



Welcome to our Trust

TrustEd Schools Alliance is a medium Multi Academy Trust, based in south and central Shropshire. Our nine academies, work together as a supportive local group of schools. We are highly ambitious for all our pupils; we operate with our schools collaboratively; and we embrace our stewardship role across our schools and communities.

TrustEd began in 2015, with Oldbury Wells as the founding school. Since then, we have had some excellent and strong schools join us, who continue to flourish and grow in our trust. We have also welcomed some sponsored schools into our trust, who needed assistance, and who are now thriving. We have chosen to grow locally rather than extend our reach and chosen to have a mix of primary and secondary schools, and both Church of England and secular schools in our varied Trust.

In the future we expect that our trust will have some growth of Shropshire primary and church schools, to enhance the balance of our family of schools. Our schools all belong to The Association of Character Education (ACE) and we are committed to ensuring an inclusive ethos for everyone.

Together at TrustEd we have much in common, but we are also diverse. Our schools serve the communities of Bridgnorth, Craven Arms, Church Stretton, Pontesbury and Shrewsbury. We work together to build on our schools' current strengths and to support cross-phase collaboration, whilst cherishing what makes us unique. All our school's work within their communities, with Local Governing Bodies.

We are inspired to continue to work together as a group of Leaders and Headteachers across all our schools and with a common purpose. We cherish our schools' individuality but also appreciate how much we can achieve as a team working together.

Sarah Godden





Job Description and Particulars of Appointment

Details of the Post

- Title: Trust Estates Manager
- Reporting to: Director of Finance
- Main Workplace: Central Trust Offices, Bridgnorth or Church Stretton
- Additional Workplace: Trust Schools/Offices as needed, travel will be required
- Grade and SCP: PO15, SCP41 to SCP44, £49,498 to £52,579
- Working Hours and Weeks: 37hrs, 52.14 weeks

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of the Post

This is a challenging and strategic role within the Trust, reporting directly to the Director of Finance. The Trust Estates Manager will be responsible for leading the development and implementation of the Trust's estate strategy, leading on procurement, and leading on all premises health and safety matters for the Trust.

The Trust Estates Manager will work proactively with the Trust Director of Finance and Trust Compliance Officer, Headteachers and Site Managers/Premises staff in schools and Trust Central staff to support schools to establish and maintain a safe and statutorily compliant environment for pupils, colleagues, and visitors.

Duties and Responsibilities

Reporting to the Director of Finance:

Estates Management

- To oversee and lead on the management of all building projects for the Trust, ensuring compliance with the Health and Safety Executive's Construction Design and Management (CDM) regulations.
- Support and develop school premises teams to ensure the Trust has an effective, engaged and high performing team at each school site, with the right skills and experience to deliver a high-quality premises and estates management service.
- To provide support and advice to Trust and school senior leaders on all estates matters.
- Line management of the Trust Compliance Officer and responsibility for the Trust's compliance system.
- Ensure adherence to the DfE's Good Estates Management advice.

Health and Safety

- Ensure each school's Health and Safety Policy is up to date.
- Provide support and advice to Trust and school senior leaders on all premises matters.
- Provide advice and guidance to schools on all premises health and safety areas including fire safety, legionella and asbestos and site security.
- Provide risk assessment advice and support to schools.

Strategic Development

- To oversee and lead on the Trust estates strategy, capital programme, asset management plan and planned preventative maintenance schedule for all academies with the Trust.
- Develop and lead on the application of the Trust's School Condition Allocation in line with terms and conditions of the funding.
- Overall responsibility for Health and Safety across the Trust, working alongside senior leaders and site staff to ensure all Trust buildings comply with health and safety regulations.
- To provide regular estates management and health and safety reports to Trust senior leaders and trustees.

Procurement

- To create, maintain, monitor, review, and update a Trust-wide list of approved contractors, suppliers and consultants including the assessment/review of Contractor Competence submissions for prospective inclusion on that approved list.
- To lead on procurement processes for premises projects across the Trust, including tendering processes, in line with the Trust's Scheme of Financial Delegation and in close collaboration with the Trust Finance team.

General

- Manage and report on budgetary expenditure for all SCA projects.
- Responsibility for the completion of the DfE's annual capital spend survey.
- Work closely with the Trust finance team to provide details for the monthly management accounts.
- Liaison with premises staff, headteachers, external contractors, regulatory authorities, and other external agencies as required.
- Attend seminars, training and CPD events relevant to the post holder's duties.
- The undertaking of ad-hoc tasks, within the normal remit of this job description, or other reasonable duties commensurate with the grading, overall function and level of responsibility of the post and as dictated by the needs of the Trust.

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Review and Signatures

- This job description is subject to review by the CEO/Director of Finance in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**

Person Specification

<u>Qualifications</u>	<u>Essential or Desired</u>
▪ 5 GCSE's (equivalent of C or above)	Essential
▪ A professional qualification in estates management	Essential
▪ A professional qualification in health and safety	Desirable
▪ Evidence of continuing professional development activities	Desirable
▪ Driving licence and own transport	Essential
<u>Knowledge and Skills</u>	
▪ Estates management experience ideally within the Education sector	Essential
▪ Knowledge and practical experience of Health and Safety	Essential
▪ Knowledge of procurement rules and experience of tendering and contract negotiations	Essential
▪ Strong communication skills, able to communicate complex project management and procurement matters so that others understand	Essential
▪ Ability to build relationships with key stakeholders at all levels	Essential
▪ Excellent organisation skills and ability to prioritise and adhere to deadlines	Essential
▪ Excellent IT skills, including the ability to use MS Office software packages	Essential
▪ Very good understanding of construction and property management related statutory compliance requirements/legislation.	Essential
▪ Excellent working knowledge of legislative compliance requirements including but not limited to Asbestos; Legionella; Electrical Safety; Gas Safety; DEC's; Fire Risk Assessments, etc with particular emphasis on schools/the education sector.	Essential
▪ A good, positive communicator able to explain complex project management and procurement matters so that others understand.	Essential
▪ Confidence in working with a wide variety of staff across different settings and roles.	Essential
▪ A willingness to undertake relevant training or qualifications if required by the Trust.	Essential

<ul style="list-style-type: none"> ▪ Have a demonstrable commitment to CPD, developing their own skills and to maintaining up-to-date working knowledge of new developments and legislation applicable to the Academy Trust and the role. 	<p>Essential</p>
<p><u>Personal Skills</u></p> <ul style="list-style-type: none"> ▪ Ability to organise and prioritise own workload effectively, particularly under pressure and using own initiative. ▪ Positive, enthusiastic outlook with energy, drive and determination to succeed ▪ An unwavering commitment to the Trust’s vision and values ▪ Willing to be accountable and take responsibility for own actions ▪ Excellent at meeting deadlines. ▪ Proven capability to work innovatively and independently ▪ Willing to work flexibly and outside normal work hours if reasonably requested to do so, to support estates emergencies. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><u>Interpersonal and Communication Skills</u></p> <ul style="list-style-type: none"> ▪ A “can do” attitude and a clear view of the need for adopting a customer-focused attitude to work. ▪ Excellent report writing skills ▪ Excellent interpersonal and communication skills. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><u>Physical Skills</u></p> <ul style="list-style-type: none"> ▪ Have the ability to effectively monitor progress and follow up on any projects or issues identified by audits and inspections. ▪ Mobility is important, access to a car (insured for business use) and a full driving license is essential. 	<p>Essential</p> <p>Essential</p>