



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Director of Estates
and Facilities

Astrea Academy Trust

ROLE SPECIFICATION

Academy / Department	Astrea Academy Trust
Post title	Director of Estates and Facilities
Responsible to	CFO
Full time Salary	£68,241 - £79,902
Pro-Rata Actual Salary	NA
Working Pattern	Full time, 52 weeks per year
Pension	Local Government Pension Scheme
Working Hours	37.5 hours per week, Monday to Friday
Line Management Responsibility	Yes

ROLE SUMMARY

We are seeking a strategic, commercially astute leader with deep expertise in estates management, capital programme delivery, and compliance within the education sector.

This is a pivotal role, offering the opportunity to lead a multi-site estate portfolio serving 26 academies, ensuring our buildings are safe, sustainable, and fit for purpose.

As Director of Estates and Facilities, you will oversee the Trust's capital investment strategy, including the delivery of Department for Education-funded programmes such as CIF, SCA, and Basic Need allocations.

You will lead on long-term maintenance planning, refurbishment projects, and the development of new facilities, ensuring alignment with DfE guidance including GEMS.

You will bring strong commercial construction or quantity surveying experience, with the ability to manage complex contracts, negotiate Section 106 agreements, and deliver value for money across all estates activity.

Your leadership will drive compliance, health and safety, carbon reduction, and operational excellence across the Trust's estate.

This is a high-impact role for someone who thrives on strategic planning, stakeholder engagement, and delivering tangible outcomes. You will work closely with senior leaders, local authorities, and external partners to maximise funding opportunities and ensure our estate supports outstanding education.

You will be passionate about creating inspiring, efficient, and future-ready learning environments, and have the technical and leadership skills to deliver at scale.

Main Duties and Responsibilities

1. Strategic Leadership & Governance

- ★ Strategic leadership of the Estates and Facilities Directorate, including team development, appropriate structure and workforce planning.
- ★ Develop and execute an estates strategy that maximises the utilisation of the Trust's property assets.
- ★ Provide expert advice and guidance on the Trust's capital development programmes.
- ★ Take the lead in compliance, providing good governance and management of the Trust property spend and estates department's budget.
- ★ Work collaboratively with the Director of Secondary and Director of Primary, including presenting at Executive Board, Finance Committee, and Governors meetings.
- ★ Ensure all capital projects comply with Department for Education capital guidance, including Good Estate Management for Schools (GEMS).

2. Capital Projects & Asset Management

- ★ Lead delivery of DfE-funded capital programmes including CIF, SCA, T-Level Capital Fund, and Basic Need allocations, ensuring compliance with funding conditions and reporting requirements. Provide strategic and technical advice and guidance on estates/building options.
- ★ Develop a long-term maintenance and refurbishment programme for the whole Trust estate.
- ★ Implementation and oversight of asset management and maintenance systems.
- ★ Oversee a comprehensive and up-to-date estates condition survey database, fully costed with graphical information system.
- ★ Working with Trust leadership, school Principals and site teams to manage building refurbishment and capital projects.
- ★ Providing expert advice and perspective on estates planning and development activities.
- ★ Prioritising and advising the Board on the distribution of the Trust Schools Conditions Allocation funds, currently valued at in excess of £2.5m per annum.
- ★ Manage and negotiate Section 106 agreements with local authorities and developers to secure financial and infrastructure contributions that support the Trusts growth and development.
- ★ Monitor and report on the delivery of Section 106 commitments

3. Compliance, Safety & Sustainability

- ★ Ensure compliance with health & safety, statutory regulations, and construction design safety risks.
- ★ Maintain the highest standards of health and safety.
- ★ Embed a low carbon culture and support the delivery of the Trust's carbon reduction plan.
- ★ Ensure services deliver value for money and meet regulatory requirements.

- ★* Completing the annual Land and Buildings Collection Tool return to the DfE.
- ★* Lead on energy efficiency, renewable energy and consumption reporting.

4. Maintenance facilities & Grounds Management

- ★* Critically assess and review the maintenance, facilities and grounds management strategy and plans to inform strategic decisions and budget plans.
- ★* Critically assess estate-related procedures to minimise reactive maintenance and maximise resource efficiency.
- ★* Foster sustainability improvements through collaboration and the integration of best practices into strategic planning.
- ★* Ensure services are inclusive and meet equality and diversity policies.

5. Operational Delivery & Commercial Oversight

- ★* Prepare tender packages and contracts, including bills of quantities
- ★* Understand costs of bids and tender review management process
- ★* Manage risk, value engineering and cost control measures
- ★* Oversee placement of subcontract packages of work with a detailed scope and deliverable (short and long orders).
- ★* Ensuring the School Condition Allocation (SCA) projects are appropriately managed and tracked to ensure value for money and completion within the funding envelopes agreed.
- ★* Plan SCA proactively to ensure ample time for feasibility studies and options appraisals
- ★* Analyse and review repair/maintenance costs and work programmes
- ★* Negotiate contracts and schedules
- ★* Oversee and value subcontractors' work for payments
- ★* Ensure compliance with regulations and quality standards
- ★* Continually assess value for the client's investment
- ★* Analyse outcomes and provide budget/progress reports
- ★* Advise on claims, disputes and any contractual issues

6. Stakeholder Engagement & Collaboration

- ★* Engage and partner with stakeholders to support the Trust's strategy.
- ★* Collaborate with external bodies such as local authorities and planning departments, to ensure Trust maximises relevant funding opportunities.
- ★* Maximise opportunity for fundraising estates improvement projects through external grant funding.
- ★* Explore wider sector opportunities to maximise value for money in estates spend for the Trust.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Degree in relevant field and/or a relevant professional qualification AND significant demonstratable experience in an Estates environment	•	
Qualified Quantity Surveyor (QS) or equivalent professional experience.	•	
Extensive estates leadership and ongoing professional development.	•	
Experience		
Established track record in high level strategic estate portfolio management, across a multi-site portfolio	•	
Extensive estates and facilities management experience across operational and project domains.	•	
Experience in managing and negotiation of Section 106 agreements with local authorities and developers		
Expertise in contractual, compliance, and commercial frameworks.	•	
Proven expertise in the development, financing and delivery of capital programmes and projects.	•	
Experience in quantifying subcontractor payments to ensure valuation of payments is accurate by Assessing Work for Payment <ul style="list-style-type: none"> Evaluate completed work to determine the value of interim or final payments. Prepare or verify payment applications or valuations. 	•	
Experience of working in accordance with building bulletins for academies – such as BB103 and BB100 (Fire safety) guidance.	•	
Proven ability to lead and effect change at a senior level.	•	
Experience in overseeing completion of DfE reporting tools including the Condition Data Collection (CDC), Energy and Carbon Reporting and School estates management returns – or equivalent experience within Estates with transferrable knowledge.	•	
Significant senior experience of leading and managing a customer-focused estates function.	•	
A successful track record of planning and delivering long-term maintenance and refurbishment programmes.	•	
Track record of successful capital investment.	•	
Understanding and experience of delivering H&S compliant services and infrastructure	•	

A successful track record in estates compliance, planned and reactive maintenance and day to day operations	•	
Confirmed ability to handle a diverse portfolio of work and associated risks within budget.	•	
Experience of leading successful change programmes.	•	
Experience in the management of insurance claims	•	
High level strategic planning and organisational skills, including forward planning, forecasting and delivering agreed strategic goals		•
Expertise in decarbonising the built environment, understanding the underlying challenges and emerging solutions, with technical knowledge that will help to identify and prioritise opportunities for carbon reduction.		•
Knowledge		
A thorough knowledge of modern estates functions.	•	
An excellent understanding of estates priorities, challenges and funding in the Education sector		•
Good understanding of the principles of sustainable construction, and sustainable procurement		•
Good knowledge of budgeting and resource allocation/prioritisation approaches in tight fiscal environment	•	
Professional Skills		
Excellent leadership skills, someone who engages with and motivates their team.	•	
Strategic and creative thinker, capable of creating long-term strategies and able to put ideas into operation and to contribute to Trusts policy making.	•	
Excellent written and oral communication skills, someone who adjusts their approach to maximise the understanding and engagement of the audience.	•	
A commitment to promoting equality, diversity and inclusivity.	•	
Ability to work with academic and professional services staff to build confidence and inspire collaborative working to ensure strategic priorities are achieved.	•	
Ability to work independently within parameters set by the Chief Finance Officer.	•	
Sensitive to the social, economic, political and financial planning environment.	•	
Ability to develop networks, prioritise tasks and solve problems	•	
Diplomacy and influencing skills. Customer centric approach.		•
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	

Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
Line Management		
This role will have line management responsibility for others.	•	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Undertake other duties as directed by the Chief Finance Officer.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	Yes
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as a form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org