



HATHERSHAW  
COLLEGE

# Applicant Pack



**Estates Manager**

PROUD  
TO BE  
PART OF

THE  
Pinnacle  
LEARNING TRUST

[www.pinnaclelearningtrust.org.uk](http://www.pinnaclelearningtrust.org.uk)



# Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,  
HR Team

\*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.





# About The Hathershaw College

## *'Together we Succeed'*

The Hathershaw college, based in Oldham , serves more than 1,000 pupils aged 11-16 years across 5 year groups. We are a founding member of The Pinnacle Learning Trust, established in September 2017, and a key driver in the Trust's mission to improve the lives and chances of young people in the local area.

We are an Ofsted recognised 'good' school, committed to high standards, and celebrating the diversity and uniqueness of everyone within our community. Our inclusive environment is built upon our core values, The Three Rs: Responsible, Respectful, and Ready to Learn.

Ofsted recognises that 'leaders have developed a broad and rich curriculum' for all pupils at The Hathershaw College. Our curriculum is designed to be challenging and diverse, ensuring students leave us with a wide range of knowledge. As a former technology college, most of our students take a technology subject for GCSE and this is a very successful area of the school.

The school has a successful personal development offer and is focused on developing the character of our students. We place high value on preparing our students for future success through a comprehensive Careers Education Package that meets all the Gatsby Benchmarks. Pinnacle Learning Trust also includes the successful Oldham Sixth Form College and we benefit enormously from this link.

We are committed to the success of our staff as much as our students. As part of The Pinnacle Learning Trust, our colleagues benefit from extensive support and high quality Professional Development with the support of the **Pinnacle Research School**. Access to INSET days, weekly in-house CPD sessions, and Trust-wide training ensures that you will be learning and developing throughout your career with us. We are also an executive partner in the East Manchester Teaching School Hub, which provides access to sector-leading, evidence-based training for both teaching and support staff.

We actively seek staff feedback to ensure The Hatherhaw College remains a place where our team feels valued and supported. We are delighted that the Pinnacle Learning Trust was winner of the **MAT Excellence Award for Wellbeing Trust of the Year 2025**, and has been recognised by **Eduio for a Trust Value Award** in 2025 for the second year running.

If you are looking to make an impact on the life chances of young people, we invite you to join our team at The Hathershaw College.

# Job Description & Person Specification

## **Estates Manager**

### **Purpose of the post**

The main purpose of the role is to be the day to day lead for Estates and Health and Safety at The Hathershaw College. The role of the team is to provide an outstanding, safe, secure, well-maintained, clean and attractive learning environment for students, customers and staff. The main duties of this role will be to manage the Estates Maintenance Team and all associated duties, but also to take on a leadership role, working closely with the Trust Head of Estates, to ensure the team functions effectively in providing routine building maintenance and development of the site together with janitorial tasks and assisting in the provision of security arrangements within the school (and supporting across the Trust on occasion as appropriate).

The role may require you to occasionally work shifts, evenings and weekends to suit the needs of the school.

### **Summary of Main Duties and Responsibilities:**

#### **Estates Manager Responsibilities:**

- Lead and line-manage the Estates Maintenance Team at Hathershaw College.
- Embed a culture of high performance and service excellence.
- Provide positive and supportive team leadership (as appropriate) and effective communication.
- Regularly review and update policies, procedures and processes to meet school needs (as appropriate).
- Share good practice and take a lead on relevant initiatives.
- Ensure high quality level of performance from all estate service contracts including cleaning services

#### **Specific responsibilities of the Estates Manager:**

- Manage Service Level Agreements (SLAs) and Planned Preventative Maintenance (PPM) servicing schedules for the estate, ensuring efficiency: legislative compliance; and, value for money.
- Provide day-to-day supervision to the Estates Maintenance Team
- Assist the Trust Head of Estates with contractor selection, orders and maintenance specifications and take a coordinating role in all aspects of health and safety, including risk assessments, accident monitoring and reporting, fire risk management, first aid and liaison with outside agencies (e.g. Health & Safety Executive (HSE), Fire Officers, Consultants) to secure a safe and healthy environment. To assist with implementation of our Risk Protection Arrangement (RPA); HSE L8; and, fire action plan, (such as helping to organise contractors and internal works).
- Update and monitor fire evacuation procedures, arrange weekly fire testing and termly fire evacuation drills
- To assist with Health and Safety audits, and to advise in the completion and monitoring of action plans.
- To assist with management of first aid, including: ensuring first aid rooms are tidy and fit for purpose; and, providing first aid assistance to other designated first aiders.
- Work closely with the Trust Head of Estates to ensure contractors have appropriate safety plans and risk assessments in place, and are operating these in practice.
- To provide guidance and advice, prepare regular reports and make recommendations where relevant to minimise recurrence of accidents to staff, students, visitors and contractors.

- To assist in the investigation of all major injuries (as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)), reporting any to the Trust Head of Estates and HR Manager, so as to inform the enforcing authorities.
- To assist the Trust Head of Estates in preparing a termly Health and Safety report for Senior Leaders and Trustees.
- To liaise with the Trust Head of Estates to ensure compliance with health and safety and environmental legislation; codes of practice; and, education-sector best practice.
- Liaison with and management of contractors and providing assistance, so as to enable them to gain premises access and carry out their work.
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- Identify any work necessary to ensure the provision of a safe, secure, well-maintained, clean and pleasant working environment for our students, visitors and staff and, in consultation with the Trust Head of Estates, to assist with the carrying out of such work
- Undertake general maintenance/janitorial duties as required.
- Ensure that the buildings and site are clean and accessible and that the grounds are well kept.
- Undertake stock checks on estates and first aid/health & safety equipment and consumables, order consumable items and keep appropriate records.
- Assist in the provision of an effective portage facility, including the receipt of deliveries and moving of items.
- Assist in the preparation for, and running of school events
- Manage the weekly shift rota for the Estates Maintenance Team
- To ensure the Hathershaw buildings and grounds are maintained to appropriately high standards
- To monitor and maintain the Estates Helpdesk
- To work with the Trust Head of Estates in formulating 3-5 year cycle of works;
- Work with Estates team colleagues across the Trust as appropriate, providing support at other academies where necessary
- Liaise as necessary with the sports centre and lettings staff, in order to provide the best possible sports and physical activities facilities.

#### **Specific Requirements of the role:**

- To undertake training/ development as may be identified as essential to the role, including manual handling, working at heights etc.
- To oversee the day-to-day maintenance function of the school.
- To qualify and maintain current qualified status as a First Aider.

#### **Requirements of all Trust Staff:**

- To promote and uphold the Trust Mission Statement, values and strategic aims and objectives.
- To comply with the Trust's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the Trust's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Executive Principal or designated alternate.

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Experience of estates maintenance and supervision	✓		Application/Interview
Experience in day to day operation and multi-skilled maintenance	✓		Application/Interview
Experience of leading a team and managing a rota		✓	Application/Interview
Experience of working in an educational setting		✓	Application/Interview
<b>Skills and Knowledge</b>			
Up to date knowledge of relevant health and safety legislation	✓		Application/Interview
Understanding of trade skills (joinery, plumbing, electrical etc)		✓	Application/Interview
<b>Education and Qualifications</b>			
Good Standard of Education	✓		Application
Computer literate including Microsoft Office suite, Word & Excel	✓		Application/Interview
Health and Safety qualification (IOSH, NEBOSH) or willingness to undertake as required	✓		Application
BIFM/IWFM qualification or willingness to undertake as required		✓	Application/Interview
Qualified First Aider with First Aid at Work Certificate or willingness to undertake training to obtain qualification	✓		Application/Interview
NVQ/ City & Guilds level 3 or equivalent in Plumbing, Joinery, Electrical or other maintenance trade		✓	Application/Interview
<b>Attitude and Personal Qualities</b>			
Ability to work independently and as part of a team, taking leadership responsibilities and using initiative effectively	✓		Application/Interview/References
Confidence in your abilities to deal with problems as they arise in a professional manner.	✓		Application/Interview/References
Ability to prioritise workloads and meet deadlines.	✓		Application/Interview/References
A proactive approach and willingness to contribute to School improvements	✓		Application/Interview/References
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/References
Patience and ability to remain calm	✓		Application/Interview/References
Willingness to work flexibly	✓		Application/Interview
Current clean driving licence		✓	Application/Interview
Car owner		✓	Application/Interview
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/References

# How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

## **Commitment to Safeguarding**

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.



**“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”**

**Rebekah Sutcliffe, Trustee and former senior police officer and director in local government**

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**To find out  
more or to  
apply:**

[pinnaclelearningtrust.org.uk](https://pinnaclelearningtrust.org.uk)  
[hr@pinnaclelearningtrust.org.uk](mailto:hr@pinnaclelearningtrust.org.uk)

**0161 287 8001**

