



Trust Estates and Health & Safety Manager

Job Application Pack

About the Role

At North West Academies Trust, we believe that our school environments should be world-class, inspiring, and safe, allowing children and staff alike to thrive in and out of the classrooms.

We are seeking to appoint a well-qualified, ambitious and committed Estates and Health & Safety Manager who will join the Trust at a very exciting stage. We have already completed extensive building project work at Rudheath Senior Academy, Grosvenor Park CofE Academy and Ellesmere Primary School amongst others. The job now is to build on those successes, secure new opportunities, and ensure the estate is maintained well across all schools within the Trust.

The purpose of this role is to lead the implementation of an estates strategy and to manage all aspects of the Trust's properties upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements.

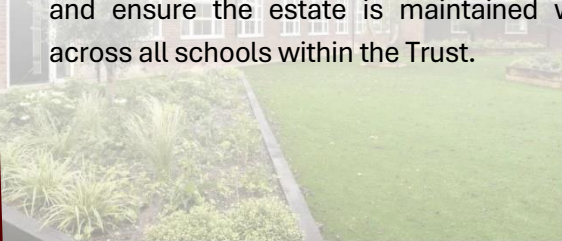
Additionally, the postholder will work to maintain refurbishments and other building projects in terms of development and procurement and to act as the Trust representative with suppliers to the estate, professional advisors (buildings) and contractors.

Critical to this role will be for the Estates and Health & Safety Manager to coordinate and

lead the Trust and schools in their buildings, securing a thorough understanding of the new build systems and how to secure best management practice of the estate.

For newly-affiliated schools joining the trust, the Estates and Health & Safety Manager will guide and support them in their building and estates compliance

You will be an expert in health and safety legislation and practice, and have extensive knowledge of good estate management, with excellent proficiency in written and verbal communication and the ability to work with a range of stakeholders, including external authorities/bodies, headteachers, business managers and caretakers alike.



Role Specific Information

Contract:	Permanent
Hours per Week:	35 hours, 52 weeks per year
Salary:	£45,000 - £50,000
Responsible To:	Chief Executive Officer (CEO)
Staff Managed:	School-based site staff and central facilities members across the Trust
Closing Date:	Monday 23 rd September 2024 at 09.00am

How to Apply

Should you wish to apply for the post, gain further information, or have an informal conversation, please contact Claire Booth at cbooth@nwatrust.co.uk.



Main Purpose

The North West Academies Trust is recruiting an experienced and highly skilled Estates and Health & Safety (H&S) Manager. This role provides operational leadership for all matters related to the Trust's premises, facilities, and Health & Safety. The Trust Estates and H&S Manager will implement Trust-wide policies and procedures, delivering strong facilities management leadership in the organisation and planning of maintenance, security, transport, buildings, and grounds. This role encompasses all schools within the Trust.

Key Responsibilities

Health and Safety Leadership:

- Act as the Trust's Health & Safety Coordinator, ensuring compliance with COSHH and Health & Safety at Work Act.
- Serve as Asbestos Control Manager, Fire Safety Lead, and Legionella Control Manager.
- Conduct annual reviews and stay updated on legislative changes.
- Develop and communicate health & safety policies and oversee staff training.

Estate Management:

- Implement an Estate Management Plan and maintain the estate.
- Use audits and surveys for planning.
- Lead security strategies and manage emergency key holder responsibilities.
- Oversee contractors, waste management, and disaster recovery plans.
- Provide out-of-hours emergency support.
- Ensure effective emergency management systems.



Key Responsibilities

Facilities Strategy:

- Ensure best value in multi-location work.
- Create and implement a capital development program.

Team Leadership:

- Manage and mentor Site Managers and central facility staff.
- Collaborate with headteachers and provide CPD opportunities.
- Support capital funding bids.

Budget Management:

- Oversee and manage budgets, providing accurate financial information.

Compliance Monitoring:

- Monitor health and safety legislation, advising on compliance.
- Lead risk and emergency management strategies.

Sustainability Initiatives:

- Develop energy conservation practices and reduce the Trust's carbon footprint.
- Work towards carbon neutrality.

Collaboration with Stakeholders:

- Ensure effective collaboration with headteachers and Trust Managers.
- Foster strong relationships with site teams.

Information Management:

- Maintain records and ensure data protection and confidentiality.

Safeguarding:

- Ensure contractors have appropriate DBS checks.
- Promote the welfare of children and comply with child protection policies.



Person Specification

“For this role you really do need to be a people person. Humour, and kindness are vital, plus a determination to want the best and never settle.”



Qualifications

- Degree in Facilities Management, Engineering, Business Administration, or related field (preferred).

Experience

- Minimum of 5 years in facilities management.
- Proven experience in building operations and maintenance.
- Extensive facilities management and health & safety experience.
- Budget management and strategic planning abilities.
- Proficiency in training programs and facilities management software.

Skills

- Leadership, problem-solving, and decision-making abilities.
- Proficiency in facilities management software and Microsoft Office.
- Organisational and multitasking skills.

Personal Attributes

- Detail-oriented, proactive, and strong interpersonal skills.
- Commitment to safety and sustainability.



Recruitment Information



How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the Trust's website (www.northwestacademiestrust.co.uk), and send this to Claire Booth by emailing cbooth@nwatrust.co.uk by the closing date and time.

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Time: 09.00am

Safeguarding Commitment

The North West Academies trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

Why North West Academies Trust?

NWAT believes that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our pupils.

As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residential, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

For our staff, we offer:

- Flexible working arrangements.
- Enrolment to the Medicash Proactive Health Plan to help with costs of everyday healthcare.
- Access to local government pension scheme with employer contributions of 21.8%.
- Hybrid working arrangements around business needs.
- Access to 24/7 Employee Assistance Programme.
- Accredited counsellor to offer wellbeing support for all staff.
- Positive recognition culture.
- Bespoke professional development opportunities.
- Open door policy for communication across the Trust.
- Opportunity to contribute to the growth and development of NWAT.



“Opening Children’s Eyes to the Wonderful World of Possibility”

