

# CANDIDATE INFORMATION PACK



CITY OF LONDON  
ACADEMIES TRUST

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**Senior Trust Estates Manager: Service Delivery**

EMBRACING TRADITION • PURSUING EXCELLENCE • LEADING CHANGE

# CITY OF LONDON ACADEMIES TRUST

## CEO WELCOME

**Dear Applicant,**

**I am delighted that you have chosen to apply for a post with the City of London Academies Trust.**



COLAT is driven by the ambition to deliver exceptional educational outcomes for the young people we serve, combining the heritage and traditions of the City of London Corporation with a creative and effective approach to teaching and learning.

Our expectations are high for both our students and our staff and as such we work to three core values: integrity, professionalism and care. We demonstrate real care by insisting on the highest expectations of behaviour in every phase and setting. Our curriculum is regularly reviewed and updated to ensure that every young person is afforded the knowledge and skills they need to be successful. We promote and support excellent classroom pedagogy as well as ensuring we have common approaches to assessment and intervention. This is how we care for our young people and ensure that they achieve the highest possible outcomes and are able to counter the many aspects of disadvantage they, their families and our wider communities experience.

Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles led to the City of London and COLAT previously being recognised as the best performing academy chain for progress and attainment of disadvantaged children ('Chain Effects', The Sutton Trust). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children's lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. Our care for staff means that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust.

In the classroom, and around school, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents, whatever they may be. We look forward to receiving your application.

**Yours faithfully,**

A handwritten signature in blue ink, appearing to read 'M. Emmerson', written over a white background.

**Mark Emmerson**  
**Chief Executive Officer**



## WHO WE ARE

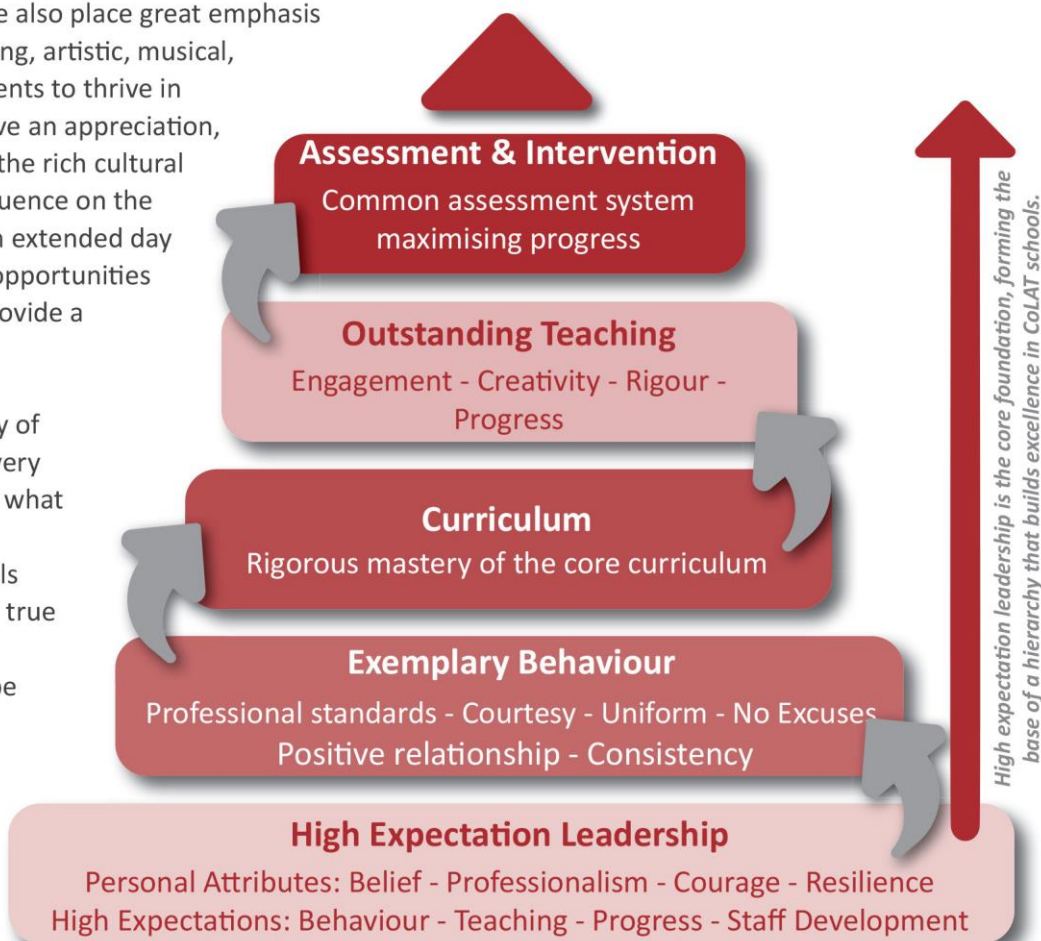
**City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.**

We are unashamedly academic and unapologetically results driven because we recognise that strong SATs, GCSE and A level outcomes lead to increased life opportunities for our students. All our schools adopt a warm/strict approach, with every one of our School Leaders adhering to and aligning with our COLAT behaviour systems. Our simple, clear, and consistent routines, rituals and norms embed strong habits delivering exceptional student behaviour. In our schools, our teachers can teach, and students can learn, uninterrupted. We take great pride in curating an exceptionally positive learning environment and we obsessively guard against anything which may compromise our strong ethos and culture.

Our curriculum is knowledge rich. We believe in teaching 'powerful knowledge,' and educating our students on the 'best that's been thought and said' is crucial to giving them the best possible chance of success in life. More broadly, we find opportunities to elevate the curriculum to ensure our most able students can compete with their more privileged peers. Our curriculum is coherently and intelligently sequenced, with our Subject Improvement Leads working closely with Heads of Department to drive gains in learning and develop subject specific pedagogy. We are working on creating a standard curriculum in most of our subjects; this will help reduce teacher workload by taking away the production of high-quality resources and assessments, freeing up our expert teachers to grapple with the delivery of the content and focus on the learning.

Our teaching approach is influenced by the works of educationalists such as Doug Lemov. We are confident we know what works for schools in our specific context, and we have spent a long time codifying our approach, whilst also providing sufficient flexibility for our teachers to add their own unique personality and dynamism to their classrooms. Results are important to us, but we also place great emphasis on developing our students' sporting, artistic, musical, and linguistic talents. For our students to thrive in modern Britain, they must also have an appreciation, understanding and attachment to the rich cultural heritage of our country and its influence on the wider world. All our schools run an extended day to deliver an array of enrichment opportunities and super curricular sessions to provide a truly holistic education.

It is an exciting time to join the City of London Academies Trust, and we very much hope you will be inspired by what you learn about us. We are always excited to meet fellow professionals and there is no better way to get a true sense of a school's culture, values, and ethos than by visiting. We hope you take up this opportunity so you can see what life-changing opportunities our schools provide, and how integral our people are to this mission.



## PROFESSIONAL DEVELOPMENT

We are committed to providing **individualised** and **impactful** professional development for every member of our COLAT community, and we offer a menu of talent pathways to support you at every stage in your career.

These pathways are research-based, designed for COLAT schools and delivered by experts from across the Trust. They provide Trust-wide training and networking opportunities to support you to achieve your career goals.

The Talent Pathway menu includes:

- **Aspiring to Middle Leadership: Leading a Department**
- **Aspiring to Middle Leadership: Leading a Year Group**
- **Aspiring to Middle Leadership: Leading a Operational Department**
- **Aspiring to Senior Leadership: Curriculum, Teaching and Learning**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Behaviour**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Management**
- **Aspiring to SEND Leadership**
- **Aspiring to Operational Functions Leadership**

If you are interested in one of our Talent Pathways, please do ask for more details during your school visit or interview.

## EMPLOYEE BENEFITS

We invest in and support our staff by keeping their development a priority, and we are proud to have a range of benefits to ensure staff feel valued, including:

- **Teachers' or local government pension scheme with a generous contribution from the Trust**
  - **Occupational maternity and adoption pay following 26 weeks of continuous service**
  - **Generous annual leave entitlement**
  - **Sabbatical leave entitlement for up to one year (unpaid) after five years' continuous service**
  - **Cycle to work scheme**
  - **Corporate gym membership rates**
  - **Travelcard loan scheme**
  - **Annual training and development opportunities in addition to in-house staff development**
  - **Access to City of London housing allocation scheme**
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## Job Description

**Post:** Senior Trust Estates Manager: Service Delivery

**Accountable to:** Director of Estates & Facilities Management

**Grade and Salary:** P07 SCP 46 -50, £59,772 - £64,032

**Working Pattern:** Full-time, 35 hours per week all year round

**Location:** Based at the Guildhall with the requirement to work across the COLAT sites

**Disclosure level:** Enhanced

### Main Purpose

- To provide an effective, compliant, and professional estates and facilities management service to the Trust and its academies.
- To provide operational support to the Director of Estates and Facilities Management.
- Responsible for the overall management and maintenance of all school buildings and grounds, overseeing a team of staff and ensuring the facilities are safe, functional, and conducive to learning.
- To work across the portfolio of academies supporting the site teams in managing the estate
- To support a strong health and safety culture across COLAT schools.
- Lead group procurement of services and products when required.
- Responsible for budget management, contractor oversight for preventative maintenance programs, compliance with statutory regulations, and strategic planning for future facility needs.
- Responsible for monitoring the delivery of the standards of service delivery in line with the SLA as agreed with service providers across sites by advising on SLAs, KPIs, objectives

### Key Accountabilities

#### Strategic

- Support the Director of Estates and Facilities Management on the specification for contracts to provide equipment and site maintenance and repairs, including attendance at contract meetings, reporting on performance, and supporting contract integration across the Trust.
- As a member of the trust team to attend meetings, contribute to the trust strategic operational plan with specific responsibility for H&S policies, site and grounds management, and ensuring good practice is shared.
- Be responsible for the delivery and effective operation of H&S policies & processes.
- To work with Heads of operations & finance and site building facilities manager, to ensure that they receive information and reports as required.

#### Operational delivery of the Trust Estate

- Contribute effectively to the delivery of the COLAT asset management strategy.
- Responsible for the procurement and monitoring of premises-based service contacts.
- Support academy principals, headteachers, senior leaders and site staff to meet statutory compliance and ensure current regulations are followed, and any deviations are addressed.
- Support academy principals, headteachers, and premises staff with both hard and soft facilities management:

- Provide guidance and training to academies on building maintenance matters, including driving robust planned and preventative maintenance programmes at each academy.
- Work with the academy Leadership Teams, to direct the work of on-site premises teams (including in-house and external FM contractors), to determine their regular schedules, to identify and help arrange relevant training, to monitor their performance, to hold them accountable for delivery of their objectives, and to advise on the performance of these staff. Day to day management of premises staff lies with academy leaders.
- Train and mentor new premises staff to operate to the expected COLAT standards including health and safety checks and records and support new academies joining COLAT.
- To be a key part of the team that ensures robust due diligence procedures when new academies join the Trust, reviewing building condition reports, asset management plans and compliance /contracts.
- Be responsible for creating specification for contracts to provide equipment and site maintenance and repairs, including attendance at contract meetings, reporting on performance, and supporting contract integration across the Trust (such as cleaning, catering, grounds, FM contracts).
- Align all academies to the Trust systems, contracts, and servicing, and monitor such contracts for performance and feedback to the Director of Estates and Facilities Management on quality of services provided.
- Ensure that accurate reports on asset performance.
- Ensure schedules for holiday work are in place (as part of compliance work) including routine maintenance of buildings and redecoration programmes.
- Advise academies on appointment of contractors and produce directories of approved contractors.
- Advise on costs of premises maintenance and servicing.

## **Health and Safety and Risk Management**

- Ensure all aspects of Health and Safety (legislation and implementation) are reflected in the highest of standards, ensuring all schools in the Trust are safe and legally compliant
- In conjunction with the Trust's health and safety consultants, in guiding academies through all aspects of health and safety matters including risk assessments, health and safety policy, fire safety and emergency planning, providing training as necessary
- Responsible for the development and monitoring of estates related risk assessments
- Support school premises staff with regular scheduled inspection / compliance tasks, which may include:
  - A regular and routine system for water testing.
  - A regular and routine system for testing fire bells and alarm servicing.
  - Periodically check the asbestos register, ensuring they are compliant and up to date.
  - Reviewing the asbestos register regularly and arranging the removal of asbestos and new management plans where needed.
  - Ensure academies have the correct fire extinguishers in place and that site staff are managing their servicing.
  - Ensure PAT testing is taking place in accordance with HSE guidelines.
  - Ensure COSHH risk assessments are written by site staff and updated annually.
- Ensure academies have regular fire evacuations, a fire risk assessment and regular fire awareness training, as arranged by Principals/Headteachers.
- Responsible for developing and delivering high quality training in all areas of compliance, and health and safety across COLAT, with the support of the Trust's health and safety consultants.
- Support the Trust Director of Estates and Facilities Management to develop compliance reporting mechanisms to ensure appropriate monitoring and escalation through the Trust Chief Finance Officer, Local Bodies, and Trust Board.
- Liaise with external suppliers to ensure that health & safety standards are not compromised during service or product delivery.

## **Other responsibilities**

- Set goals to improve supplier performance and deliver stakeholder satisfaction aligned with the expectations of our academies.
- To deputise for the Director of Estates and Facilities Management in their absence, including attending meetings, presentations and briefings.
- To undertake any other reasonable duties commensurate with the role as directed by the Director of Estates and Facilities Management or senior management.
- To maintain knowledge of safeguarding children and vulnerable adults and ensure that the principles of safeguarding are considered and included in the work of the team and your personal practice. To ensure that any safeguarding concerns arising are reported immediately to the appropriate person/body.
- To take responsibility for personal continuing professional development and remain up to date with the latest human resources legislation and best practice and the impact of this on the services provided to Trust schools.
- Identify and mitigate against risk associated with the procurement and delivery of services and products for all academies.

## **Safeguarding Children**

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## Person Specification

### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
<b>Qualifications</b>		
HND/HNC in FM or Estates or Building Discipline or relevant Degree/qualification	✓	
A recognised qualification in health and safety management or significant management experience of health and safety, NEBOSH	✓	
Member of IOSH or IWFM		✓
<b>Experience, Skills and Knowledge</b>		
Working knowledge of procurement principles and budget management, including contract and project management	✓	
Up-to-date working knowledge of Health and Safety practices, e.g. COSHH legislation, Health and Safety at Work legislation	✓	
Experienced in aspects of estates and building compliance	✓	
Sound knowledge of building legislation and estate management	✓	
Education or public sector experience		✓
Experience of preparing risk assessments	✓	
Experience of using asset management software		✓
Experience of managing of insource and outsourced facilities service	✓	
Experienced in working with estates staff and management teams	✓	
Working with external consultants and contractors	✓	
Work as part of a team in order to deliver a service to others	✓	



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<b>Personal Qualities</b>		
Strong relationship-building skills with the ability to inspire trust and commitment across the organisation.	✓	
Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands.	✓	
Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively	✓	
Ability to work under pressure and to tight deadlines, handling a demanding workload and prioritising appropriately	✓	
Creative, energetic, resilient and pragmatic with the flexibility to make a meaningful contribution to a growing organisation.	✓	
A deep commitment to the vision and aims of City of London Academies Trust	✓	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	

# HOW TO COMPLETE THE APPLICATION

**Vacancy Title:** Senior Trust Estates Manager: Service Delivery

**Vacancy Description:** Full-time, 35 hours per week all year round

**Vacancy Location:** Guildhall, with a requirement to work across COLAT sites

**Vacancy Closing Date:** 9:00am, Monday 23 June 2025

**Submission:** Applications are to be submitted through the TES portal

It is essential that a fully completed application form is submitted. City of London Academies Trust cannot accept CVs alone. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards. These can be selective, and you only need to provide those you consider relevant to the job you are applying for.

Your letter of application/supporting statements is the most significant element of the application form. Using no more than 1,000 words please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application/supporting statement we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly.

For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks in line with Keeping Children Safe in Education, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from City of London Academies Trust vision and values.

Please provide details of two referees, one of whom should be your present/most recent employer. References will not be accepted from relatives or friends. References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



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