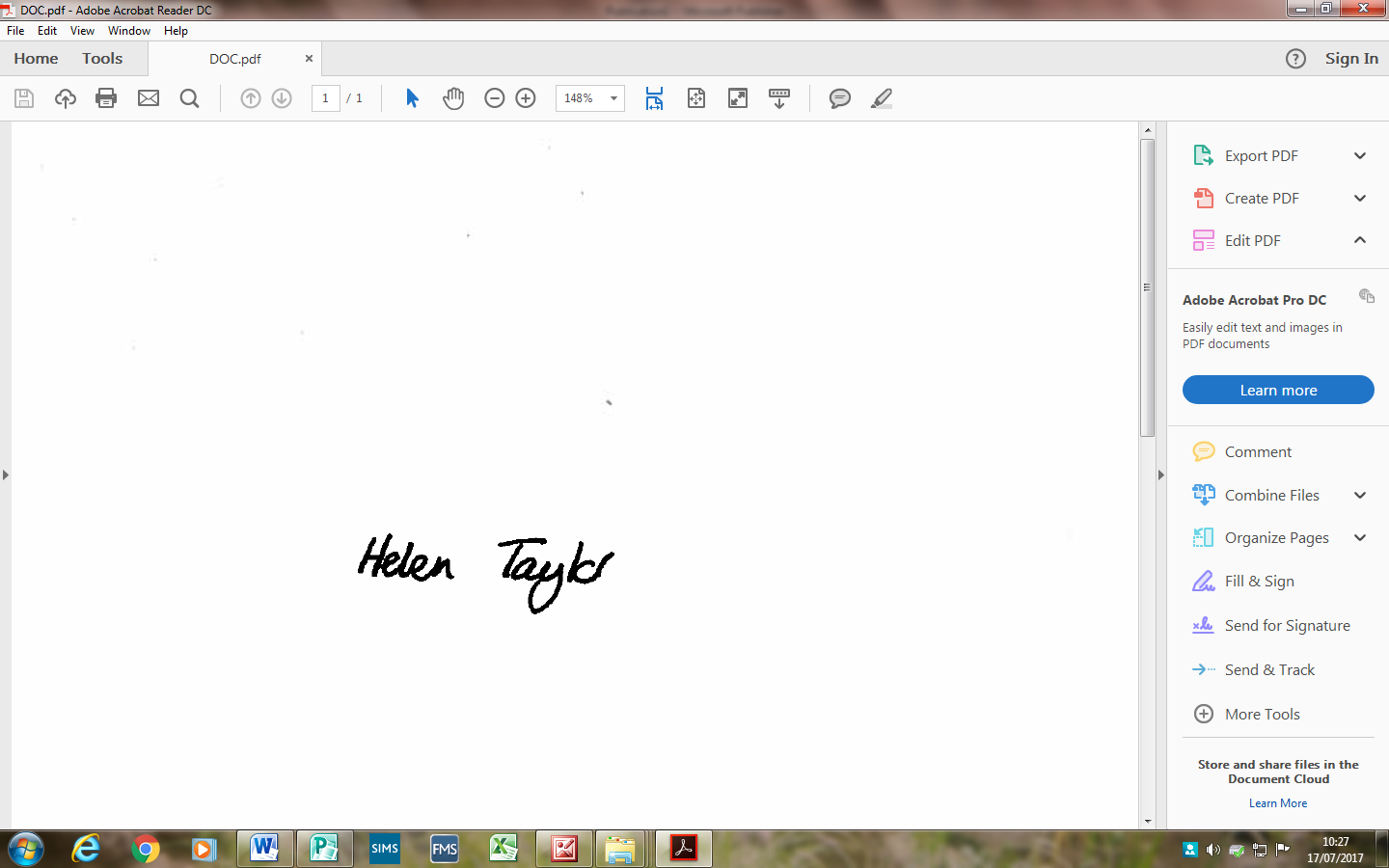
**Stage 2** – to apply formally and comply with the Trust’s safeguarding policy all applicants will need to complete a CES model application for **Support Staff** obtainable at: [Vacancies (thedcet.com)](https://www.thedcet.com/vacancies/) and email it to me via the Trust’s HR Assistant: [recruitment@thedcet.com](mailto:recruitment@thedcet.com) The closing date is Friday 20th September 2024 at 12pm. Interviews will be held on Week beginning 30th September 2024 in one of the Trust’s schools located in Somerset. Please note the closing date and interview date may be brought forward if sufficient high quality applications are received.

The Trust’s privacy notice can be found via: [Privacy and Cookie Policy (thedcet.com)](https://www.thedcet.com/privacy-cookie-policy/)

The Trust is committed to equality, diversity and inclusion and safeguarding. As inclusive employer applications are welcomed from all. Please note for pupil safety, any appointment will be subject to the satisfactory completion of pre-employment checks including an enhanced Disclosure and Barring Service (DBS) check and Section 128 clearance.

I look forward to hearing from you.

Kind regards,



Helen Taylor

CEO of the Dunstan Catholic Educational Trust

# Head of Estates and Compliance Job Description

**Post title:** Head of Estates and Compliance

**Contract:** Permanent, fulltime, all year round

**Salary:** Scale Point 45-50 £54,618-£61,533 (pay award pending)

**Base:** Trust location with travel to schools and flexible working from home

**Accountable to:**  CEO

**Reports to:** CFO

**Line Manages:** future estates team

**Start Date:** 1st November 2024 or as soon as possible

**Responsible for:** for the management of all the property within the Trust, ensuring that all the schools are in line with DCET standards and the requirements placed on us by the DfE and ESFA.

**Main Duties and Responsibilities:**

## **Delivery of the Trust Estate Strategy & Asset Management Plan**

* Prepare a Trust Estate Strategy and Asset Management Plan, including the development of individual estate development plans for each school; to lead the implementation of these plans within the Trust to deliver the objectives for each individual school and the Trust as a whole.
* Ensuring an effective and compliant Estate service to the Trust that is in line with the DfE Good Estate Management Guidance
* Develop bids for capital funding opportunities.
* Lead on the project management of building projects, with support from external advisors where needed. Acting as project lead for the Trust 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.
* Effective liaison on Schools sites with contractors involved in major projects and ensuring that procedures are effective at school level in terms of school staff/contractor liaison.

**Resource Management**

* Prepare and maintain work/inspection and testing schedules; standard operating procedures for all maintenance works, inspection and testing of plant, equipment, tools, facilities, vehicles etc. Ensure all estates and facilities paperwork is kept secure and up to date.
* Working in conjunction with the Executive Leadership Team, plan works programmes, agree budget priorities, and prepare maintenance and capital expenditure plans.
* In conjunction with the CFO and Procurement Lead identify, negotiate, manage and review procurement or contract renewals in relation to Trust estate and facilities in line with Trust financial policies and procedures. Support the preparation of contract specifications and development of service contracts.
* Provide technical advice on procurement issues.
* Identify the need, and be responsible for, securing appropriate licenses, warranties, and insurance.
* Identify, develop, monitor, and evaluate key performance indicators and methodologies relating to the condition and cleanliness of Trust buildings and grounds.
* Take a leading role within the Trust for the development and implementation of a Trust premises and site maintenance and repairs programme.
* Ensure planned maintenance activities are completed on schedule and within budget, and that urgent repairs are completed within approved timescales, so that the Trust environment is safe, comfortable, and fully functional.
* Ensure maintenance schedules meet contractual warranty and insurance requirements.
* Manage estates and facilities budgets, obtaining best value and in accordance with Trust financial control systems and procedures.

**Asset Management & Building Maintenance**

* Development and management of five-year capital and maintenance programmes, including effective scheduling for each site and cyclical maintenance in terms of decorating, carpet replacements and blinds that enable an effective programme of work, which is costed out and fed into the Trust budgeting cycle.
* Responsible for providing any premises related pre conversion due diligence for any new schools joining the Trust.
* Prepare and maintain all computerised / manual records of inspections, works undertaken, and utilities/fuel efficiency.

## **Estate Management Team**

* To line manage the future Trust Health and Safety Officers and have dotted-line management responsibility for Site Managers, Caretakers, and Cleaners and Catering Staff across the Trust schools.
* Work with Trust schools to ensure adequate levels of staffing for the Trust estates, including the right skills and experience to deliver a high-quality premises and estates service.
* Develop and implement working procedures and standards for all premises and estates staff.

## **Soft Facilities Management**

* Support school leaders with overseeing the delivery of catering and cleaning Services to ensure the service meets the needs of the schools.
* Work with Trust schools and the CFO and Procurement Lead to ensure effective contract management for the outsourced estate service contracts.

## **Health and Safety**

* To be responsible for managing all aspects of health and safety matters within the Trust including risk assessments, health and safety policy, fire safety (see below), emergency planning and business continuity plans.
* Responsible for the development, implementation, monitoring and evaluation of Trust health and safety plans to ensure legal compliance, including health and safety strategic development and staff training.
* Ensure that in all activities undertaken, the Trust 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.
* Acting as the Trust’s Project Manager and responsible Health and Safety Coordinator for construction projects.
* Undertake the role of the Trust’s Asbestos Control Manager and the Legionella Control and Health and Safety Manager.
* Ensure that all health and safety management systems, processes and practices are consistent across all Schools and are synchronized and coordinated.
* Coordinate and ensure implementation of the Trust’s responsibilities in relation to maintaining health and safety statutory documentation.
* Review and develop existing and new estates policies in line with statutory requirements and managing any necessary consultation process.
* Ensure 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 employees, students and visitors.
* Ensure self and colleagues comply with Health and Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others including the following:
  + First Aid requirements.
  + Oversee and act upon the findings of Health and Safety audits across all areas of the Trust.
  + Ensuring that accident/near miss incidents are effectively investigated and reported.
  + Liaising with designated personnel within Trust sites that are responsible for aspects of Health and Safety and ensuring that their documentation is up to date.
  + Risk and COSHH Assessments.

## **Budgets and Reporting:**

* Responsible for the management of the relevant budgets, ensuring all are expended in accordance with the requirements of the Trust’s Financial Regulations.
* Preparing reports relating to the Trust estate for the Trust Board, Executive Leadership Team, Local Governing Committees and relevant external bodies (e.g. Health & Safety Executive, Ofsted).

**Other Duties:**

* To undertake additional duties as required, commensurate with the level of the job.
* Maintain positive, professional relationships with students, parents / carers and teachers.
* To participate in induction training, staff review processes and professional development opportunities.
* A commitment to Equal Opportunities, Anti-Discriminatory Practice and being familiar with all relevant Trust Policies and Procedures.

The post holder will be required to comply with the Trust’s policies and procedures.

All employees have a duty to safeguard and promote the welfare of children, young people, and vulnerable adults. It is an essential requirement that employees are aware of the Trust’s Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

**Review**

This job description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder and as directed by the Trust Board.

Person Specification

|  | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| Qualifications and Experience | * Management or Facilities related qualification * NEBOSH General Certificate or equivalent L3 C&G NVQ in health and safety or NRRQ Certificate in Applied Health and Safety. * Maths and English at GCSE (or equivalent) Grade C or above (or equivalent). | * IOSH or ROSPA approved asbestos awareness training certificate |
| Skills and Knowledge | * Good listening, oral and literacy skills. * Ability to prioritise workload to meet deadlines for self and others. * Financial and budget management * Data protection and compliance in relation to record keeping, information retrieval and dissemination. * ICT including Microsoft Office 365 suite of applications. * Facilities management * Building systems and Security Management * Good knowledge of Health and Safety procedures * Good knowledge of building systems/construction methods and experience managing refurbishment works and consultants. * Acts and Policies by Government in the facilities setting | * Knowledge of the education sector, national education policy, guidance and publications * In-depth knowledge and understanding of multi-academy, policies and practice, regulatory framework, applicable legislation, guidance and statutory duties. * Knowledge of Equal Opportunities legislation. * Knowledge of strategic planning and risk management * Public sector expectations of conduct i.e. Nolan Principles and high expectations relating to financial probity, regularity and value for money * Energy management * Facilities role within an organisation that has a safeguarding agenda |
| Experience | * Experience of managing a facilities service * Experience of leading and managing a team to work towards a common goal. * Experience of identifying problems and bring positive solutions * Experience of being a proactive decision maker who can positively influence change. * Building maintenance * Experience of effective management of a significant budget. * Experience of Emergency planning and Contingency * Experience in dealing with third party suppliers, trade, and contractor |  |
| Personal Attributes | * Calm and resilient when working under pressure. * Person of integrity and ability to maintain confidentiality, impartiality, and objectivity * Authentic with good interpersonal skills. * Excellent attention to detail * Self-motivated with a ‘can do’ attitude. * Flexible and proactive in anticipating and meeting the needs of others * Open to collaboration and change. * Committed to ongoing CPD and training. * Commitment to, and support for the vision and values of the Trust * The ability to communicate enthusiasm and the Trust vision to the staff * Committed to safeguarding and promoting the welfare of children and young people. * A genuine commitment to the wellbeing of the staff and students. |  |
| Special Requirements | * Ability to work at times convenient to the Members, Trust Board and its committees, including evenings. * Ability to travel to the Trust’s locations and schools for meetings and/or contribute via MS Teams. * Available to be contacted at mutually agreed times. |  |