

### TRUST ESTATES MANAGER

**Start:** 1<sup>st</sup> May 2024

**Salary:** NJC SCP 36 to 41 (£44,428 - £49,498)

**Contract:** 37 hours per week (all year round)

**Term:** Permanent

Enhance Academy Trust is a growing Church of England MAT based in Wakefield and Kirklees. We currently have thirteen Primary academies and a Post 16 Creative and Performing Arts free school within the Trust. This newly created specialist role will join our Central Team and be the main point of contact for all estate matters across the Trust.

#### We are looking for:

- A professional with substantial estates management and facilities background/health and safety qualification, plus significant experience of running a multi-site operation
- Ideally someone with experience working in the education sector
- A degree or equivalent experience in Building/Building Services or Facilities Management is desirable
- Ability to communicate effectively at all levels, managing, influencing, guiding, and mentoring to achieve and deliver the required strategies
- Experience of line managing and leading a team

You will work in partnership with Headteachers, School Business Managers and Site staff in each of our academies. You will have the ability to drive refurbishment and capital programmes and be responsible for the Trust Estates Management Plan that incorporates the above. Additionally, you will support School Business Managers and Site staff in all aspects of property upkeep, maintenance, compliance, security and health and safety.

Ideally you will have experience of site management in an educational and/or a multi-site environment, but more importantly you will have the health and safety knowledge and awareness, business acumen, flexibility and determination to make a real difference to our Trust.

You will support the Chief Finance Officer in procurement and monitoring of premises-based contracts. As we secure the need and funding for premises and building improvements, you will project manage this work and we will look to you to identify opportunities to secure funding for other initiatives going forward.

We need a committed team player with excellent organisational skills - with the ability to work independently, manage time effectively and prioritise workload with high levels of drive and resilience.

If you are seeking a fresh challenge, enjoy variety in your role and are looking for an opportunity to make this a difference, we would welcome your application.

Please contact Mark Randall, CEO, if you would like further information about the role:  
[mark.randall@enhanceacad.org.uk](mailto:mark.randall@enhanceacad.org.uk)

Completed Applications should be returned to the email address above.

We look forward to hearing from you and receiving your completed application.

**Closing Date:** Monday 11<sup>th</sup> March at noon.

### JOB DESCRIPTION

#### PRINCIPAL RESPONSIBILITIES

You will be expected to:

- Lead the Trust Estates, Services and Facilities Strategy.
- Lead and manage the Trust Asset Management Strategy.
- Be responsible for Health and Safety Compliance and Management across the Trust.
- Lead on the use of 'Every' across the Trust and manage risk in key areas.
- Lead on the development of the Trust's energy saving strategy.

#### HEALTH AND SAFETY

- To maintain oversight of Health & Safety across the Trust Estate acting as the Trust's Health & Safety Co-Ordinator for Construction Design Management projects, Asbestos Control Manager, lead on Fire Safety and Legionella Control Manager
- To carry out an annual review to determine that the Trust properly discharges its duties under its own health & safety policy; the health & safety at work act; COSHH regulations; and any other statute, regulation, or directive.
- To ensure that the relevant legislation and good practices are in place and continually observed.
- To lead the strategy on the development and communication of policies, procedures and processes concerning Health and Safety (including risk/emergency management).
- To lead the promotion and monitoring of safe working practices within the Trust and to provide regular reports to the CFO, CEO and Governors where required.
- To oversee the training provision for all staff as required on health and safety matters, to include first aid and fire safety.
- To prepare an annual H&S report for the Trust Board Audit, Risk and Finance Committee.

#### FACILITIES & ESTATES

- To lead the team of Site and Facilities Managers in the schools within the Trust.
- To have Trust wide responsibility for the creation, development, and implementation of an Estate Management Plan; ensuring a rolling programme of maintenance keeps the estate in good order.
- To lead on the strategies designed to have oversight of the security of Trust estates including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- To manage the oversight of approved building and maintenance contractors and suppliers to the Trust.
- To work closely with other Trust Managers and Site and Facilities Managers to ensure best value and efficiency in all multi-location work.
- To lead on the sustainability / green strategy, ensuring best practice of energy conservation in the use of heating, light, water etc. is developed and maintained.
- To manage the use of the estate to maximise income generation through lettings and other community use.
- To have oversight of the cleaning provision across the Trust.
- To support the CFO and CEO in maximising opportunities to bid for additional capital funding that supports the Trust ambitions.
- To lead on the procurement of best value for money contracts.

#### COMPLIANCE ASSURANCE & COMMUNICATION

- To lead the management of the 'EVERY' Compliance system across the Trust.
- To ensure that compliance control systems in Estates, Facilities Management and Health & Safety are managed effectively.
- To ensure there are accurate and up-to-date information/records/ reports relating to the areas of Estates, Facilities Management and Health & Safety.

- To identify and take appropriate action on issues arising from data, systems, and reports, setting deadlines when necessary and reviewing progress on action taken.
- To undertake relevant due diligence activity when new estate assets are acquired by the Trust.

### FINANCE

- To provide accurate information to the CFO to assist with annual budgeting and longer-term strategic financial planning processes.
- To manage budgets effectively, ensuring all financial policies and procedures are followed diligently.
- To monitor school budgets, supporting and challenging the Site and Facilities Managers at each school within the Trust.
- Ensure best value is achieved in premises related operational expenditure.
- To maintain oversight and manage, if appropriate, the tendering, implementation and snagging of all capital projects so that they are delivered on time, on budget and are value for money.
- To manage the Trust asset inventory.
- Review and update the Trust's asset management plan regularly and formally on an annual basis in line with the Trust's financial procedures.

### OTHER

- To carry out tasks of a reasonable nature requested by senior management commensurate with the role.

<b>Job Title: Trust Estates Manager</b>		
<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Possess GCSE qualifications, including a minimum of grade C / 5 in English and Maths.</li> <li>• Full UK driving license and possess a vehicle to travel between academies.</li> <li>• NVQ4, Diploma or equivalent in Building or Facilities Management.</li> <li>• Be working towards or already achieved a nationally recognised Health and Safety qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Possess A Level and/or equivalent Level 3 qualifications.</li> <li>• NEBOSH certificate level or above.</li> <li>• Degree educated.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of managing premises in a multi-site group complex organisation.</li> <li>• Evidence of leadership of diverse teams across a large organisation.</li> <li>• Significant facilities management experience in a similar role.</li> <li>• Experience in Health &amp; Safety management, operations and responsibilities.</li> <li>• Experience of working with a range of contractors on capital and / or maintenance projects.</li> <li>• Experience of designing and managing a rolling programme of maintenance.</li> <li>• Experience of managing cleaning, security and grounds maintenance services.</li> <li>• Experience of delivering capital projects across educational estates.</li> <li>• Experience of managing a team.</li> <li>• Experience of delivering services to meet customer needs.</li> <li>• Experience of managing competing priorities and working to tight timescales.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school, academy, trust or other educational based background</li> <li>• Practical building or maintenance skills</li> </ul>
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Health and Safety requirements.</li> <li>• Knowledge and understanding of Building Management Systems.</li> <li>• Excellent customer service skills and the ability to understand the needs of the business.</li> <li>• Excellent organisational and time management skills and the ability to prioritise work for yourself and others.</li> <li>• Ability to disseminate knowledge and good practice to other members of staff.</li> </ul>	

<p><b>PERSONAL QUALITIES</b></p>	<ul style="list-style-type: none"><li>• An excellent record of attendance and punctuality.</li><li>• Ability to relate to and communicate with a wide range of people (staff, external contractors, external customers etc.) with a calm and courteous manner.</li><li>• Self-motivation and personal drive to complete tasks to the required timescales and quality standards.</li><li>• Commitment to continuous self- development including undertaking qualifications in key areas.</li><li>• Self-awareness.</li><li>• Sense of humour.</li><li>• Reliability, integrity and stamina.</li><li>• Resilience and perspective.</li></ul>	
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