

Trust Estates Manager

Full-time, Permanent
37 hours per week, All Year-round

Salary: £44,075 - £52,413 (pay award pending)

To start January 2027 (or earlier)

Central England
Academy Trust

SERVING THE HEART OF ENGLAND



Oak Wood
Primary



Oak Wood
Secondary



Higham Lane School
Work Hard | Be Kind | Take Responsibility

Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust. Our growing Trust currently consists of a diverse family of five schools in the Nuneaton area: a large junior school, primary special school, a secondary special school and two mainstream secondary schools. We have a sixth school – a new 2 form entry primary school in Nuneaton - opening in September 2026.

Our Trust's core values summarise what is important to us and what we actively promote:



working together and with others to achieve the very best for the staff, pupils and families that we serve.



recognising the individuality and uniqueness of our staff and pupils, and that we do not all start from the same place. We strive to provide all of our staff and pupils with what they need in order to have equal access to opportunities, to thrive and to succeed.



to be ambitious for all of our staff and pupils and have the highest expectations of them, supporting them to achieve to the very best of their potential.



ensuring that everyone in our MAT feels safe and supported in all that they do.

I hope this application pack provides you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes

A handwritten signature in black ink, reading 'A. Dickinson'.

Andrew Dickinson
Chief Executive Officer

Employee Benefits of working at Central England Academy Trust

We strive to be an employer of choice, and are committed to ensuring our employees feel valued, appreciated and at the heart of what we do.



We have a number of core benefits which include:

Professional Development

- We support all our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning
- We listen to what your career aspirations are and how we can support you within your role
- We provide Trust-wide CPD in key areas, including SEND, behaviour and teaching and learning
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs)

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do so they can put children at the heart of what they do

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support.
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more

Trust Estates Manager



Purpose of the Role

An exciting opportunity has arisen for an experienced Estates professional to join the central team in our growing multi academy trust, supporting our schools across multi-sites.

Working closely with the Chief Operating Officer, the successful candidate will take the lead on operational estates delivery across the organisation, ensuring all school environments remain safe, compliant, well-maintained and fully fit for purpose. The post holder will have responsibility for management and the successful delivery of the projects awarded under the School Condition Allocation funding rounds.

This is a senior operational role with responsibility for overseeing planned and reactive maintenance across multiple sites, ensuring statutory compliance is maintained in line with Department for Education guidance and wider health & safety legislation.

The Trust Estates Manager will play a key role in driving consistency, performance and best practice across estates services while supporting school's Premises Managers and site teams through strong leadership and professional development.

The role will involve close collaboration with Headteachers and senior stakeholders, balancing local operational requirements with wider organisational priorities.

Key Responsibilities:

Delivery of the Trust Estate Strategy

- Support the COO in the implementation of the Trust Estate Strategy and Estate Management Plan, including the development and ongoing review 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.
- Advise the COO on estates-related risks, priorities and investment needs
- Leading estates operations across all sites through quality assurance, ensuring statutory compliance, audits and risk management processes are undertaken and robust
- Supporting the COO and Chief Finance and People Officer with the development of bids for capital funding opportunities
- Maintaining the Estates Management Plan, to inform the allocation of SCA funding and managing the successful delivery of projects awarded across school sites, with support from external advisors where needed
- Acting as project lead for the Trust for authorised schemes, 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
- Supporting schools with Asset Management Plans, ensuring their schedules of planned and reactive maintenance programmes are suitable and that refresh and renewal schemes are in place supporting their key priorities
- Contribute to sustainability and long-term estate strategy
- Ensure estate development supports educational delivery and pupil outcomes



Asset Management and Building Maintenance

- Developing and ensuring consistent implementation and maintaining of easily accessible and auditable Estate management software (I Am Compliant), providing records for asset maintenance and management, including records of inspections, maintenance requests, complaints, costs and repairs
- Leading on the management of effective Asset Management data, including site plans, floor plans and condition surveys for the Trust estate, including data returns to the DfE where needed
- Development and management of a minimum 5 year maintenance programme, effective procurement scheduling for each site and maintenance in terms of decorating, flooring replacements, blinds etc that enables an effective programme of work, is costed out and takes account of sustainable priorities
- Efficient management of the heating systems, and most efficient operation of lighting, plumbing and other services in support of the Trusts sustainable key priorities
- Proactive engagement and management of professional contractor services, to ensure that services are procured in line with academy financial/procurement regulations and the delivery of high quality and cost efficient services and meet all safety requirements
- Development of a Trust wide Contracts Register enabling school site teams to liaise with vetted Contractors confidently further contributing to site safety, compliant practice and best value
- Maintenance and review of all service contracts, identifying where economies of scale can be achieved
- Ensuring that all estates and facilities management systems, processes and practices are consistent across all of the academies and are synchronised and co-ordinated
- Review site security for each setting ensuring response to emergency call outs remains suitable and appropriate, support liaison with police and/or surveillance contractors where required and support school key holders in an emergency situation
- Contribute to the Trust Risk Register and provide clear, evaluative reports to senior leaders

Compliance and Health and Safety

- Liaison with Health and Safety Link Trustees and reporting to relevant bodies
- Keeping abreast of regulations and legislation
- Provide professional support and challenge to school site managers and caretaking teams.
- Completion of relevant staff risk assessments and monitoring of training requirements
- Ensure the completion and review of estate related risk assessments across schools
- Ensure compliance with legislation, precaution and prevention measures, emergency and contingency planning and evacuation in connection with fire safety
- Support schools with emergency planning and business continuity arrangements.
- Lead responses to significant site incidents or emergencies.
- Ensure robust arrangements for severe weather, utility failures and critical incidents.
- Check and review COSHH records held at school level
- Integrity checks across schools including spot checks and termly walkthroughs of the inspection, testing and logging regimes of school statutory checks and compliance
- Coordinate compliance audits, reviews and monitoring activities across Trust schools, notify COO of any non-compliance areas for reporting to Trust board
- Preparing for Health and Safety inspections and responding to findings, monitoring the implementation of recommendations arising from audits, inspections and external reviews
- Managing a Trust contractors' database, ensuring RAMS, method statements, permits to work, appropriate insurances and service standards
- Manage service contracts, service level agreements and procurement exercises.
- Ensure all Trust premises meet statutory compliance requirements
- Maintain the Trust estates risk register.



Policy and Procedure

- Contribute to Trust policy and support Headteachers with school level policy
- Maintain compliance monitoring systems and schedules to ensure schools meet statutory publication requirements
- As the competent person undertake the Fire Risk Assessments alongside schools site staff annually
- Implement the Premises Management policy, supporting schools to ensure knowledge, understanding and action
- Act as a Health and Safety competent person at Trust level, responding to school queries as needed

Stakeholder Engagement

- Develop positive working relationships with Headteachers, school leaders and external agencies
- Promote collaboration and the sharing of effective practice across Trust and wider networks
- Attend school site and IT networks, reporting to the COO
- Ensuring and supporting the induction programme and training of new estates staff encouraging collaboration between schools demonstrating good practice, to support recruitment and retention
- Support caretaker recruitment and selection
- Support schools in achieving environmental and sustainability objectives

Supporting Growth and Trust Development

- Responsible for providing any premises related pre conversion due diligence for any new schools joining the Trust supporting the COO and CFPO
- Contribute to Trust growth strategy by supporting applications and pre-opening for new provisions, including free schools
- Ensure new schools understand and adopt Trust safeguarding and compliance expectations

Other Responsibilities

- Upholds and promotes the vision, values and ethos of Central England Academy Trust.
- Acts at all times in accordance with Trust policies, including Safeguarding, Code of Conduct and Health & Safety. Promotes and safeguards the welfare of children and young people.
- Support with general advice, guidance and training to school site staff
- Develop and implement the Trust sustainability strategy.
- Support schools in achieving environmental and sustainability objectives.
- Explore opportunities for renewable energy and energy efficiency improvements
- Identify opportunities for efficiencies and collaborative procurement.
- Support schools with budgeting for estates works.
- Participate in appraisal, training and professional development.
- Undertake any reasonable duties requested by the COO or CEO that are commensurate with the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date of issue, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

How to apply

Please apply by clicking <https://centralenglandacademytrust.face-ed.co.uk/vacancies>

Alternatively, please visit the Central England Academy Trust website and click on 'Vacancies'. The closing date for applications is **5pm, Wednesday 9th September 2026**. Interviews will take place **week beginning Monday 14th September 2026**.

A visit to one of our Trust schools is encouraged and warmly welcomed. To organise a visit and conversation with our CEO, Andrew Dickinson and / or our Chief Operating Officer, Claire Warren, please contact:

cwarren@centralengland.co.uk

As part of your application, please attach a supporting statement (no more than 2 pages) outlining how your leadership experience and skills meet the person specification for the role. We really look forward to reading your application!

Person Specification



Qualifications and Training	Essential (E) / Desirable (D)	Application Form	Interview
Degree/equivalent qualification or at least 3 years experience of managing multiple/complex sites	E	✓	
A recognised Health & Safety qualification such as NEBOSH or IOSH	D	✓	
Experience within education, public sector or similarly regulated environments	D	✓	
Professional experience	Essential (E) / Desirable (D)	Application Form	Interview
Proven track record of successful management experience within an estates/facilities environment	E	✓	
Effective management of staff across multiple or complex sites and locations	E	✓	
Experience supporting or working across multiple schools.	D	✓	
Significant experience of developing and implementing a rolling programme of works	E	✓	
Demonstrable experience managing health and safety audits and risk management	D	✓	
Demonstrable experience of procurement, contract management and successful negotiation of cost savings, budget management	D	✓	
Experience of writing and implementing policies and procedures	D	✓	
Knowledge and Skills	Essential (E) / Desirable (D)	Application Form	Interview
Excellent knowledge of health and safety regulations as they relate to premises and buildings including; Legionella Management, Asbestos Management, Electrical Condition Reports, Fire Risk Management and COSHH	E	✓	✓
Practical knowledge and experience of compliance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and the Building Safety Act 2022	E	✓	✓
Ability to analyse and interpret data to identify trends, risks and priorities	E	✓	✓
Ability to present information to a variety of audiences	E	✓	✓
Ability to lead audits, evaluate practice and implement improvement plans	E	✓	✓
The ability to collaborate with a wide variety of stake holders at all levels demonstrating confidence, in a courteous and professional manner	E	✓	✓
Ability to work with a high level of autonomy and to work collaboratively as part of the Trust Central Team	E	✓	✓

Central England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure. Central England Academy Trust is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on our website, describes why and how we collect and use personal data and provides information about individuals' rights.



Contact Us

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