**Estates Manager**

**Application Pack**

Dear Applicant,

Thank you for taking the time to look through the following information about our Trust. We very much look forward to hearing from you as you progress your interest in the post to an application.

For more details please contact myself on (07538 522223) or via julia.armstrong@princeregenttrust.co.uk

Kind regards.

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**Mrs Julia Armstrong**

**CEO**

**Contents**

1. Trust introduction and information
2. Job role and description
3. Person specification

**About Prince Regent Street Trust**

The Trust was founded in 2018 and is made up of a group of three good and outstanding schools with a common purpose. The Prince Regent Trust is fundamentally one of sustainable school improvement. All three schools are good and outstanding, yet are very different in so many ways. We feel that having such a variety of different sizes and school make ups will enhance our capacity to support and develop other schools joining the Trust. We have a very successful primary ethos, which enables all children to maximise their potential. We strongly believe that every child has the right to the highest quality Education. Successful schools and their leaders hold the responsibility to work alongside other schools to support improvement. Leaders have a collective responsibility for improving the whole system for mutual benefit. The Prince Regent Trust is committed to highly effective working partnerships with school leaders, colleagues, parents and all other stakeholders.

**Trust Objectives, Strategies and Activities**

The principal objective and activity of the charitable company is the operation of Prince Regent Street Trust is to provide education for students of primary school age.

In accordance with the articles of association the charitable company has adopted a ‘Scheme of Government’ approved by the Secretary of State for Education. The Scheme of Government specified, amongst other things, the basis for admitting students to the academy trust, the catchment area from which the students are drawn, and that the curriculums should comply with the substance of the national curriculum.

The academy trust’s main objectives are encompassed in its improvement strategy and commitment which is outlined below including the end objectives and the strategies used to achieve them.

At the heart of our school improvement strategy is a commitment to working in partnership with all our schools, and to support all schools in being self-improving, and to achieve a school-led system in order to promote and secure:

* We have a proven track record of sustained school improvement
* At least good levels of achievement for all children with many children achieving outstanding outcomes
* High quality teaching
* Effective leadership and governance in all schools
* Access to high quality professional development for staff enabling sustained and continual improvement and developing a workforce in line with future succession planning needs and talent management policies
* Opportunities for the identification and dissemination of effective practice and engagement in research and development including teacher inquiry
* Safe schools with fair access
* Affordability and value for money



**Estates Manager**

Prince Regent Street Trust wishes to appoint an Estates Manager to join the Central Trust Team

**Salary Scale**

**Full-time position 52 weeks a year, 37 Hours per week**

**25 days annual leave entitlement (to be agreed in line with any building projects etc during School holidays)**

**Grade K SCP 27-30**

**Contract Details**

Required for 1st September 2021

**Disclosure**

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check.

Prince Regent Street Trust requires an Estates Manager to join our central trust team. We are a relatively new Multi Academy Trust comprising of three primary schools.

As a Trust our main priority is to provide the very best education to the pupils in our schools. We work closely together as three schools to achieve this aim and also in partnership with a number of outside agencies. The post holder will take a lead in all areas of Schools facilities, estates and health & safety management, providing strategic support to both the Chief Executive Officer, Chief Finance & Operations officer as well as Head Teachers. Ensuring compliance and sustainability within the academy environment will be a crucial aspect to this role as well as ensuring capacity for future growth. This is an exciting opportunity to take on a brand new role within a dynamic and ambitious organisation where you will be able to make a meaningful contribution to the continued expansion of the Trust and the futures of the children in our care.

**JOB DESCRIPTION**

***Status of Post***

This is a senior post within the Trust’s staffing structure, which carries with it membership of the Central Team. This post holder is accountable to the Chief Executive Office and the Chief Finance and Operations Officer. The post will require you to work in partnership with the Head teachers across the Trust, the caretakers, administrators, the Central Executive Team and a number of external providers to ensure the continuous improvement of the schools within the Trust.

***Main purpose of the job***

The Estates Manager will support the Chief Finance and Operations Officer in the management of all Prince Regent Trust estates and facilities matters. The post holder will lead and manage all premises related projects, including the annual budgets of statutory and cyclical maintenance. They will ensure adherence to all statutory maintenance requirements. They will lead and manage the Trust’s facilities teams, and third-party service providers.

**Place of work**

 A Central office base will be provided and there is an expectation that the individual will spend time at each of the 3 schools.

**Hours of Work**

 Hours of work are currently 37 hours per week

 Work patterns are negotiable providing the needs of the trust are met.

 The post holder may be required to work outside of normal hours on occasion, with due notice.

**Key Tasks**

**Facilities Management**

* Working with the Trust’s current external provider the post holder will act as the Health and Safety Officer and Fire Officer, taking the lead to ensure that the Trust meets all its Health and Safety responsibilities and that regular review and monitoring is in place.
* Liaise with each school to develop, establish and manage effective procedures for estate management and maintenance, including an agreed disaster recovery and business continuity plan.
* Oversee and manage cyclical maintenance across the Trust.
* Actively develop the lettings of premises to external organisations.
* Oversee and manage the cleaning and caretaking arrangements across the Trust.
* Take responsibility for the administration of the Trust’s insurance policies including maintenance, correct operation and insurance of any and all school vehicles.
* To have an overview of the management of the catering arrangements across all schools.
* To carry out such other duties as are required and as commensurate with the grade for the post.
* Elements of the job description may be changed following consultation with your manager.

**Development**

* Work closely with each school to understand its priorities and help produce a development plan for estates and facilities in line with conditions survey’s.
* Be responsible for all development proposals and for the management and delivery of all capital and major development projects.
* Assist the Chief Finance and Operations Officer to secure funding to maintain, improve and upgrade the Trust’s facilities.

**Procurement of Services**

* To oversee tenders for estates and facilities related service contracts and cost effectiveness.
* Continually review of all estates and facilities contracts to ensure that Trust wide savings are made and best value is achieved.

**Line Management Responsibilities**

* Undertake effective line management and personal development reviews and training of all Trust caretaking staff.
* Cleaners will also fall under line management remit, however, they are supervised by Caretakers and Head Teachers

**Marketing and Development**

* Actively work in partnership with local schools to build relationships and market the benefits of the Trust.
* Assist the Chief Finance and Operations Officer to research and advise on funding, grant and other income generating opportunities for the Trust.
* Assist in the preparation of appropriate bids to acquire additional funds for the schools within the Trust.
* Assist in the Due Diligence process in respect of schools or academies potentially joining the MAT.

Person Specification

**Estates Manager**

| **Category** | **Essential** | **Desirable** | **Identified** |
| --- | --- | --- | --- |
| **Application** | * Fully supported in references * Well-structured application indicating a detailed understanding of the management of facilities in a multi academy trust | * Knowledge and understanding of current issues and their relevance for this school | Application/  References |
| **Qualification** | * Recognised project management qualification | * Recognised relatable degree or equivalent qualification | Application/Certs |
| **Experience** | * Experience of line management of estates and facilities teams in an education environment. * A high level of experience and commercial awareness in the built environment. * Experience of managing third-party service contracts * Experience of delivering large capital maintenance and build projects. * Have a detailed knowledge and understanding of: Building Regulations, The Health and Safety at Work Act (and derived legislation) including Electrical, Gas, Fire Safety and Asbestos Control. | * Experience of remotely managing teams in a multi-site setting. * Knowledge and understanding of academy structures. * An understanding of the key issues facing schools and academies. | Application / Interview |
| **Professional Development** | * Evidence of relevant CPD |  | Application |
| **Skills and Knowledge** | * Ability to communicate at all levels both verbally and written. * Ability to think strategically and to analyse complex situations, formulating and implementing plans of actions. * Ability to handle data and information critically accurately and effectively. * Marketing, planning and implementation skills developing appropriate strategies and achieving successful results. * Competent in the use of Word and Excel. * Ability to work with colleagues and contracts from a range of backgrounds. * Ability to be an autonomous practitioner and to ensure that decisions implemented are in the best interest of the Trust. * Highly developed organisation skills managing time well to meet competing priorities. |  | Application / reference / Interview  Application / Interview tasks. |
| **Personal Attributes** | * Ability to develop the children spiritually, morally, socially and culturally whilst supporting a broad, creative and inclusive curriculum * Appreciation of the importance of exploration and development of effective and innovative approaches to school improvement * Ability to build and sustain effective working relationships and partnerships with staff, governors, board members, parents/carers and the wider community and demonstrate enthusiasm and sensitivity while working with others * Ability to work in partnership with schools, key agencies and organisations |  | Application / reference / interview |

**Closing Date: Friday 9th July 2021**

**Interviews: Friday 15th July 2021**

For an informal discussion please contact Julia Armstrong CEO (07538 522223)