



**WANDLE
LEARNING
TRUST**

**Appointment of
Head of Estates**

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EXECUTIVE SUMMARY

Wandle Learning Trust was founded in 2018 by Mark Siswick and Christian Kingsley, the leaders of Chesterton Primary School and Chestnut Grove Academy in Wandsworth. We are a growing family of 10 schools. Our teacher and curriculum development arm, Wandle Learning Partnership (WLP) provides operational support for our Department for Education designated Maths, English and Teaching School Hubs. WLP also provides its own menu of evidence-informed CPD and events which are rooted in local needs and enriched by national partnerships. This work benefits the Trust's own staff as well as thousands of colleagues across the sector.

We're also extremely proud to have co-founded the literacy and early reading provider, Little Wandle. Our SSP, Little Wandle Letters and Sounds Revised is now a market leader in English schools and we have recently launched a phonics intervention and assessment programme for struggling readers in Key Stage 3. Collectively we are united in the belief that there is no more important role than making a positive difference to children's lives.

Our aim is to ensure that as a result of attending an academy in the Trust, every young person will be inspired and empowered by their education. Inspired to build a purposeful and fulfilling life and empowered to make a valuable contribution to the world around them. As a Trust we believe in *Educating for life*, ensuring that our children are prepared for the next stage of their education, employment or training. Each academy will aim to achieve an outstanding judgement from OFSTED at the earliest appropriate point and be contributing to delivering world-class education within the Trust.

We are now looking to appoint a dynamic, enthusiastic and forward thinking Head of Estates to oversee the management and development of the Wandle estate, lead the Estates team and focus on the development of the five-year strategic priorities to ensure that the service to Wandle schools is exceptional.

Reporting to the Chief Operating Officer, the role combines strategic leadership with operational accountability. You will be responsible for ensuring Wandle's estate is safe, compliant, financially sustainable and fit for the future. The successful candidate will be creative in their thinking and adaptable in their approach and be guided by the question that guides all of us within the Trust - 'What will the impact of my decision-making be on the outcomes and opportunities for the children and young people in our schools?'



LEADERSHIP AND GOVERNANCE



Leadership

Wandle Learning Trust is led by its Co-CEOs, Mark Siswick and Christian Kingsley and the COO, Tom Webster.

Mark, Christian and Tom work closely together on the strategic development and educational outcomes of Wandle Learning Trust and they also have individual responsibilities within the Trust.

Governance

The Trust is governed by a Board of Trustees chaired by Sian Mathias.



JOB DESCRIPTION

Wandle Learning Trust is committed to safeguarding and promoting the welfare of students. We expect all staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check.

The Head of Estates will be expected to comply with and uphold, in all respects, all the Trust's policies including those on safeguarding, equality and diversity.

Responsible to: Chief Operating Officer (COO)

Responsible for: Estates team

Location: Central office

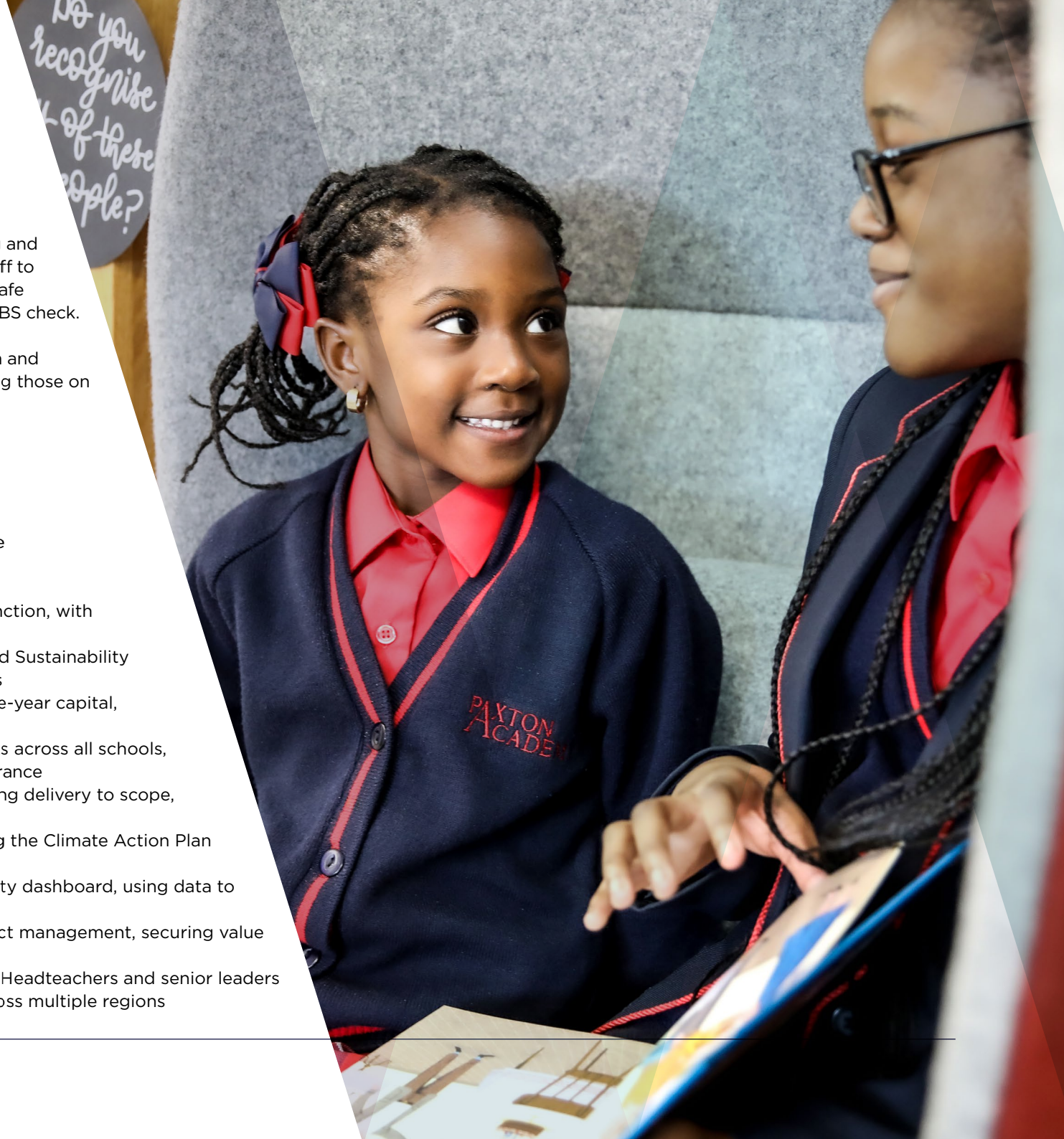
Hours: Full time position

Salary: £72,075 to £75,693 depending on experience

Main purpose of the post

You will lead Wandle's estates and sustainability function, with accountability for:

- Developing and delivering a Five-Year Estates and Sustainability Strategy, aligned to Wandle's education priorities
- Producing and delivering a prioritised, costed five-year capital, maintenance and decarbonisation plan
- Ensuring robust statutory compliance frameworks across all schools, supported by clear systems, ownership and assurance
- Leading capital projects and major works, ensuring delivery to scope, budget and programme
- Acting as Wandle's Sustainability Lead, delivering the Climate Action Plan and decarbonisation priorities
- Establishing a Trust-wide estates and sustainability dashboard, using data to drive decision-making and risk management
- Leading estates-related procurement and contract management, securing value for money and consistent service standards
- Providing clear advice, challenge and support to Headteachers and senior leaders
- Leading and developing the estates function across multiple regions



MAIN AREAS OF RESPONSIBILITY

Leadership and people

- Strategic leadership and overall responsibility for the development of all aspects of the Wandle school estates facilities & health & safety
- In partnership with Headteachers undertake all people processes for school site based staff and ensuring that the support to schools is high quality and supports effective estates management

Strategic

- Develop, implement and oversee the estates management strategic annual and 3-5- year plan based on the condition surveys
- Be responsible for the planning, implementation, procurement, and delivery of a high-quality service in relation to all estate, facilities & health & safety work

Compliance

- Provide professional services to the individual schools and ensure that the Trust complies with relevant property legislation, regulations and guidance
- Oversee the development of all policies and procedures concerning the Wandle estate
- Develop the framework for all estates, facilities & health & safety related statutory elements including overseeing the implementation and reporting of all audits

Capital Planning

- Contribute to the prioritisation and allocation of capital funds in line with the Trust's objectives
- Oversee major capital projects across the Trust Sustainability
- Devise a carbon reduction strategy across the Trust

Reporting

- Manage the development of, and ensure the effective delivery of, all estates, facilities & health & safety related reporting in accordance with the Wandle reporting cycle
- Ensure that the budgets for works are prepared correctly and that information is made available so that current and future expenditure is recorded and monitored
- Responsible for all relevant reporting to the DfE
- Manage the development of the estate management system to support the effective management of the estate and to enable high quality reporting
- Undertake other responsibilities as directed by the line manager



Portfolio & Project Management

- Define and deliver the annual change plan within the 5-year strategic works plan
- Each year, agree the major summer works plan with the Co-CEOs and COO, monitor and manage delivery, providing regular programme updates
- Manage the allocation and governance of the annual SCA fund allocation and deliver to that major change and improvement plan
- Oversee external Technical Advisors retained to support building projects and manage contractual issues with third party developers

MAIN AREAS OF RESPONSIBILITY

Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
 - To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
 - To participate in training and other professional development learning activities.
 - To promote equal opportunities and celebrate diversity in all aspects of the Trust.
 - To play a full part in the life of the Trust community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
 - To support and attend Trust events.
 - To promote actively the Trust's corporate policies
 - To adhere to the Trust's Dress Code.
 - To comply with the Trust's Health and Safety policy, and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the school's Safeguarding/Child Protection policies.
 - To be aware of and comply with all school and Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



PERSON SPECIFICATION

Education & Qualifications

Essential

- A degree or relevant extensive experience in a related subject: e.g. Facilities Management, Project Management, Asset Management etc.

Desirable

- NEBOSH at Certificate or Diploma level or equivalent qualification, knowledge, skills and experience at an appropriate level e.g. Chartered Facilities Manager or Chartered Surveyor (MRICS).
- IOSH Certificate.

Knowledge & Experience

- Have at least three years' experience of leading and managing a large, multi-site estates team.
- Ability to build and execute an estates strategy.
- Experience of working in a complex, multi-site environment.
- Able to demonstrate strong business and financial expertise.
- Good understanding and working knowledge of Health and Safety regulations.
- Ability to interpret advice/statute and to devise policy/practice and translate into actions which are followed through to ensure compliance.
- Experience of staff leadership and management with strong experience of driving team performance.
- Experience of external contract and supplier management.

- Experience of ensuring compliance with all aspects of health and safety, staffing and legislative requirements.
- Experience of managing a large and diverse annual project portfolio.
- Detail orientated, with strong organisational, project management and planning skills.
- Excellent communication skills – both oral and written – and able to communicate issues to a wide range of stakeholders including those with limited technical knowledge.
- Excellent IT skills with specific skill in using Microsoft Office applications especially MS Teams, Excel and PowerPoint.
- Ability to persuade, motivate, negotiate and influence to implement good practices across the network and ensure compliance.
- Self-motivated with ability to manage own workload and work with minimal supervision.
- Team player, with ability to build relationships with a wide variety of stakeholders.
- Ability to prioritise and manage conflicting demands.
- Demonstrates resilience, motivation and commitment to driving up standards of work
- Willingness to travel across the Trust's schools.
- Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk.
- Demonstrates a proactive approach taking responsibility for areas of work and finding solutions.
- Good understanding of working in Multi School Trusts.



- Anticipates need for change, proactively introducing systems to bring about improvements in effectiveness and efficiency.
- Is adaptable to change/embraces and welcomes change Trust Ethos.
- Enthusiasm for and commitment to the achievement of the Trust's overall vision for success at all levels.
- Motivation to work with children and young people.
- Ability to build & sustain professional standards, relationships & personal boundaries with young people.
- Emotional maturity & resilience in dealing with challenging behaviours.
- Ability to contribute towards a safe & protective environment.
- Empathy with the aims and objectives of Wandle Trust.
- Willingness to continue professional development.
- Commitment to maintaining high standards & expectations.
- Commitment to contributing to school life as a whole.
- Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.

APPOINTMENT PROCESS AND HOW TO APPLY

To apply please visit our website at <http://wandlelearningtrust.org.uk/work-with-us> and follow the link to the role on the My New Term website

For an informal discussion about the role, please email recruitment@wandlelearningtrust.org.uk.

Deadline for applications - midnight Sunday 19th July.

Interviews for selected candidates - Friday 24th July.
Start date: ASAP.

Salary: £72,075 to £75,693 depending on experience. A higher salary may be offered to a candidate with significant relevant expertise.

Wandle Learning Trust is committed to safeguarding and promoting the welfare of children and young people and the Board of Trustees expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post.



Wandle Learning Trust

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wandlelearningtrust.org.uk

