ONE (Owl North East) Trust

c/o Throckley Primary School

Hexham Road

Newcastle upon Tyne

NE15 9DY

Post Title:	**Trust Estates Manager**
Grade:	£47,142 – £50,908 – N9 Grade
Working pattern:	1.0 Full-time equivalent, permanent, all year round
Responsible to:	Chief Financial Officer
Job purpose:	To provide strategic leadership and operational management of the Trust's estate, compliance, sustainability, health and safety, capital investment and facilities services across all schools. The postholder will lead the development of a safe, compliant and sustainable learning environment, manage estates staff and contractors, oversee capital projects and CIF bids, support Trust growth, and ensure effective stewardship of the Trust's physical assets.

Context:

This is a newly created position within the ONE Trust, reflecting our continued growth and commitment to strengthening the management of our estate across all schools.

As ONE Trust includes 8 primary schools, the scale and complexity of our estate portfolio is significant. This includes a mix of building types, varying condition profiles, and the presence of two PFI schools approaching contract expiry within the next few years. In addition, the Trust is seeking to take a more strategic and coordinated approach to capital investment, including maximising opportunities through the Condition Improvement Fund (CIF) or similar.

Historically, estates responsibilities have been managed at a more local or operational level within schools. This new role has been created to:

- Provide central leadership and oversight of estates and compliance
- Improve consistency, efficiency, and risk management across all sites
- Strengthen the Trust's ability to plan and deliver capital projects and CIF bids
- Support the strategic transition of PFI assets back into Trust control
- Ensure the estate is fully aligned to support long term educational priorities.

The Estates Manager will therefore play a key role in shaping and developing this function, establishing robust systems and processes while building strong relationships with Head Teachers and school teams.

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Job Description:

To lead and manage the Estates and Facilities function across the Trust's 8 primary schools, ensuring safe, compliant, efficient, and well-maintained environments that support teaching and learning. The role includes strategic oversight and operational delivery, including management of PFI contracts nearing expiry and responsibility for securing capital investment through CIF bids.

Key Duties:

Strategic Estates Management

- Contribute to the development and implementation of the Trust's Estates Strategy, aligned with organisational priorities.
- Support on asset management planning, including condition surveys and lifecycle planning.
- Provide strategic oversight and planning relating to two PFI schools, including preparation for PFI contract expiry within the next few years and transition to Trust control.
- Advise senior leaders and Trustees on estates risks, compliance, and investment priorities.
- Lead on capital projects, including refurbishment, expansion, and improvement works.

Capital Funding & CIF Bids

- Take lead responsibility for the preparation, submission, and management of Condition Improvement Fund (CIF) bids.
- Identify priority projects aligned to condition and compliance needs.
- Manage successful CIF projects through delivery, ensuring compliance with DfE requirements.
- Work with consultants and surveyors to produce high quality bids and supporting documentation.

Compliance & Health and Safety

- Ensure full compliance with statutory requirements across all sites, including:
    - Health & Safety legislation
    - Fire safety management
    - Asbestos management
    - Legionella control
    - Electrical and gas safety
- Maintain robust compliance monitoring systems and documentation.
- Lead audits and inspections and ensure timely completion of actions.
- Act as a key advisor on risk management and site safety.

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Operational Estate Management

- Manage the day-to-day upkeep and maintenance of all buildings and grounds with the support of school caretakers.
- Oversee planned preventative maintenance (PPM) programmes.
- Ensure efficient response to reactive maintenance issues.
- Oversee cleaning, grounds, and security services with the aid of local authority service level agreements.

Procurement & Contract Management

- Procure and manage external contractors and service providers.
- Oversee contractor performance, compliance, and value for money.
- Deliver contract efficiencies and cost savings across ONE Trust through strategic procurement and effective contract management.
- Manage contracts including those relating to PFI arrangements and transition planning.

Budget Management

- Support in the development and management of the Trust estates budget.
- Monitor expenditure and deliver value for money.
- Support long term capital planning and investment decisions.

Sustainability & Energy Management

- Lead the Trust's School Estate Management Standards (SEMS) and decarbonisation programmes, driving compliance, sustainability, and continuous improvement.
- Lead initiatives to reduce energy consumption and environmental impact.
- Support carbon reduction targets and sustainability strategies.

Emergency Planning & Business Continuity

- Support in the development and maintenance of business continuity plans.
- Provide leadership in response to site incidents or emergencies.

Stakeholder Engagement

- Work closely with Head Teachers, senior leaders, Trustees, and external agencies.
- Act as the key estates contact for regulators, contractors, and consultants.

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General Duties

- Uphold the Trust's values and safeguarding responsibilities.
- Participate in Trust wide initiatives.
- Undertake other duties commensurate with the grade.

Personal Specification:

Experience

- Experience managing estates/facilities across multiple sites.
- Experience in education, public sector, or similar complex environments.
- Proven experience managing statutory compliance.
- Experience of leading or contributing to capital projects or CIF bids.
- Experience of contractor management.
- Experience managing budgets and procurement.

Knowledge

- Understanding of Health & Safety legislation and Building compliance (fire, asbestos, water hygiene, COSHH etc.).
- Estates and facilities management best practice.
- Knowledge of CIF processes and DfE requirements.
- Awareness of PFI contract structures and lifecycle considerations.

Skills

- Strong project management and organisational skills.
- Ability to lead across multiple sites with competing priorities.
- Financial and analytical capability.
- Excellent communication and stakeholder management.
- High attention to detail, particularly around compliance.

Qualifications

- Recognised H&S qualification like NEBOSH General Certificate.
- Facilities management qualifications desirable.

Personal attributes

- Proactive and solution focused.

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- Resilient and adaptable.
- Strong leadership presence.
- Collaborative and supportive approach.
- Commitment to safeguarding and high standards.