



Coombe
Academy Trust

Recruitment Brochure

Regional Estates Manager

Preparing you for a world of opportunity

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Job Advert

Regional Estates Manager

Full time: 36 hours per week

Contract Type: Fixed Term (12 months) with the potential to extend

Salary: I33-I38: £46,968 – £52,194 per annum

Closing dates for applications: Monday 13th of October at 9am. Interviews will be held W/c 20th of October

Candidates may be interviewed before the closing date so early applications are welcomed.

Start date: ASAP

Are you a proactive and experienced estates professional looking for a new challenge? Coombe Academy Trust is seeking a dedicated **Regional Estates Manager** to join our busy Estates Team at the heart of our multi-academy trust.

We are a successful and collaborative trust with five schools (three primary, two secondary) and a central office, all conveniently located in the Royal Borough of Kingston upon Thames. Our core values of **Collaboration, Ambition, and Trust** guide everything we do, as we work together to provide a world of opportunity for every child and staff member.

This is a key role where you will act as the "intelligent client" for our schools, providing crucial support and technical advice on all aspects of estate and facilities management. Reporting to the Director of Estates and H&S, you will be responsible for a wide range of duties, including:

- **Project Management:** Overseeing projects up to £200k, from minor works and lifecycle replacements to major refurbishment and improvement projects. You will develop project briefs, manage budgets, and oversee consultants and contractors, ensuring projects are delivered effectively and in line with our financial policies.
- **Strategic Planning:** Collaborating with senior leadership at each school to identify and manage estate improvements that align with the Trust's overall strategy.
- **Compliance & Management:** Ensuring all statutory and health and safety requirements are met across our estate. This includes championing best practice, managing service contracts, and supporting premises managers to ensure our buildings are safe and well-maintained.
- **Support & Collaboration:** Working closely with the Director of Estates to deliver an exceptional service, deputising for premises managers when needed, and identifying opportunities to improve our services and achieve cost savings.

We are looking for a candidate with excellent communication skills, a meticulous eye for detail, and a commitment to our Trust's vision and values. In return, we offer a supportive and collaborative environment where you can truly make an impact on the lives of our pupils and staff.

If you are a proven estates professional with the drive to champion best practice and deliver high-quality projects, we encourage you to apply.

'The Coombe Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'

'The successful applicant will be required to undertake an Enhanced DBS Disclosure. We are fully committed to protecting our pupils and staff and therefore have a rigorous and robust recruitment process that gathers evidence about a candidate's suitability to work with children and have proactive safeguarding procedures in place.'

Job Description

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title and Grade	Regional Estates Manager – Grade I
Department or area	Coombe Academy Trust Central Estates team
Responsible to:	Director of Estates
Purpose of Post	The Central Estates Department acts on behalf of the Trust and deals with all property related matters to ensure that the varied estate maintains a safe learning and working environment for pupils, staff and visitors alike, and are responsible for identifying opportunities to develop and enhance the school's facilities to the required standards. The Trust includes 5 schools (2 Secondary Schools and 3 Primary Schools) and 1 Central Office facility. Within each of the schools are a number of buildings all of differing ages and conditions, conveniently located within a radius of less than 5 miles. Reporting to the Director of Estates and H&S, the postholder will: 1. Assume the role of an intelligent client and support the schools on all aspects of estate and facilities management, providing technical advice when required. 2. Engage with the SLT at each of the schools to identify, develop and manage estate improvements across the Coombe Academy Trust portfolio of school's, in alignment with the Trust's estate strategy. 3. Champion estate processes and adopt best practice in all aspects of the role. 4. Work in collaboration with the estate managers to ensure that all aspects of estate compliance and statutory requirements are managed and recorded effectively. 5. Manage the existing service contracts and associated contractors, and seek for opportunities to continually improve the service where possible, including identifying cost saving opportunities. 6. Project Management duties associated with maintenance/lifecycle, improvements, sustainability and H&S related projects (values up to £200k) 7. Act as a Technical Provider to the schools. 8. Support the Director of Estates, where required, to deliver an exceptional estates service across the Trust at all times.

Job Description

Main Tasks & Responsibilities	Project management duties: • Using information from existing condition surveys, develop a project brief and effectively manage all aspects of the project through to delivery and handover. This will include minor works, lifecycle replacement projects, long term maintenance and improvement projects. • Liaise with School Heads and Operation Managers to develop project briefs associated with refurbishment and alteration projects across the CAT estate, and then deliver these projects from inception to completion. • Budget and procurement management associated with delivering minor works projects in a project management role, adhering to the Trust's financial policy and procedures. • Management of consultants and contractors • Liaising with school teams to agree schedules of works and contractor access, permit to works etc. • Follow the Trust's estates procedures when prioritising capital spend. • Ensure that the SCA (School Condition Allowance) Funding T&C's are followed when identifying and delivering capital projects. Estate Management/Compliance Duties: • Support the School Premises Managers to ensure that all relevant statutory requirements, including Health and Safety and compliance, are adhered to in relation to the day to day operation of the estate. • Ensure that the Premises Management Portals are kept updated with records of compliance checks in line with GEMS (Good Estate Management for Schools) • Line management duties of Premises Managers • Overseeing the Hard Services external contracts and identifying cost saving opportunities where possible. • Contribute towards the CAT's sustainability strategy as appropriate. • Deputise for Premises Managers when required (ie during holiday periods etc) • Support Schools with external lettings
Professional Values and Practice	• Demonstrate and promote the positive CAT vision and values at all times. • Understand the contribution that all staff and other professionals make to teaching and learning • Contribute to, and share responsibility in, the corporate life of the school • Ensure that CAT internal processes and policies are adhered to at all times.

Job Description

School Improvement Plan focus	To action relevant aims of the Trust Improvement Plan in line with school strategic direction as indicated by Line Manager
Appraisal	Participate in any arrangements within an agreed national framework for the appraisal of performance.
Key Internal Relationships	• Central Team SLT staff members (CEO, COO, Directors) • Heads, School SLT and Operations and Estate/Premises staff at each of the school's • IT team members
External Relationships	• Governors • RBK H&S Representative (Action HR) • Trustee's • Consultants and Contractors supply chain • Other appropriate stakeholders (parents, neighbours, town planning etc)
Resource Responsibilities	N/A
Budget Responsibilities	School Maintenance Budgets SCA Funding Budgets associated with individual projects
Health and Safety / Child Protection	Ensure health and safety and child protection regulations are observed at all times
Terms of Employment	Time <i>The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</i> Undertaking other duties as may reasonably be expected <i>NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.</i>

Person Specification

Qualifications		
Essential	Desirable	Evidence
Facilities/Project Management Qualification (APM, Prince etc)	Professionally recognised qualification from a relevant professional body (RICS, CIOB etc)	Certificate
Experience		
Essential	Desirable	Evidence
Management of design and delivery of refurbishment and maintenance projects, preferably within an education environment.	Business case writing ready for presentation to seek relevant approvals.	
Background in estate management and/or surveying role.	Working across a varied estate of differing ages and locations.	
Managing external consultants and design teams.	Knowledge of M&E/Energy systems that can be used towards sustainability opportunities.	
Management of service contracts and thorough understanding of estates compliance (water treatment, fire safety etc).	Understanding of building regulations.	
Financial management of project and programme budgets.	Previous line management experience.	
Using condition surveys to identify and prioritise projects.		
Understanding of financial regulations and following procurement processes.		

Person Specification

Knowledge and Skills		
Essential	Desirable	Evidence
Excellent communication skills (written, verbal).	Use of ICT software to produce reports, presentations etc.	
Ability to manage time effectively and prioritise to meet deadlines when necessary.	Full UK Driving Licence, and use of car for travel between sites/schools	
Generic ICT skills.	Ability to form strong working relationships with colleagues and support schools and Heads in maintaining a compliant safe site	
Knowledge and use of asset database.		
Use and understanding of finance systems for purchase requisitions, invoicing etc.		
Knowledge of estates/construction related legislation, methods and processes (eg CDM, L8 training, H&S ie IOSH or similar etc).		
Personal attributes		
Essential	Desirable	Evidence
Work within the Trust's H&S policy to promote a safe working environment for staff, pupils and visitors alike.	Work flexibly where required to support the duties of the role and wider organisation.	
Maintain high standards of attendance, timekeeping, appearance and conduct.		
Able to support and work within the ethos and values of the Coombe Academy Trust.		Application form interview
Ability to form key relationships with both Trust Office colleagues and School staff and stakeholders.		
Understanding of and commitment to promoting Equality of Opportunity and safeguarding responsibilities within the Coombe Academy Trust .		Application form Interview



Coombe

Academy Trust

About Us

Coombe Academy Trust comprises three Nursery and primary Schools, two Secondary Schools and a joint sixth form. In addition, within our schools we have five Specialist Resource Provisions. Our schools are based in Kingston and work as one entity to improve and maintain a high standard across the Trust. As a trust we are seeking to expand the areas that we support.

Primary Academies

www.knollmeadprimary.co.uk
www.greenlane.org.uk
www.robinhoodprimary.org.uk

Secondary Academies

www.coombeboysschool.org
www.coombegirlsschool.org
www.coombesixthform.org

Our History of School Improvement

The Coombe Academy Trust was founded in 2012 from the federation of Coombe Boys' School (Good with outstanding leadership) and Coombe Girls' School (Good). The newly formed Multi-Academy Trust built on an already strong partnership between the two schools' leadership teams. As a sponsor, Knollmead Primary School joined the Trust in April 2014 (Outstanding in all areas), Green Lane Primary & Nursery School in September 2018 (Good) and Robin Hood Primary and Nursery School In September 2019 (Good).



Welcome from the CEO, Esther Brooks

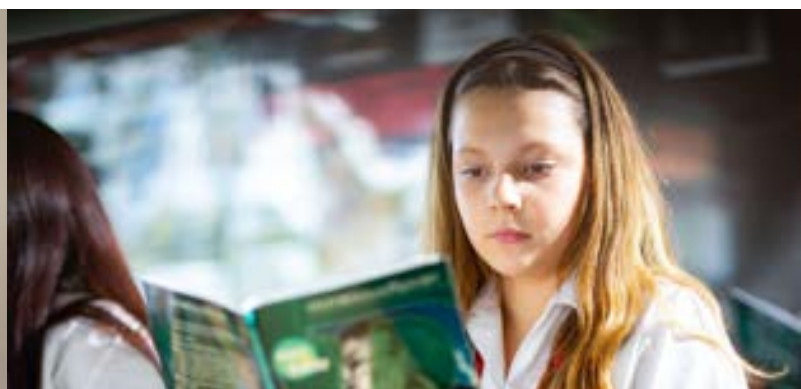
Welcome to Coombe Academy Trust, I am delighted that you are interested in either starting or furthering your career with Coombe Academy Trust; a Trust where the values of Collaboration, Ambition and Trust are a lived experience within our schools. Our moral purpose is founded on the belief that every child and young person has an entitlement to a world of opportunity throughout their years in education and beyond. In short, this is our united vision from Nursery through to Sixth Form.



The benefits of our schools working together can be seen in our curriculum principles. Whilst the curriculum of each school is designed, with individuality, to meet the needs of its local community; the principles of Strong Foundations, Aspiration for All, Challenge and Depth, Enriched Experiences and a Broad and Balanced Curriculum are evident within each school.

An ever increasing number of staff teach across the primary and secondary phase and collaborate on the curriculum learning journeys and cross phase research; this year focusing on Oracy and Feedback.

Whether you are looking for your first steps as a support staff member, an Early Careers Teacher, an experienced member of support staff, an experienced teacher or leader, we look forward to developing a strong working relationship with you throughout your Coombe Trust journey.



The importance of Teaching and Learning

Teaching and learning across Coombe Academy Trust schools is ambitious; relies on high levels of collaboration and trusting professional relationships. High quality teaching within Coombe Academy Trust recognises:

- The most effective teachers have deep knowledge of the subjects they teach.
- High quality instruction and implementation across Coombe Academy Trust schools include elements such as:
 - retrieval, to support long term memory
 - vocabulary development, as we know knowledge development 'hangs on words'
 - small steps to success and scaffolding that ensures ambition for all
 - teacher and peer modelling of work so that learners know what they are aiming for
 - inclusive access strategies that ensure engagement of all learners
 - oracy strategies to support academic progress, greater self confidence and oral communication
 - timely, formative assessment, targeted questioning and feedback, to understand gaps in learners' knowledge and address misconceptions



The importance of Teaching and Learning

- The classroom environment itself illustrates all that we value. High quality expectations, interactions and talk between teachers and learners are integral. A Coombe Trust classroom is constantly demanding more, but still recognising students' self-worth. It also involves attributing student success to effort rather than ability and valuing resilience to failure (grit).
- A Coombe Trust teacher's abilities to make efficient use of lesson time, to coordinate classroom resources and space, and to manage learners' behaviour with clear rules that are consistently enforced, are all relevant to maximising the learning that can take place.
- Behaviours exhibited by teachers such as reflecting on and developing professional practice, participation in professional development, supporting colleagues, and liaising and communicating with parents.



What makes Coombe Academy Trust unique?



The Region

Our Schools are located in southwest London, a picturesque area benefiting from a wide array of parks and green spaces but still within close proximity to central London. The area is very popular with families and those who want all the offerings of city living but in a more relaxed setting. A defining feature of the area is The River Thames, providing plenty of entertainment and activities and adding to the mix of outdoor spaces. The Royal Borough of Kingston Upon Thames is comprised of a number of bustling towns providing excellent shopping, exciting bars and restaurants, and plenty of culture. All our Schools have excellent transport links both to Kingston Upon Thames and Central London.



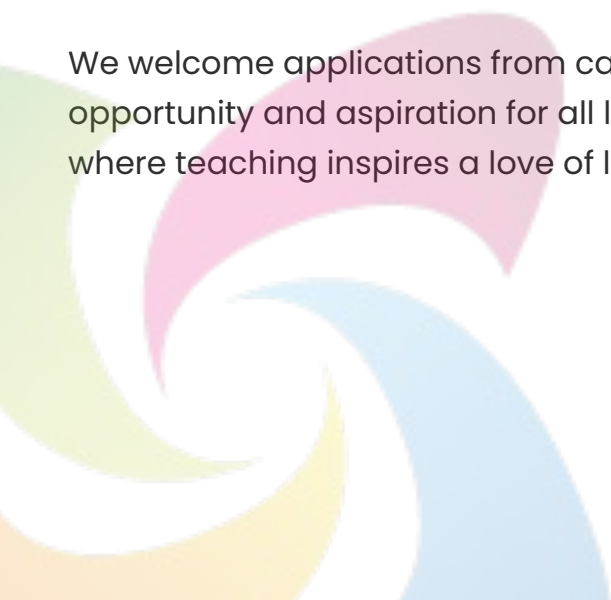
What makes Coombe Academy Trust unique?

The Coombe Academy Trust is proud to have a total of five Specialist Resource Provisions (SRPs). The SRPs are integral to the Coombe Academy Trust community and each SRP has specialist staff who deliver high quality teaching and provision to children with identified needs.

The Coombe Trust schools benefit from a collaborative advantage; they have a strong history of mutual support and reciprocity. Leaders and practitioners from Trust schools work together through an evidenced based approach across a range of trust research groups. This year the curriculum research groups are focusing on Oracy skills and feedback.

All members of the Coombe Academy Trust's communities are friendly, caring, respectful and tolerant towards each other; ambitious and aspirational for themselves and others; honest and show integrity in all they do; positive and resilient at all times.

We welcome applications from candidates who share our passion for providing opportunity and aspiration for all learners in a safe, stimulating, happy environment where teaching inspires a love of learning and an enquiring mind.

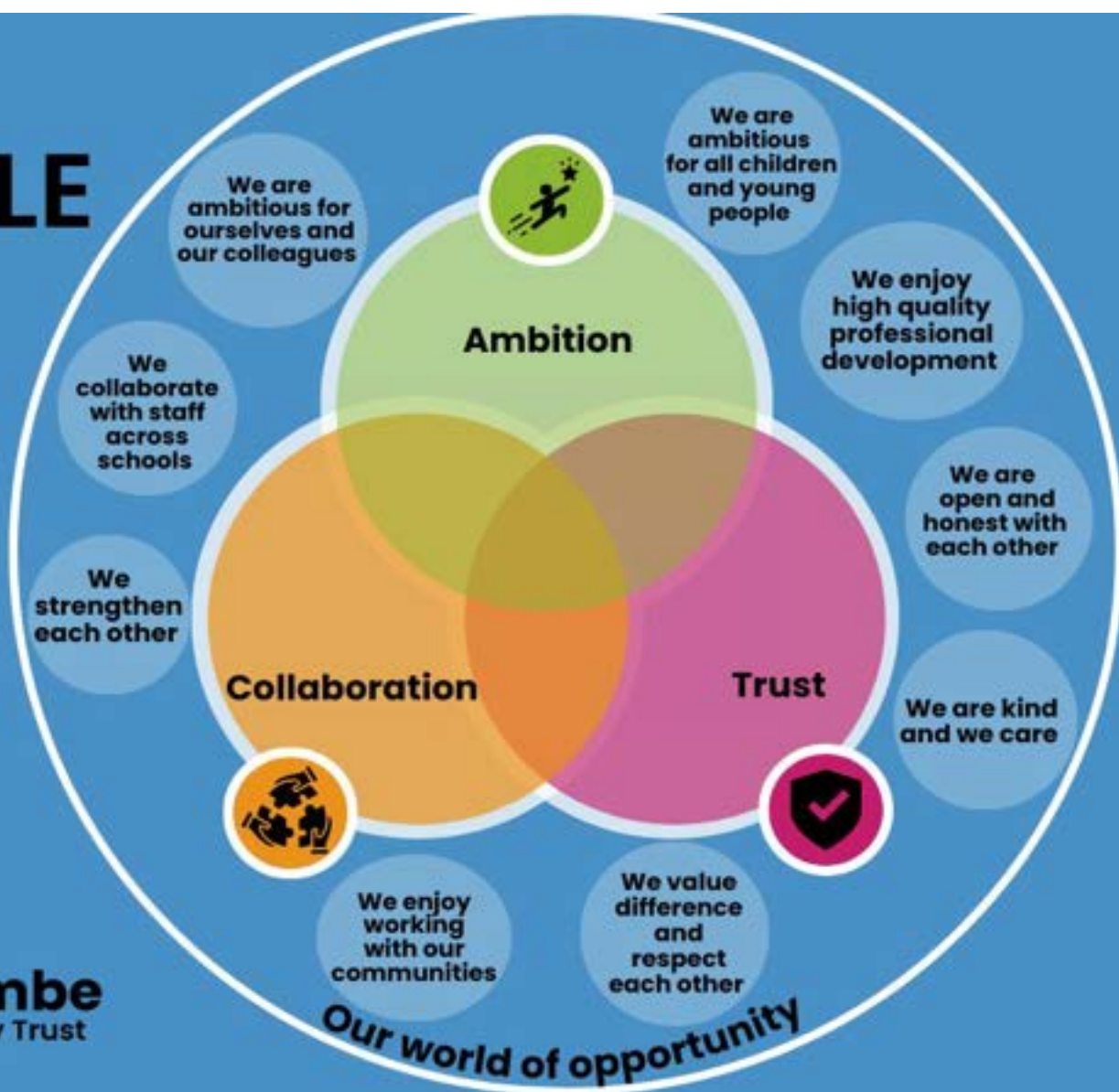


Coombe Academy Trust is responsible for the education of approximately 3,500 pupils and the employment of 486 staff.



OUR PEOPLE

We create a vibrant culture where colleagues and children are proud to belong, live our values, and fulfil their potential.



Our Values

Collaboration

As a group of schools, we believe in reciprocity; all schools and staff benefit from working together to ensure our children and young people are prepared for a world of opportunity.



Ambition

We believe in working together to ensure every child and young person has the desire and determination to achieve success. Each school's curriculum aims to nurture and develop the aspirations of our children and young people, ensuring every child and young person has meaningful life opportunities.



Trust

We recognise the strong correlation between trust and the capacity to develop and improve. As a group of schools we work together with strength, resilience, and transparency. Working together as one organisation we serve each school community's unique context.



Our Vision

Bespoke professional development ensures lifelong learning for all staff in an environment where success at all levels is recognised and celebrated. In turn this provides a high standard of inclusive education for our children and young people, one in which their lives are enriched with meaningful opportunities and achieves the best possible wellbeing and academic outcomes. In short, this ensures children and young people leave Coombe Academy Trust well prepared for their next stage in life and education, and **prepares them for a world of opportunity.**

Our Aims

- ➔ **For our staff:** To provide outstanding leadership at all levels, supported by strong professional development.
- ➔ **For our Pupils:** To provide an outstanding education for all children and young people, enabling them to thrive throughout their time in education and beyond.
- ➔ **For our organisation:** To provide strong and aligned systems and processes; enabling our schools to be efficient and effective, therefore prioritising the development of individuality within the school community and curriculum.
- ➔ **For our wider community:** To collaborate effectively with our school community, cluster schools, Wandle Hub, King's College Wimbledon and potential new schools seeking the benefits of collaboration.



What we can offer you

At Coombe Academy Trust our focus on creating a happy and stimulating working environment means we offer a range of benefits to our staff.



Professional Development & LifeLong Learning Opportunities

- Internal mobility within Coombe Academy Trust with access to career opportunities across 3 primary and 2 secondary schools
- A guaranteed CPD plan tailored to your requirements
- Financial support for 'M' level study
- Access to CPD through apprenticeship training
- Bespoke management training including performance management and recruitment
- Participation in an annual Trust Wide INSET day
- Networking opportunities with our local 'cluster' schools
- Access to an online learning portal

Community

- An enthusiastic Staff Association offering opportunities for staff sport and socialising
- Staff celebrations and rewards throughout the year
- Long service recognition
- Opportunities to collaborate and network through our annual Trust Wide INSET day



Wellbeing

- Employee Wellbeing Programme which includes:
 - 24/7 hour confidential support by an experienced therapist or advisor
 - A free life coaching session.
 - Home Life Support including information and advice on financial, retirement, legal and tax issues.
 - A range of resources supporting both physical and emotional health
- Wellbeing modules, factsheets and videos.
- Access to CSSC member benefits scheme
- A supportive Executive Leadership Team
- Wellbeing ambassadors in our secondary schools
- Discounted membership to Nuffield Health Gyms

Travel

- Excellent transport links to be both Kingston Upon Thames and Central London including close proximity to bus and railway stations
- Access to a cycle to work scheme
- Free onsite parking



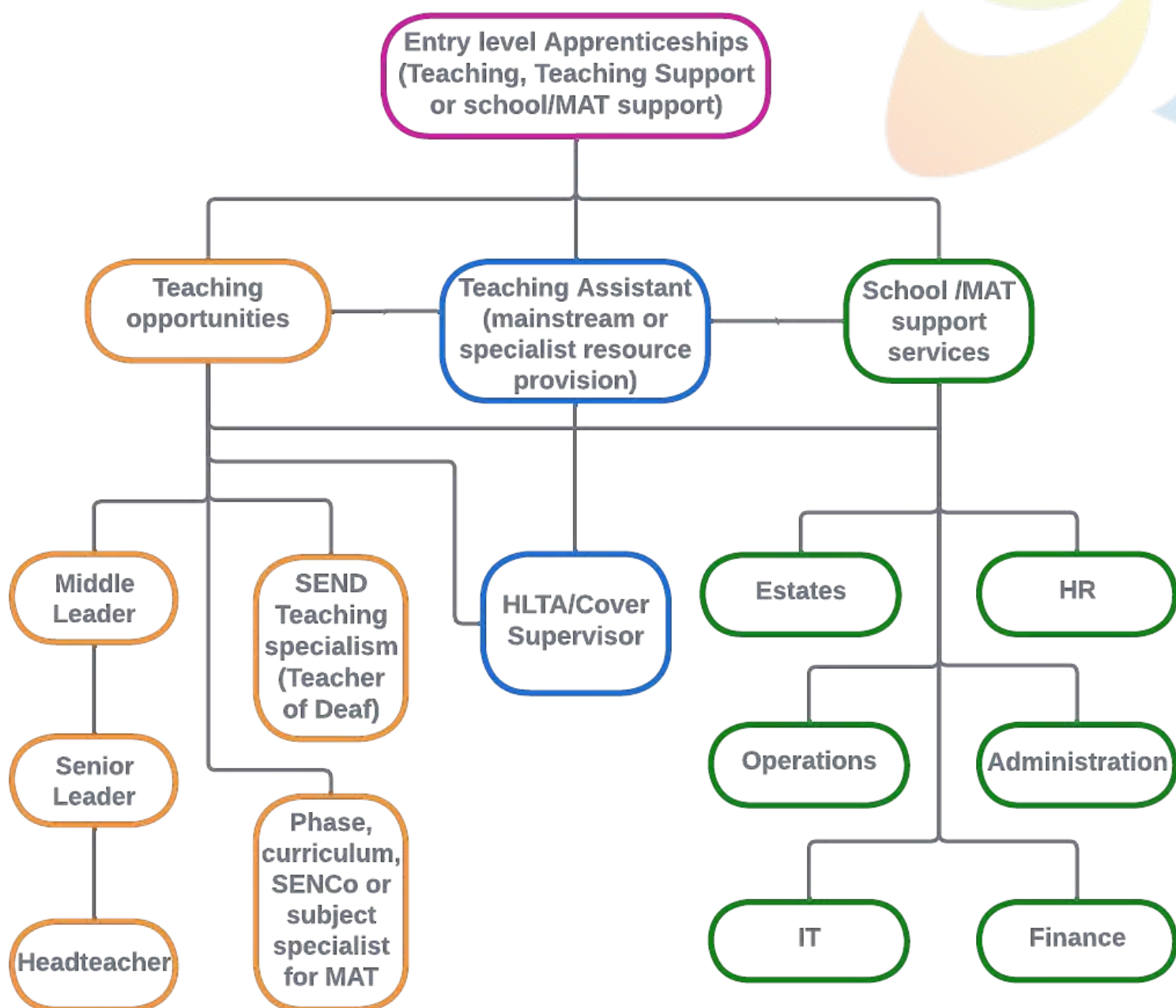
Additional Benefits

- Discounts on shopping, leisure and travel through access to Teacher Perks and Discounts for Teachers (available to support staff as well)
- Generous Pension Scheme
- Annual pay progression opportunities





What we can offer you



What do our staff say



Head of Year
& STEM
Coordinator

 Coombe Girls'
School
& Sixth Form



Being at CGS gives me the opportunity to impact the lives of students as well as show them diversity in an evolving world.

Knollmead has helped me to become a knowledgeable practitioner with a diverse range of skills.



SEN HLTA



Knollmead
Primary School



What do our staff say

I've had an incredible journey since first starting as an apprentice, and enjoy being surrounded by supportive and friendly colleagues at our schools.

”



IT Service Manager



Part of the central team



“



Food Technology Teacher & House Champion



Coombe Boys' School & Sixth Form



I first came to Coombe during my NQT placement and the first thing that resonated with me was the huge sense of collegiality and community.

”

“

What do our staff say



Exams Officer



Coombe Girls'
School
& Sixth Form



Having started at CBS as a part-time data manager, to fit around my children, I then progressed to a full time Exams Officer at CGS.



Premises
Manager



Green Lane
Primary and Nursery School



I have worked in a lot of schools but this is the first place that feels like home.



**Collaboration
Ambition
Trust**

Safeguarding children and safer recruitment

- ➔ The Coombe Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We expect all staff and volunteers to adhere to the principles and guidelines set out in the DfE Keeping Children Safe in Education document.
- ➔ All staff have access to bespoke Safeguarding training for their setting and the Coombe Academy Trust is committed to sustaining a culture, where all staff and volunteers feel able to raise concerns and know that these will be followed through.
- ➔ All offers of employment are subject to a number of pre-employment checks including an online presence search, appropriate Enhanced DBS checks, Children's Barred List Checks and Prohibition, directions, sanctions and restrictions checks. This includes a Section 128 check for any senior leadership positions across the Coombe Academy Trust.



Preparing you for a world of opportunity



Coombe
Academy Trust



The **Coombe Academy Trust** is a company limited by guarantee (company number 7905433, registered in England and Wales) that has its registered office at:

Coombe Boys' School, Blakes Lane, New Malden, Surrey, KT3 6NU.

Trust related enquiries: trustenquiries@coombe.org.uk