

Trust
Estates
Manager
Application
Pack

BLESSED EDWARD BAMBER CATHOLIC MULTI ACADEMY TRUST



Closing Date:
Monday 6th January 2025 - midday

Shortlisting:
Wednesday 8th January 2025

Interview Date:
Thursday 16th January 2025



Diocese of Lancaster
Education Service
Euntes in mundum

CEO Welcome

Dear Applicant,

Thank you for your interest in this crucial role leading estates and health and safety across our Trust. This role is essential in leading on the Estates Management strategy and comes at an exciting time in our development as a family of schools.

BEBCMAT currently consists of fifteen schools and is rapidly growing across Blackpool, the Fylde and Wyre. The successful candidate will lead on the implementation of the new funding which has been made available to us by the Department for Education for estates development. The Trust Estates Manager will be responsible for leading in this area and ensuring that funding is used well to support the needs of all schools across the Trust.

We are looking for someone who is a highly motivated and skilled professional to coordinate the planning, management and delivery of the Estates management and Health and safety across the Trust. This role will be varied and involve working across all Trust sites and can be flexible with some opportunities for home working. The successful candidate will be able to work independently but will also be part of a supportive central team.

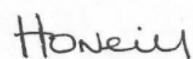
At BEBCMAT, all of our work is underpinned by the values of Trust, Respect, Faith, Hope and Service. The central team's core belief of 'Here to Serve' underpins all of our work with schools and other stakeholders.

At BEBCMAT, we offer:

- Pay in line with NJC and access to the local government pension scheme
- 26 days' holiday (rising to 31 after 5 years), plus Bank Holidays
- Access to Schools Advisory Service for wellbeing support and health
- Opportunities for continuous professional development
- Mileage allowances for travel between sites
- A pleasant working environment with on-site parking, free tea and coffee, close to motorway links
- Opportunity to be part of a strong Trust who are committed to providing the best possible education and environment for all of our children and young people.

Further information can be found at our website: <https://www.bebcmat.co.uk/job-vacancies>. If you wish to arrange an informal discussion, in confidence, please get in touch.

Yours sincerely,



Helen O'Neill
Chief Executive Officer

Message from the Diocese

Thank you for interest in the role of Trust Estates Manager at the Blessed Edward Bamber Catholic Multi Academy Trust in the Diocese of Lancaster.

The Diocese of Lancaster was founded in 1924, encompassing the historic counties of Cumberland, Westmorland and Lancashire north of the River Ribble. The Diocese operates in a diverse set of contexts, from west Cumbrian coastal towns and Lakeland villages, to the cities of Lancashire and the towns and villages of the Fylde coast. The mother church of the Diocese is at St. Peter's Cathedral in Lancaster, which will be celebrating its centenary next year, and the Bishop - the seventh since the creation of the Diocese - is Bishop Paul Swarbrick.

The Diocese of Lancaster supports 11 secondary schools, 70 primary schools, two independent schools and one sixth form college. The Bishop has set out his vision for academisation of all maintained schools in the Diocese and three Multi-Academy Trusts (MATs) have been created to bring our schools together and implement this plan:

Mater Christi Catholic Multi-Academy Trust – Cumbria and North Lancashire
Blessed Edward Bamber Catholic Multi-Academy Trust – Blackpool, the Fylde and Wyre
Mater Ecclesiae Catholic Multi-Academy Trust – Preston and rural Preston

Our Catholic MATs work closely with the Diocese of Lancaster Education Service (DOLES) to ensure we deliver an authentic Catholic education to all children in our schools, in line with the vision for education of Bishop Paul Swarbrick and the teachings and liturgical norms of the Catholic church.

On behalf of Bishop Paul Swarbrick, I would like to thank you for your interest in serving in our schools. I hope that you will consider applying for the post and I wish you every success.

Yours sincerely,

Michael Merrick

Diocesan Schools Commissioner
Diocese of Lancaster



Mission, Vision & Values

CORE PRINCIPLES

Our core principles are:

- Educating the whole person – We recognise that strong academic achievements enable our children and young people to successfully access their next steps in education, employment or training. We celebrate that each individual is made in God's image and has unique God-given talents to be recognised and harnessed. John 10:10 – 'I have come so that you may have life and have it to the full'
- Aiming for excellence in all that we do – from quality of the curriculum, pathways and opportunities for pupils, to Trust financial security.
- Working together for the Common Good – whilst maintaining the distinctiveness of each school which serves its own unique community.

MISSION

The Mission of the Trust outlines our core purpose. In Blessed Edwards Bamber CMAT, the mission of the Trust is for all of our Catholic schools to work together.

DEVELOP EXCELLENCE

By providing the best possible opportunities for every child through consistently delivering a high-quality education.

BUILD STRONG COMMUNITITES

By providing support and service to our families, parishes and wider communities, with an unrelenting focus on those most disadvantages and vulnerable in our society.

WITH GOSPEL VALUES AT THE HEART OF ALL WE DO

We will invest in the ongoing professional training and development for the whole Trust community, with Christ at the centre.

VISION

The Vision of the Trust focuses on the 'destination' of our journey – it gives us a steer and aspirational aim.

Through collective responsibility, united in our Catholic faith, we will provide bespoke support to:

- Enable each school to thrive spiritually, academically and financially
- Enable our children and young people to belong, engage and become - reach their full potential.

BELONG

Trusting in our faith and our Catholic mission, we will work as one family of schools together and with our wider communities.

Pupils and staff across the Trust are cherished for who they are and all achievements are celebrated.

ENGAGE

Pupils and students immerse themselves in the experience of education in the Trust. We raise aspirations and build for the future through high-quality learning and wider opportunities.

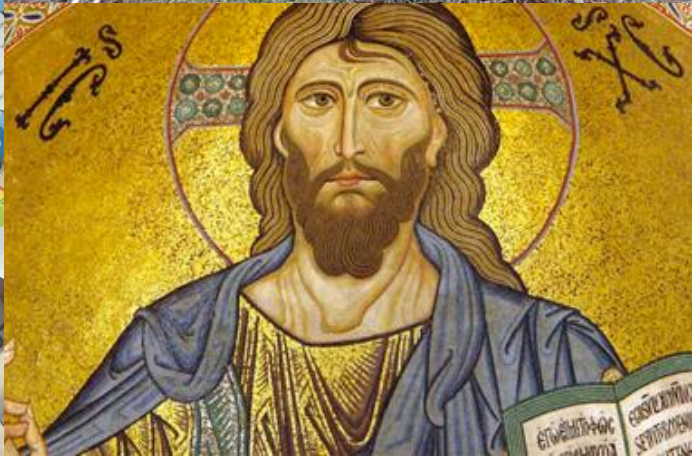
BECOME

Our pupils and staff grow and thrive as members of a Catholic community with shared values and grow to reach their full potential.

Schools grow in success educationally, financially and spiritually.

CORE Values

TRUST
RESPECT
FAITH
HOPE
SERVICE



“TRUST RESPECT FAITH HOPE SERVICE”

Trust Schools

Current



Christ the King
Catholic Academy



Holy Family Catholic
Primary School,
Blackpool



Holy Family Catholic
Primary School,
Warton



Our Lady of the
Assumption
Catholic Primary
School



St Cuthbert's
Catholic Academy



St John Vianney
Catholic Primary
School



St Joseph's Catholic
Primary School



St Kentigern's
Catholic Primary
School



St Mary's Catholic
Academy, Blackpool



St Mary's Catholic
Primary School,
Great Eccleston



St Teresa's Catholic
Primary School



St William's Catholic
Primary School



St Wulstan's &
St Edmund's
Catholic Primary
School



The Willows
Catholic Primary
School

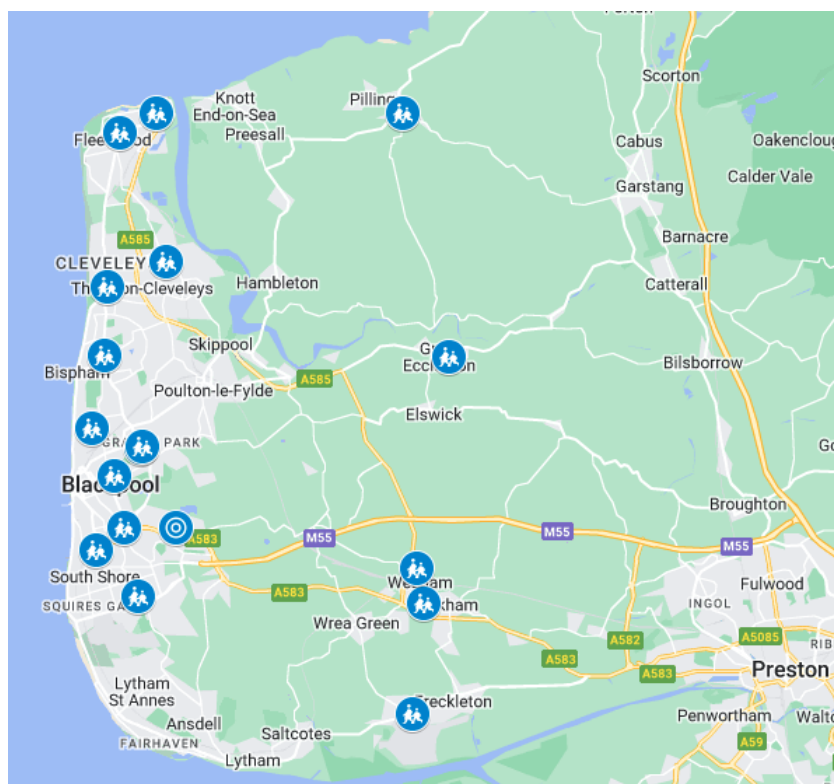
Joining 1st January 2025



St Bernadette's Catholic
Primary School,
Blackpool



St Mary's Catholic
Primary School,
Fleetwood



How to apply

Prior to applying

If you are unclear about any aspect of the application process, please contact Ann Daly, HR Manager:

Tel: 01253 446938 or 07380461330

Email: recruitment@bebcmat.co.uk

Application process

Candidates must only apply using the CES application form provided on the Trust's website: <https://bebcmat.co.uk/job-vacancies> CV's will not be accepted.

Please use the personal statement section of the application form to provide evidence of how you fulfil each requirement listed on the job description and person specification.

Your application should be addressed to the HR Manager, Ann Daly and can be submitted electronically to recruitment@bebcmat.co.uk

We will acknowledge receipt of your application.

Closing date for applications: Monday 6th January 2025 - midday

Shortlisting: Wednesday 8th January 2025

Interview date: Thursday 16th January 2025

Post Details:

Grade: H3 – scale point range 36 to 40

Salary: £45,718.00 to £49,764.00

Contract: Permanent

Hours: 37 per week

Start Date: As soon as possible

Job Description

Trust Estates Manager

Core purpose of the role:

- To lead and oversee the estate management programme for the Trust including premises, facilities, health and safety, contract management and capital works.
- The Estates Manager will be the “internal expert” on matters relating to premises and will be required to operate at a strategic level to ensure implementation of agreed policies using discretion and their own initiative. They will be expected to lead this aspect of provision across all current Trust sites. Should additional academies join the Trust, it is expected that these responsibilities will extend to cover these sites.
- The Estates Manager will be expected to perform their duties in a manner that actively enhances the Catholic ethos of the Trust.

Principal Duties:

- Be a visible and effective leader; developing and leading site staff as the trust grows; able to perform at a high level strategically and operationally;
- Ensure a high-quality level of performance from all school contracts;
- Effective and efficient leadership of the school sites and grounds, including building fabric, service installations, energy/environmental management, and lettings to enhance the learning environment for staff and pupils;
- 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;
- To be responsible for safeguarding and prioritising the welfare of children.

Developing a Common Mission and Shared Vision through:

- Preserving the existing strengths across the Trust and further develop their distinctive mission with the Catholic Church;
- Providing strategic and enabling leadership, in order that the academies can fully realise their stated vision.

Key Responsibilities and Accountabilities

Premises and Asset Management:

- To ensure the Trust buildings and premises are maintained to appropriately high standards that comply with all relevant legislation seeking advice from the Trust central team as required;
- To ensure the appropriate placing of all service contracts and to support site staff in monitoring the work of onsite contractors / liaise with Trust finance team on Trust-wide contracts;
- In conjunction with the Trust central team and school SLT, develop emergency procedures for schools and the Trust;
- To ensure that the terms and conditions of the Trust insurance policy are adhered to;
- To have oversight of all premises lettings across the Trust to outside organisations;
- Overview of maintenance of all furniture, equipment and fittings either via individual Academy contracts or by joining Trust-wide procurement tenders;
- Support Trust finance team in other site-based tenders/contracts;
- To be responsible for maintenance of Asset Management system;
- To have oversight of any Premises helpdesk systems;
- Work with Premises Team and Headteachers in formulating 3–5-year cycle of works;
- Consolidate cycle of works into MAT programme and liaise with Trust Chief Finance Officer (CFO) and Chief Executive Officer (CEO);
- Report to the Trust in accordance with the Trust cycle attending committee meetings termly, and Full Board meetings when required;
- Maintain the security of the Trust’s sites including responsibility for managing the Trust’s on-site CCTV systems, policies and procedures.

Job Description

Trust Estates Manager

Health and Safety:

- Be the Health and Safety Lead for the schools across the Trust;
- Introduce and oversee the Health and Safety compliance system;
- Manage the system across the Trust and report back to the Trust CFO/Board;
- In conjunction with appropriate SLT, oversee Health and Safety Audits and action plans;
- In conjunction with appropriate SLT, work on Fire Risk Assessments and oversee action plans;
- In conjunction with the school Site Supervisors, ensure the regulation of all Risk Assessment procedures;
- Ensure all statutory inspections are carried out;
- To advise the Academy Leadership teams on Health & Safety matters, seeking advice as appropriate;
- Working with the CFO and Headteachers to ensure school Business Continuity Plans are up to date;
- Advise all staff on health and safety matters as appropriate;
- To ensure that all persons in the MAT (staff, pupils, visitors and contractors) are aware of their responsibilities in respect of Health and Safety and that relevant training is provided;
- Manage policies and guidance regarding health and safety, and co-ordinate advice and support to the Trust;
- Ensure Headteachers use the Trust's Health and Safety reporting system consistently and effectively;
- Report to CEO and Trust regarding accidents, near misses and incidents etc. for trend analysis, training requirements and/or premises issues;
- Report to the Trust in accordance with the Trust cycle attending Finance, Staffing and Premises and Full Board meetings, when required.

Capital:

- Liaise with the Trust CFO over capital building works;
- To lead on the development and implementation of the Trust Estates Management Strategy in line with DfE guidance;
- Work closely with the Diocese to develop the buildings in line with priority need and Diocesan protocols;
- Oversee the planning for SCA funding, working with the Diocese, CFO and CEO to implement and deliver a robust plan;
- To establish, monitor and review a list of contractors for minor works, including the provision of predetermined pricing/specifications as appropriate;
- Procure contractors for capital works through tender process and ensuing project management and be the project manager for significant estates-related projects;
- To ensure that where additional funding is available for capital works, that those opportunities are identified and that effective bids are submitted correctly and on time to maximise the amount of resources available to the schools;
- To manage the tendering, implementation and snagging of all capital projects so that they are completed to time and budget and are fit for purpose.
- Supervise and lead significant SCA projects.

Policies and Procedures:

- Develop the suite of estates and facilities management policies for the Trust;
- Ensure effective implementation and embedding of relevant policies and procedures across the Trust;
- Perform a periodic review of relevant policies to ensure fitness for purpose.

Finance and Management:

- To plan and monitor the expenditure of the relevant allocated budgets;
- To monitor and manage the MAT-wide contracts for cleaning and security ensuring the contracts deliver service to specified standards;
- To obtain when necessary financial estimates relating to necessary work and advise senior management accordingly.

Job Description

Trust Estates Manager

Line Management Responsibilities:

- Provide clear and visible leadership at all times to ensure that all facilities are safe and well-resourced environments, conducive to high-quality teaching and learning;
- Support, coach and mentor all site team members to enable them to reach their potential and deliver results; having a continuous improvement culture across the team;
- Ensure effective recruitment, induction, management and development of site staff team to ensure the day-to-day work is high quality;
- Manage team members to ensure high motivation, provision of high-quality service;
- Undertake annual appraisals for site staff as part of the Trust's Annual Appraisal cycle, setting, managing and reviewing targets and goals for team members on a regular basis;
- Manage staff attendance and leave to ensure a continuous service throughout the year.

Other:

- Be the strategic lead for development and delivery of the Trust Estates strategy, working with senior leaders to model current and future requirements and present detailed premises appraisals for approval by the Executive and the Trust Board. This includes full exploitation of technology, low-carbon and sustainable energy solutions for modern, future-proofed schools;
- Support the CEO in reviewing the risk register for site/facilities risks;
- Ensure the completion of the compliance risk register, identifying key risks for Trust risk register;
- Oversee school-based risk register for inclusion on overall Trust risk register and review regularly with Headteachers;
- To oversee that those responsible for the MAT minibuses ensure that maintenance is carried out and that there is compliance with all legal requirements;
- To be available out of hours for emergency contact;
- Contribute to the wider life of the Trust and the BEBCMAT community.

Person Specification

Trust Estates Manager		
	<u>Essential</u>	<u>Desirable</u>
Qualifications	<ul style="list-style-type: none"> • Health and Safety Qualification (e.g. NEBOSH or equivalent). • Evidence of recent relevant professional development. • Full driving licence and ability to travel across the Trust Estate. 	<ul style="list-style-type: none"> • Qualification in Buildings or Estate Management. • Qualification in Project Management. • Evidence of ongoing professional development in relation to leadership.
Experience	<ul style="list-style-type: none"> • A minimum of 4 years' experience in Facilities/Estates Management. • Experience of planning, organising, prioritising and delegating workloads effectively and meeting deadlines. • Experience of managing change and implementing new systems/procedures. 	<ul style="list-style-type: none"> • Experience working in a multi-site environment. • Experience of team leadership and appraisal. • Experience of delivering capital projects across estates.
Knowledge and Skills	<ul style="list-style-type: none"> • A good understanding of methods of ordering, awarding contracts, purchasing and value for money. • Knowledge of the levels of roles and responsibilities for good estates management with regard to Health and Safety and environmental legislation. • Awareness of buildings regulations and protection of personnel and buildings from fire, flood and other risk factors. • Knowledge of conservation and carbon-reduction strategies. • Experience in Project Management 	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills. • Technical experience to oversee building projects.
Personal Qualities	<ul style="list-style-type: none"> • Ability to develop strong professional relationships with a range of stakeholders. • Aligned to Trust values. • Self-motivation and initiative to complete tasks to the required timescale and quality standards. • Self-awareness and sense of humour. • Ability to work to tight deadlines and under pressure. • Ability to manage change. • Flexibility to find solutions, work independently and professionally during times of pressure and/or change. • Willingness to undertake training as required. • Commitment to safeguarding pupils and staff at all times. 	

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

