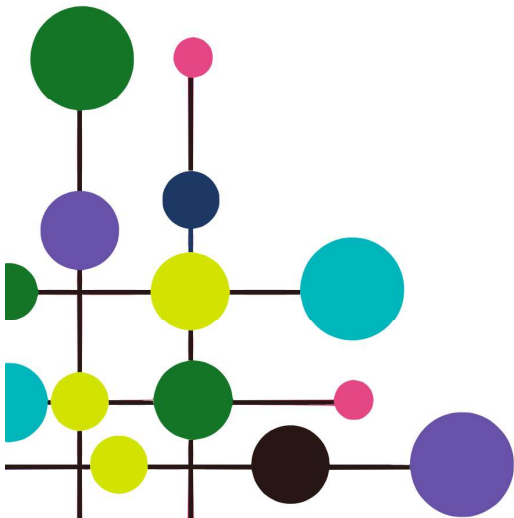


Head of Estates Job Description

Post	Head of Estates
Responsible to	Trust Finance and Operations Director
Salary	Grade 6 £52,413 - £64,811
Location	Robin Hood MAT Central Office, 77 Pitmaston Road, Birmingham B28 9PP with regular travel to Trust schools
Working Pattern	Full time (36.5 hours per week), 30 days holiday per year (increasing with service)
Disclosure Level	Enhanced DBS



Core Purpose

To lead the development, management, and delivery of an exceptional estates and facilities management service across all Robin Hood MAT schools and central offices.

The role combines operational excellence with strategic foresight — ensuring that our environments are safe, sustainable, and aligned with the Trust's educational vision.

Principal Responsibilities

1. Strategic Leadership and Planning

- Lead on the design and implementation of the Trust-wide Estates Strategy, aligning capital investment and maintenance priorities with the Trust's long-term goals.
- Manage the School Condition Allocation (SCA) capital fund, including project identification, costing, forecasting, and ensuring value for money — with final approval by the Finance Director.
- Produce an annual and medium-term estates plan covering compliance, condition, capacity, and sustainability.
- Contribute to Trust-wide risk management, advising on estates-related risks within the corporate risk register.
- Support and direct the estates management team in conjunction with the Head Teachers

2. Capital Projects and Procurement

- Lead and manage major capital and refurbishment projects from concept to completion.
- Support with tender documentation, oversee procurement, and ensure contractor compliance with Trust policies and statutory regulations.
- Work collaboratively with external consultants, local authorities, and DfE agencies.
- Monitor project budgets, timelines, and performance against agreed outcomes.

3. Compliance and Health & Safety

- Act as the Trust's Competent Person under the Management of Health and Safety at Work Regulations.
- Ensure all statutory inspections, testing, and risk assessments (Fire, Legionella, Asbestos, etc.) are completed and evidenced.
- Maintain oversight and integrity of the Trust's compliance management systems, ensuring consistency across all sites.
- Ensure all individuals are completing tasks on H&S compliance system in a timely manner and provide training and support as necessary
- Advise Central Team on H&S compliance matters across the estate
- Co-ordinate school Health and Safety audits and implement any recommendations
- Administer the Trust Educational Visits system
- Develop and oversee a Premises helpdesk system
- Lead on Trust-wide emergency planning, critical incident response, and business continuity arrangements.
- Advise all staff on health and safety matters as appropriate and support School Leadership Teams on individual matters
- Ensure all persons in the MAT (staff, pupils, visitors and contractors) are aware of their responsibilities in respect of Health and Safety and that relevant training is provided.

4. Sustainability and Environmental Management

- Champion and implement the Trust's Sustainability Strategy, focusing on energy efficiency, carbon reduction, and environmentally responsible procurement.
- Identify and deliver opportunities for renewable energy, waste reduction, and biodiversity improvements.
- Develop metrics and reporting to measure environmental impact and cost savings.
- Ensuring Good Estates Management for Schools (GEMS) is embedded across schools and associated tools and checklists are managed and updated.

5. Operational Excellence

- To ensure the Trust buildings and premises are maintained to appropriately high standards that comply with all relevant legislation
- Oversee site teams across all schools, ensuring a consistent standard of maintenance, presentation, and service delivery.
- Line-manage site and premises staff indirectly through coaching, support, and shared expectations with school leaders.
- Lead on effective recruitment, induction and development of site staff.
- Ensure robust systems are in place for reactive and planned maintenance, using data to drive efficiency and prioritisation.
- Maintain oversight of cleaning, catering, and other facilities contracts, ensuring performance and value including internal services
- To have oversight of all premises lettings across the Trust

6. Financial and Resource Management

- Prepare estates budgets and monitor expenditure across revenue and capital allocations.
- Work closely with the Finance Director to ensure compliance with financial regulations and audit requirements.
- Identify opportunities for cost savings through smarter procurement and energy management.

7. Leadership and Culture

- Be a visible and effective leader developing and leading site staff; able to perform at a high level strategically and operationally.
- Support, coach and mentor all site team members implementing a continuous improvement culture across the team.
- Operate as a collaborative member of the Central Team, working side by side with other Trust Leads.
- Model the Robin Hood MAT Leadership Competencies through daily practice.

8. Governance and Reporting

- Provide reports to the Trust Board and Finance & Operations Committee as required.
- Ensure completion of statutory returns (e.g. Land & Building Collection Tool).
- Contribute to internal audit processes and present outcomes clearly to senior leaders.
- To ensure the Trust's adherence to the RPA and lead and report on any investigations.
- Manage policies and guidance relating to health and safety and co-ordinate advice and support to the Trust.

Person Specification

Essential	Desirable
Proven experience of estates and facilities management across multiple sites	Experience in the education or public-sector environment
Strong knowledge of statutory compliance, and building legislation A commitment to undertake H&S qualifications as required and/or designated	NEBOSH, IOSH or equivalent H&S qualification
Experience managing capital budgets and projects	Project-management qualification
Excellent interpersonal and communication skills	Experience leading sustainability initiatives
Ability to analyse data and plan strategically	Experience contributing to or writing estate strategies
Commitment to modelling Robin Hood MAT's Leadership Competencies	Chartered membership of CIFM / RICS / BIFM
Full Clean Driving Licence Access to a vehicle	None

Other Requirements

- Willingness to work flexibly and travel across all Trust sites.
- Availability for out-of-hours contact during emergencies.
- Commitment to safeguarding and promoting the welfare of children.

Safeguarding Statement

Robin Hood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.