



**GREENSHAW**  
LEARNING TRUST



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**RECRUITMENT PACK**

Greenshaw Learning Trust,

ORU Sutton,

Throwley Way,

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Telephone: 020 3988 0218

Email: [info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)



Dear Candidate

Thank you for your interest in the role of Regional Estates Manager at Greenshaw Learning Trust. Greenshaw Learning Trust has at its heart effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for pupils. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The Trust and our school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information at [recruitment@greenshawlearningtrust.co.uk](mailto:recruitment@greenshawlearningtrust.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Will Smith, CEO



## ABOUT OUR ESTATES DEPARTMENT

The estates team is a critical function within Greenshaw Learning Trust's Shared Service. Our primary mission is to support Headteachers in achieving their educational objectives by effectively delivering the Trust's estate vision, strategy, and business plans. We are responsible for maintaining high standards and ensuring statutory compliance across all GLT school buildings. This includes the rigorous management of all Health and Safety matters, statutory compliance schedules, and conducting essential audits to provide a safe learning and working environment. We work closely with other specialists in Shared Services to ensure we provide the very best learning environments for all of our students.



# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary calculated in line with NJC pay scale, points 40 - 44, **£51,356 - £55,539** per annum. Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

36 hours per week, Monday to Friday, all year round

## PLACE OF WORK

The postholder will undertake the vast majority of work in nominated GLT schools located across the South West. However, the post holder will also have a base in the Shared Services office currently located in Gloucester Academy, Gloucester. Travel to all GLT locations is required on occasions.

## PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## HOLIDAY ENTITLEMENT

The annual holiday entitlement is 26 days plus 2 extra-statutory days

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	Regional Estates Manager
<b>Responsible to:</b>	Head of Estates / Senior Regional Estate Manager
<b>Responsible for:</b>	Site Manager(s) based in GLT schools located in the South West region. However, the REM may be required to support schools located outside of this region on occasion

## ROLE OVERVIEW

The Regional Estates Manager (REM) will work closely with another REM across the schools in the South West to support the Head of Estates in the development of the GLT estates strategy.

## MAIN DUTIES AND RESPONSIBILITIES

- Support the Head of Estates in delivering the Trust's estates vision, strategy, and business plan across regional schools.
- Provide inspirational leadership and performance management to site managers and school teams, supporting their recruitment and professional development.
- Manage regional contracts, taking accountability for operational performance and providing expert technical input.
- Ensure compliance with all statutory regulations and Health and Safety laws by maintaining updated policies, procedures, and risk assessments.
- Provide specialist expertise across areas such as green technologies, mechanical/electrical systems, and building regulations.
- Foster strong relationships within Shared Services to integrate estates work and promote the sharing of regional resources.

## STRATEGIC ESTATE MANAGEMENT

- Develop budgeted site strategies for each school, addressing facilities alterations for pupil growth, condition issues, and new teaching practices.
- Maintain building information databases, ensuring all condition data and risk assessment remedials are costed and accurately recorded on the School Estate Development Plans.
- Collaborate with stakeholders, including regular meetings with Headteachers, to ensure the estate strategy reflects school needs.

## **ESTATE PLANS AND RESOURCES**

- Oversee annual facilities plans and maintenance schedules, ensuring they align with school budgets and the wider GLT strategy.
- Manage FM services (e.g., cleaning, grounds, lettings) and PFI contracts, ensuring compliance with procurement policies and value for money.
- Monitor financial performance, agreeing on annual budgets with Headteachers and providing regular progress reports on works and expenditure.

## **MAINTENANCE**

- Implement planned preventative maintenance schedules and support site managers in delivering these effectively.
- Advise on reactive repairs, assisting schools in diagnosing issues and sourcing high-performing contractors.

## **PROJECT MANAGEMENT**

- Lead capital funded programmes, assisting with project scoping, supplier identification, and the procurement process in line with GLT policy.
- Oversee project delivery, providing regular reports on progress, risks, and mitigation strategies.

## **HEALTH AND SAFETY**

- Monitor statutory compliance through regular audits, including site security, fire, and asbestos risk assessments.
- Ensure safe working practices, overseeing all health and safety matters and ensuring adherence to HSE and CDM guidance.

## **SCHOOL ENVIRONMENT AND SUSTAINABILITY**

- Drive energy efficiency by proposing sustainable solutions and helping schools interpret utility data to identify efficiency initiatives

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
Formal qualification in Estates Management (or equivalent experience)	x	
NEBOSH / IOSH / COSHH qualification or willingness to achieve	x	
Membership of a relevant H&S or Estates professional body, or working towards		x
<b>Skills and experience</b>		
Management experience: Proven experience in a management or operations role, including leading teams and performance management	x	
Contract & Asset Management: Experience managing the full lifecycle of FM contracts, procurement, and outsourced providers	x	
Technical Knowledge: Strong understanding of H&S, fire safety, risk management, and building maintenance (including mechanical/electrical systems)		x
Project & Budget Oversight: Proven ability to manage complex projects and budgets while delivering value for money		x
Operational Efficiency: Analytical skills to review systems, solve problems, and present data clearly	x	
Communication & IT: Excellent organisational and stakeholder management skills, with proficiency in Microsoft Excel and compliance/finance systems	x	
Sector Knowledge: Experience in a school environment, conducting building surveys, or using compliance systems (e.g., 'Every')		x
Training: Ability to deliver training to individuals or groups		x
<b>Personal attributes</b>		
Leadership & Influence: Professional, resilient, and positive approach with strong negotiation and conflict-management skills	x	
Collaboration: A collaborative team player who is adaptable to change and committed to continuous improvement	x	

Values & Safeguarding: Deep commitment to safeguarding children, equality, diversity, and improving outcomes for young people	x	
Mobility & Flexibility: Full UK driving licence, access to a vehicle, and a flexible approach to working hours/travel	x	

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on **21st April 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held as soon as possible after shortlisting. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you will be asked to undertake a virtual practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post as soon as possible.



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