



**Extend Learning**  
Academies Network



# Trust Estates Manager Recruitment Pack



*We embrace individuality. We do the right thing. We work together.*

Thank you for your interest in applying to Extend Learning Academies Network (ELAN). We are a forward-thinking, innovative trust in North Somerset who look to do things differently.

In our eight primary schools, we aim to provide an extraordinary education for 3,000 children and experiences beyond the classroom for both children and staff. Our school buildings and surroundings are a hugely important part of this provision. You will support the aims and ethos of the trust, setting a good example, upholding and supporting the trusts policies and procedures, especially around the safeguarding of young people.

Our facilities are excellent and diverse. Across the trust we have a Grade II listed building as well as carefully designed modern structures and outdoor learning spaces that require a dedicated estates professional to oversee the daily running of the school sites. Our Estates Manager will have significant input into future improvement projects that will include procurement, engagement of contractors and the management of contractors on site.

This is an opportunity to not only influence the future fabric of our buildings, but to also develop the school site teams and a Health and Safety and Compliance Officer which is a new role within the trust.

We are looking for a capable individual who “will do the right thing”, is team orientated, strategically minded, innovative, adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The trust is constantly evolving and you should expect to learn new skills and adapt to new structures as required to meet these changing needs.

I look forward to receiving your application,

Adam Matthews

Chief Executive Officer



### Note

The job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the trust in relation to your professional responsibilities and duties.

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## Trust Estates Manager - Extend Learning Academies Network (ELAN)

Salary: **EM 3- 4 £40,876- £49,864** plus generous benefits package

Permanent, 37 hours per week, all year round

Based at our main office in Locking, North Somerset, but independent travel to local schools will be required.

ELAN is an academy trust that looks to do things differently and works together to do the right thing.

This is an exciting role for an experienced and qualified Estates Manager to join our central team where you will have the opportunity to shape, lead and manage the premises, environment and estate across the trust.

You will be developing strategy, policy and working with schools to ensure all statutory requirements are met. A significant knowledge of health and safety policy and requirements is important with a NEBOSH qualification preferable.

### Application process

Candidates should read the application pack and complete the application form available on the vacancies section of the website [www.extendlearning.org/vacancies](http://www.extendlearning.org/vacancies)

Any queries regarding the application process and/or the completed application form should be directed to the HR team at [HR@extendlearning.org](mailto:HR@extendlearning.org) The form must be completed in full, please note we do not accept CV applications. Early applications are encouraged and will be considered before the deadline.

Closing date: **9am Monday 27 September 2021.**

If you wish to discuss anything prior to application please telephone Lynn Winter on 01934 313392.

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, qualifications and career history. We also reserve the right to contact any previous employers for a reference.

### Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff have a responsibility for promoting and safeguarding the welfare of the children in our care and are required to adhere to and ensure compliance with the trust's Safeguarding Policy at all times.



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## What ELAN can offer you:

Salary EM 3-4 £40,876 - £49,864. Actual salary will be dependent upon the skills and experiences of the successful applicant.

As well as offering you a competitive salary we offer:

- access to the Avon pension scheme
- a comprehensive wellbeing package
- free onsite parking and a generous holiday entitlement
- and you will be working with a small team of talented, engaged and motivated people.

You will be based full time at our main office in Locking, North Somerset but a clean driving licence is required and access to a vehicle, as you would be expected to travel between schools. This is an all year round post requiring flexibility in working hours to meet business need.

Our common values of embracing individuality, working together and doing the right thing run through everything that we do.

## Central Team

An extraordinary education is not always achieved through radical change but by everyone continually engaging in the pursuit of the small things that together will make the biggest difference.

We work alongside children and staff in schools. Aiming never to lose sight of our ambition to provide an extraordinary educational journey, we support schools to identify what needs to improve and provide guidance in how the improvements can be made. It is our goal for all schools to deliver an extraordinary education and we recognise that sometimes the improvement journey can be tough and sometimes it can be more straightforward. Because of this, we tailor our support according to need.



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## Trust Estates Manager Job Dimensions

**Salary** EM 3 - 4 £40,876- £49,864 per annum plus benefits

**Hours/Weeks per year** 37 hours per week, all year round. Note: Due to the nature of this role, holidays may not be taken in August

**Reporting to** Head of Operations

**Functional Relationships** CEO, Head of Operations, Chief Finance Officer (CFO), ELAN trustees, Headteachers/Heads of School, Central Team, external agencies, Department for Education, Local Authority

## Purpose of Role

- To shape, lead and oversee the estate management for Extend Learning Academies Network (ELAN) including premises, facilities, health and safety, contract management and capital works.
- To manage and ensure a proactive health and safety process throughout Extend Learning Academies Network (ELAN).
- To ensure that the estates and facilities are open, fit for purpose and that value for money is achieved.
- The Trust Estates Manager is the Trust's lead professional.

## Our Trust Values

To uphold and promote the Extend Learning Academies Network values and specific values of individual schools

**We embrace individuality**

**We do the right thing**

**We work together**

## Key Responsibilities

### Leadership and Management

- Be a visible and effective leader; developing, co-ordinating and leading site staff as the Trust grows.
- Be able to perform at a high level strategically and operationally.
- Promote the highest standards of business ethos within the business function of the Trust.
- Provide leadership and guidance to school staff on all aspects of estate management.
- Ensure a high-quality level of performance from all school contracts.
- Ensure all aspects of health and safety (legislation and implementation) are reflected in the highest standards, ensuring all schools in the Trust are safe and legally compliant.
- Attend trust board meetings when required.
- Be available out of hours for emergency contact.

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## **Estate Management**

- Lead on the development and implementation of the trust-wide estate vision, strategy, and preventative maintenance plan. This will involve both short- and long-term planning.
- Ensure that guidance in the Department of Education, 'Good Estate Management for Schools' document is following and implemented.
- Ensure the trust buildings and premises are maintained to a high standard and comply with all relevant legislation.
- Manage the procurement of trust-wide service contracts ensuring value for money is achieved via a competitive tender in compliance with the Academy Trust Handbook and Trust Finance Policy.
- Work with the trust central team develop the trust's emergency procedures.
- Working with the Head of Business Operations in ensuring that the terms and conditions of the Trust's insurance policy are adhered to.
- To establish, monitor and review a list of contractors, including the provision of predetermined pricing/specifications as appropriate. Moving forward, the Trust Estates Manager may develop a central team of staff to support the maintenance of schools.
- Arrange periodic condition surveys for all schools and proactively lead on identifying the priorities from the report together with Headteachers and business/premises staff.

## **Health and Safety**

- The Trust Estates Manager is the designated lead for health and safety in the trust ensuring that legislation and good practices are continually observed.
- To ensure compliance with all health and safety legislation, risk assessments, risk management and associated codes of practice and school policies
- To ensure compliance with the Control of Asbestos Regulations 2012, across all trust sites and buildings, including annual reporting and maintenance of records
- To be responsible for leading, implementing, auditing, and reviewing the trust health and safety management systems.
- Provide advice to schools to ensure that pupils, staff, and visitors are provided with facilities that are safe and fit for purpose.
- To develop and implement policies, procedures and processes concerning Health and Safety (including risk/emergency management), and ensure they are implemented consistently across schools.
- To be responsible for reviewing health and safety audits and fire risk assessments and support schools in developing an action plan for areas of concern or that require improvement.
- To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action when required.
- Working with schools to ensure the security of Trust resources and accommodation, including the operation of fire, smoke, and intruder alarms, emergency key holder responsibilities and risk management.
- To establish, monitor and evaluate risk assessments within the areas of specific responsibility.
- Support trust schools in the effective recruitment, induction, management, and development of their premises staff.
- Ensure all schools have processes to ensure statutory inspections and compliance checks are carried out. You will manage a trust wide system, (currently IAM compliant) to ensure schools are able to log their compliance checks in a consistent way.
- To advise the schools' staff on health and safety matters, seeking advice from the Trust external health and safety advisors as appropriate.
- To ensure that all persons in ELAN (staff, pupils, visitors, and contractors) are aware of their responsibilities in respect of Health and safety and that relevant training is provided.

- To arrange trust wide health and safety training for school staff e.g., COSHH, manual handling, asbestos awareness.
- To oversee the asbestos management plan for schools and raise awareness in the Trust of the risks of asbestos in the workplace.
- Support school staff to ensure minibuses are appropriately maintained and inspected.
- To work closely with our external health and safety advisors and have full access to their support. The Trust purchases health and safety advisory support which currently includes an annual audit of each school and a health and safety advice line for schools

### **Capital Works**

- You will be responsible for the management of the school condition allocation (SCA). This is currently £350k per annum but would increase as the trust grows.
- Together with the Head of Operations and CFO, implement a transparent strategy for the spending of the school condition grant.
- Take into account the school condition surveys and liaise with Headteachers in developing an annual programme for the use of the school condition grant and present to Trustees for approval.
- Lead in coordinating major projects including bid writing.
- Oversee the tendering, implementation and snagging of all capital projects so that they are completed to time, on budget and fit for purpose, working closely with school senior leaders and premises staff.
- Ensure a robust and value for money approach to prioritising, planning, procuring, delivering and monitoring projects.

### **Procurement**

- Review site specific expenditure to ensure adherence to policy.
- Review outcomes of expenditure to ascertain consistent standards of work and/or pricing across all trust schools.
- Develop a Trust preferred supplier register to improve cost effectiveness, maximising on economies of scale to achieve best value for money across the trust. This may involve the use of appropriate Framework contracts as necessary.
- Demonstrate current knowledge of building regulations and operational requirements/constraints to develop and monitor the Trusts contract register, securing where possible preferential rates across the wider trust.
- Liaise with school site managers to ensure best practice across site management and site expenditure.
- Responsibility for monitoring of all service and maintenance contracts e.g. security, compliance, fire alarm systems, pest control, legionella, lift and boiler maintenance etc. and making recommendations for necessary improvement, replacement and/or efficiencies to be gained, along with recommended costs and timescales, for inclusion in the MAT's long term procurement strategy.

### **Key Skills**

- Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics.
- Holding people accountable: the drive, resilience, and ability to set clear expectations and parameters and to hold others accountable for performance.
- Leading people: the drive and ability to provide clear direction, and to enthuse and motivate them.

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- Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others.
- Team working: the ability to work with others to achieve shared goals. To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the trust
- Encourage staff to work together and share expertise within and across teams
- Reflect on own personal and professional development.
- Use feedback from all levels of the Trust to help improve the way you lead and manage.
- Be aware of your own skills of self-management as regards time and prioritising workload.

### **Additional duties and information**

- To contribute to the ethos and aims of the Trust
- ELAN is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.
- To be aware of and understand the Trusts Equal Opportunities, Race Equality, Whistle blowing, ICT and Safeguarding Policies ensuring at all times that the duties of the post are carried out in accordance with Trust Policies
- To read and have a thorough understanding of the Staff Handbook and School Business Ethics Policy
- To undertake any duty or responsibility that the CEO, and Head of Operations asks relevant to the Trusts needs as required and are commensurate with the grade

You will be required to provide support and challenge on a range of estates and facilities issues and to find solutions to problems requiring innovative and creative solutions.

You will deal with changing and, on occasions, challenging deadlines.

### **Working Relationships and Contacts**

- To develop and maintain working relationships with other professionals
- To liaise with staff, local authorities, external agencies and suppliers as well as members of the public to provide information and to answer queries
- Key relationships include:

Chief Executive Officer	Head of Operations	Chief Finance Officer
Trust Board of Directors	Headteachers of Academies	HR Manager
Local Governing Boards	Department for Education	Safeguarding Lead
Local Authorities	Health and Safety Executive	
External H&S consultants	External Surveyors and contractors	

*This is not an exhaustive list and some changes to both the job description and duties may occur.*

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## Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

## Further Information

**\*\*This post will be required to travel to other school sites**

**\*\* Out of hour's responsibility: in the event of an emergency or serious incident the you will be a point of contact and may be required to attend.**

**Probation** This post is subject to a **6 month** probation period.

**Scale Point:** All staff start at the first scale point within their salary grade. Annual increments maybe paid until the top of scale is reached, dependent upon individual performance.

**Pension** As an equitable employer we align with the Local Government Pension Scheme, and as such, you will be automatically enrolled in the Avon Pension Scheme. The Trust pays a contribution of salary into the LGPS – this is an additional remuneration benefit.



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## Person Specification - Trust Estates Manager

### Qualifications & Experience

Essential	Desirable	Measured By
Good general level of education to A level or equivalent	Degree or equivalent professional qualification in a related area such as building, engineering, facilities management, surveying etc.	Application Form
IOSH (Institution of Occupational Safety and Health) certification	NEBOSH (National Examination Board in Occupational Safety and Health) certificate or ability to obtain	Application Form
Membership of one of the following or equivalent. RICS (Royal Institute of Chartered Surveyors), ICE (Institute of Civil Engineers), ILAM (Institute of Leisure and Amenity Management), CIOB (Chartered Institute of Building), BIFM (British Institute of Facilities Management)		Application Form
Excellent literacy and numeracy skills – able to produce and analyse reports containing complex data, and transfer this into workable plans before communicating these as necessary		Application form/ interview
Extensive knowledge and experience of asbestos management and associated risks presented in relation to proposed or planned repairs, maintenance and structural changes where this may be a consideration Recent Asbestos Awareness course attended		Application form/ interview
A working knowledge of applying the (Construction Design and Management) Regulations 2015	Current knowledge of the constraints and implications associated with listed buildings and experience of applying these to the maintenance and redevelopment of buildings	Application form/ interview
Experience of managing all aspects of property maintenance	Qualified First Aider	Application form/ interview
Experience of setting up and managing a risk management system able to cover all MAT schools and central team		Application form/ interview
Experience of devising and completing Risk assessments and Risk Registers		Application form/ interview

## Knowledge & Skills

Essential	Desirable	Measured By
Understanding of the legal and financial aspects of estate management, with the ability to deliver significant and sustained cost control without detriment to overall quality of service being provided		Application form/interview
Excellent communication skills both verbal and written, including the use of ICT		Application form/interview
Ability to think and plan strategically and to ensure implementation of complex and challenging plans		Application form/interview
Leadership skills, including the ability to motivate others		Application form/interview
Ability to keep up to date with relevant local and national initiatives and research		Application form/interview
Effective negotiation skills		Application form/interview
Experience of multi-site management		Application form/ interview
Ability to work flexibly		Application form/interview
Work as part of a team in order to deliver a service to others		Application form/interview

## Personal Qualities

Essential	Desirable	Measured By
Strong and proven organisational skills		Application form/interview
Ability to work under pressure and to meet deadlines		Application form/interview
Ability to work independently to tackle problems creatively and to think laterally		Application form/interview
Self-motivated and a good time manager		Application form/interview
A common sense approach to problem solving		Application form/interview
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people		Application form/interview
Ability to attend evening/out of hours meetings if required		Application form/interview
Ability to stay calm and use persuasion in dealing with conflict or highly pressured situations		Application form/interview

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# Living and working here

## Housing

Housing options in North Somerset range from idyllic detached mansions in Abbots Leigh to terraced Victorian and Edwardian town houses in Weston-super-Mare and Clevedon, with smart new waterside apartments in Portishead. North Somerset has a diverse range of vibrant market and coastal towns offering something for everyone.

In spite of its qualities and growing popularity, North Somerset is a cost-effective location to live. You get much more for your money living in North Somerset, an important factor in recruiting and attracting people to work here.



## Coast and Countryside

North Somerset has over 24 miles of attractive coastline and charming countryside including parts of the Mendip Hills Area of Outstanding Natural Beauty, the Forest of Avon and the Somerset Levels and Moors. There are plenty of opportunities for experiencing outdoor activities including sailing, kite surfing, climbing, pot-holing, off road cycling and mountain biking, golf, fishing, swimming and lots of scenic walking routes.

There are four main towns in North Somerset: Clevedon, Nailsea, Portishead and Weston-super-Mare. There are six main villages: Backwell, Congresbury, Long Ashton, Winscombe, Wrington and Yatton.



## Arts and Culture

The Arts Council for England (ACE) has designated Weston-super-Mare as a priority area in its 2018 – 2020 Corporate Plan. Darren Henley ACE's Chief Executive visited Weston in May 2018 and said "There is a vibrant creative community here and a council with huge ambitions to redefine the English seaside town. Weston is a beacon other seaside towns can learn from." Historic England has also awarded Weston Heritage Action Zone status with £600,000 support.

There's a huge variety of events throughout the year, from fun runs, half marathons and motorcycle beach races to music, arts and food festivals and agricultural shows. The thriving local art and crafts community is showcased in the bi-annual North Somerset Arts week where over 300 artists open their homes and studios. North Somerset is a great base to explore the rest of the West of England.



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