

Trust Estates Manager

Permanent

Closing Date: 9am Friday 27th February 2026

Interviews week commencing 2nd March 2026

Full-time (37 hours per week)

All-Year Round with appropriate annual leave entitlement dependent on length of service & grade

£44,075 (SCP M28) - £46,142 (SCP M30) (actual salary)

We are looking to appoint a Trust-wide Estates Manager to work closely with the Head of Finance and Operations to provide strategic leadership and operational management across the Trust estates, in line with the enclosed job description.

The Warwick Schools Foundation Multi Academy Trust is sponsored by Warwick Schools Foundation. The Trust and the Foundation have shared values and ethos, with a particular focus on enabling pupils from the schools to work together. The Trust builds on the strong relationships established with partner schools over recent years, enabling the sharing of experience and opportunities which enrich learning and outcomes.

We will offer the successful candidate:

- **Opportunities for professional development**
- **A passionate leadership team who will provide comprehensive support**
- **Local Government Pension Scheme**
- **Access to free healthcare support and occupational health**
- **Access to staff discounts and Cycle to Work scheme**
- **Family friendly policies and flexible working arrangements**

If you feel that you have the personal qualities, experience, commitment and resilience to achieve our visions and aims, please complete the application form* and equality form and email to recruitment7028@welearn365.com by the closing date. Please ensure that you refer to the criteria when completing your application.

**please note, CVs are not accepted.*

We are committed to safeguarding and promoting the welfare of those we serve, as well as complying with best practice in the application of safeguarding. We expect all staff and volunteers to share this commitment

Therefore, as this role is in regulated activity, an enhanced DBS Disclosure (with child's barred list) will be required as part of the pre-employment checking process, and re-checking will be required when determined by the relevant policy. We will complete an online check and request references at the shortlisting stage. One reference must be from your current employer and from the Headteacher (if from a school).

Trust Estates Manager

Reporting to: Head of Finance and Operations (HFO)

Responsible for: Strategic and operational management of estates and facilities across all Trust schools; line management of site managers/caretakers; oversight of health & safety compliance and capital projects; development and leadership of estates staff team.

Salary: £44,075 (SCP M28) - £46,142 (SCP M30) (actual salary)

Contract: Full-time, permanent (52 weeks), with flexibility for occasional out-of-hours work to support projects.

Location: Trust-wide role, based at Warwick School Foundation office with travel across all sites (currently all sites sit within Warwick & Leamington, in Warwickshire).

Purpose of the Role

To strategically lead and manage the Trust's estate and facilities function, ensuring that all premises are safe, compliant, and conducive to high-quality education. The postholder will develop and implement a strategic estates plan, oversee capital projects, ensure best practice in estates-related health & safety and sustainability, and lead a high-performing estates team.

Key Responsibilities

Strategic Estate Management

- Develop and implement the Trust's Estates Strategy and Asset Management Plan (AMP) in line with DfE guidance and Good Estates Management principles.
- Advise the HFO (and CFO/CEO) on estate-related risks, compliance, and investment priorities.
- Maintain accurate asset data, site plans, and condition surveys; ensure timely returns to DfE systems (e.g., LBCT).
- Lead the digital transformation of the Estates Management function across the MAT
- Develop the MAT Estates offer and support the MAT growth strategy.
- Support the HFO and CFO with due diligence for prospective schools joining the MAT.
- Embed a positive risk management culture across all sites.

Compliance & Health & Safety

- In liaison with the Trust Health & Safety Coordinator, lead annual estate-related audits and termly compliance reviews.
- Ensure statutory compliance (fire safety, asbestos, legionella, PAT testing, COSHH).
- Prepare and maintain fire risk assessments and security measures for all sites.
- Maintain and review estate-related risk assessments, emergency plans, and the Asbestos Management Plan.
- Ensure compliance with Data Protection legislation.

Project & Contract Management

- Lead on capital works, refurbishments, and maintenance projects from feasibility to completion.
- Prepare specifications, tender documents, and manage procurement in line with Trust financial regulations.
- Oversee contractors and monitor performance against SLAs.
- Manage estates budgets effectively, ensuring value for money.
- Produce reports and KPIs for stakeholders to support strategic planning.

Operational Management

- Prepare and maintain inspection/testing schedules and standard operating procedures for all maintenance works.
- Monitor cleaning contracts and ensure quality/specification compliance.
- Oversee lettings and community use of premises, including staffing cover and site security outside core hours.
- Maintain stock records of equipment and tools used in facilities management.
- Undertake call-out responsibilities as part of the Trust Management Team.

Sustainability & Environmental Initiatives

- Promote energy efficiency and environmental sustainability across the Trust.
- Coordinate and report on utilities consumption, energy conservation, carbon reduction planning, air quality, waste management, and renewable technologies.
- Liaise with national/regional bodies for environmental initiatives and funding opportunities.
- Lead on sustainable procurement for goods and services.

Leadership & Staff Development

- Line manage site supervisors and estates staff; ensure effective deployment across schools.
- Create and implement a learning and development plan for estates staff.
- Carry out annual appraisals and performance reviews.
- Drive professional development for estates staff, to support the medium to long-term strategy with regards to succession planning and MAT growth.

- Promote team wellbeing and a positive working culture.

Executive Leadership Role

- Act as a member of the Trust's executive team, attending meetings and contributing to strategic planning.
- Serve as a critical friend and advisor to the Head of Finance and Operations.
- Represent the Trust in external networks and forums.
- Provide reports on strategic and operational areas, including performance against KPIs and performance dashboards to school senior leadership teams, local governing boards and Trustee meetings, and to present as appropriate.

Person Specification

Essential

- Significant experience in estates/facilities management across multiple sites.
- Strong knowledge of health & safety legislation and compliance requirements.
- Proven project management skills, including capital works and maintenance planning.
- Excellent communication and leadership skills.
- Ability to manage budgets and deliver value for money.
- Full UK driving licence.
- Strong IT literacy (Word, Excel, PowerPoint; experience with estate management systems such as Every).

Desirable

- Professional qualification (e.g., IWFM, MRICS, NEBOSH, IOSH).
- Experience in an educational setting.
- Knowledge of DfE funding streams (e.g., CIF) and Academy Trust Handbook.
- Familiarity with sustainable procurement and environmental initiatives.

Safeguarding

The postholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people, and will be subject to an enhanced DBS check.