



St Gabriel

the Archangel

Catholic Multi-Academy Trust

Estates Partner

Job Description

Forming Christ-centred pilgrims of hope, with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.

St Gabriel the Archangel Catholic Multi-Academy Trust

Reporting to: Chief Operating and Infrastructure Officer

Location: Central Team

Contract Type: Permanent, Full-Time

Salary: Partner - Estates

The St Gabriel the Archangel Catholic Multi-Academy Trust (SGtA) is founded on the teachings of Christ and Gospel values. Serving 63 schools across three regions, our mission is to ensure that all school estates are safe, compliant, well-maintained, and sustainably managed, enabling an optimal environment for teaching, learning, and community engagement.

As a key member of the Estates Central Team, the **Partner – Estates** plays a vital role in embedding consistent, efficient, and legally compliant estates management across the Trust. This role supports operational excellence and ensures that all activities align with the values and ethos of Catholic education, helping to create safe, welcoming, and well-maintained environments that foster learning and community wellbeing.

Purpose of the Role

The **Partner – Estates** plays a crucial role in ensuring that the Trust's estates strategy and operational plans are successfully implemented across all schools within the region. This includes taking the lead on managing regional capital projects and funding bids, overseeing ongoing maintenance and compliance activities, and driving sustainability initiatives to support the Trust's long-term goals.

This role acts as the key expert and advisor to school site teams and leaders, providing practical guidance and training to ensure that estates are maintained to high standards of safety, efficiency, and environmental responsibility. By closely monitoring estate conditions and coordinating with contractors, regulators, and funding bodies, the Partner – Estates helps create and maintain school environments that support effective learning and wellbeing for students and staff.

Key Responsibilities

Job Purpose

Estates Strategy & Project Leadership

- Ensure the effective implementation of the Trust's estates strategy and operational plans across schools within the region.
- Lead regional capital projects, funding bids, School Condition Allocation (SCA), and sustainability initiatives, reporting to the Senior Partner – Estates Health & Safety.
- To support the Senior Partner in making recommendations on capital fund allocation, ensuring schools meet specifications and standards.
- To support the Senior Partner – Estates and Health & Safety in embedding and rolling out training to site staff and end users of the new estates and asset management planning system, ensuring maintenance plans and monitoring are uploaded to the system in a timely manner.
- To support the Senior Partner – Estates and Health & Safety in completing the annual Land and Building Collection return for the Trust.
- To support the Senior Partner – Estates and Health & Safety in providing data for the Trust's Financial Accountant for the annual DfE Capital Spend return.
- To lead in securing insurance through RPA for the Trust – liaising with schools and central finance as appropriate.
- To coordinate insurance claims across the Trust
- To support the COIO and Senior Partner Estates Health & Safety in embedding a Trust strategy for Facilities Management i.e. City Catering and Cleaning
- To support the COIO and Senior Partner – Estates Health & Safety to coordinate the Risk Register.
- To support the COIO, Senior Partner – Estates Health & Safety, in relation to Procurement for Estates, Asset Management Planning and Property Compliance across the Trust.

Monitoring, Compliance & Maintenance

- Monitor and audit estates across schools in the region, ensuring issues are identified and addressed promptly.
- Ensure maintenance schedules and compliance checks are completed on time and to required standards.
- Conduct routine site visits and audits to confirm policies and procedures are properly followed.
- Assist schools with record-keeping, compliance documentation, and preparation for building inspections.

Stakeholder Engagement & Support

- Work closely with the Catholic Senior Executive Leader for the region (CSEL), Senior Partner – Estates/H&S, school site teams, and external contractors.
- Liaise with local authorities, regulators (e.g., HSE, DfE, BDES), and funding bodies to maintain compliance and secure funding.
- Act as the primary regional contact for external providers and school site teams, supporting them with estates-related issues.
- Provide day-to-day coordination and support with internal and external providers to resolve urgent estates concerns.

Training & Development

- Provide guidance and training to school site staff and leaders on estates compliance, procedures, and best practices.
- Support the implementation of Trust-wide initiatives such as energy efficiency and sustainability projects.

Operational Delivery

- Oversee minor works and maintenance projects, liaising with contractors to ensure timely and quality repairs and upgrades.
- Help implement the Trust's estates strategy and strategic initiatives at the operational level, ensuring alignment across all schools.

Key Responsibilities

- Chief Operating and Infrastructure Officer
- CEO and Executive Leadership Team
- Regional Governors
- Local Governing Bodies
- School Leaders, School Business Managers/Office Administrators Site Teams and CPD Leads
- Diocesan Trustees and Diocesan estates team
- Local Authorities and Regulatory Bodies (e.g., HSE, DfE, BDES)
- Funding Bodies and Capital Project Stakeholders
- Trust Central Team

Person Specification

Criteria	Essential	Desirable
Qualifications	Relevant estates, facilities management, or project management qualifications.	NEBOSH or equivalent qualification desirable.
Experience	<p>Proven experience in estates management, facilities management, or related operational roles, ideally within education or a similar sector and across multiple site.</p> <p>Ability to engage confidently with senior leadership and external stakeholders, including regulators and funding bodies.</p>	Multi-academy trust or school-based Estates experience
Skills	<p>Advanced data analysis skills to identify trends and support strategic decision-making.</p> <p>Strong organisational skills with the ability to manage multiple projects, deadlines, and competing priorities</p> <p>Experience in preparing and managing funding bids and capital allocation processes.</p>	Experience supporting change management or organisational growth
Programme Delivery	Experience of providing informal team leadership, coaching, or mentoring to support the development of site teams or operational staff.	Experience designing structured development programmes
Systems & Reporting	<p>Ability to analyse H&S data to identify trends and areas for improvement.</p> <p>Ability to manage and maintain clear, organised records for inspections, risk assessments, and statutory checks.</p>	Familiarity with using specialist H&S software or systems.

Values & Ethos	Strong alignment with Catholic values and the Trust's educational mission Commitment to Catholic ethos and staff vocation	Understanding of Catholic education frameworks and terminology Experience in supporting Catholic formation or mission development
Team Leadership	Ability to lead, influence, and motivate others to achieve high standards of estates management and compliance. Confident in providing clear, practical advice and guidance to staff at all levels.	
Compliance & Safeguarding	Commitment to safer recruitment and staff compliance Understanding of GDPR and good data management practices related to Estates records.	Knowledge of KCSiE and safeguarding frameworks

Safeguarding Commitment

St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children's Barring List check.

Benefits

- Opportunities for professional development and CPD tailored to digital leadership
- Participation in Trust-wide initiatives and senior leadership forums
- Supportive and collaborative working environment

Application Process

Internal Appointment Statement

This appointment is being made internally in recognition of the postholder's existing leadership contribution, understanding of the Trust's context, and alignment with the strategic direction of the newly formed Catholic Multi-Academy Trust.

The postholder will play a vital role in shaping and delivering high-quality, consistent Estates training and development across the organisation. Their work will support the professional growth of site teams and school leaders, ensuring that estates management across the Trust is safe, efficient, and aligned with both statutory requirements and the ethos of Catholic education.