

JOB DESCRIPTION

JOB TITLE:	Head of Estates
GRADE:	Leadership LS6-LS10
HOURS PER WEEK:	Full Time (37 hours per week), Full Year
RESPONSIBLE TO:	Chief Operating Officer
JOB PURPOSE:	To provide strategic and operational leadership for all aspects of estate management across Yorkshire Learning Trust's portfolio of schools.

The postholder will lead the development and delivery of the Trust's estates strategy, ensuring that all school sites are safe, compliant, sustainable and fit for purpose. The Head of Estates will be responsible for capital investment planning, asset management, health and safety compliance, planned maintenance programmes, facilities management contracts and the effective deployment of estates resources across all Trust schools.

The postholder will work closely with the Chief Operating Officer, Headteachers and school leadership teams to ensure that estates services support educational excellence and provide safe, efficient and welcoming learning environments.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Main Responsibilities	Strategic Leadership • Develop and implement a Trust-wide estates strategy that aligns with the Trust's strategic objectives and growth plans. • Produce and maintain long-term estate management and capital investment plans for all schools. • Develop a rolling 5–10 year capital improvement programme based on condition surveys, business need and risk assessment. • Advise the Chief Operating Officer and Trust Board on estate priorities, risks and investment opportunities. • Prepare Board Reports and develop systems to update, inform and assure the Chief Operating Officer and Trust Board on a consistent and timely basis and with significant issues being tracked to resolution. • Ensure the effective use of School Condition Allocation and other capital resources. • Identify opportunities to improve efficiency, consistency and value for money across all schools. • Develop strategies relating to sustainability, energy efficiency and carbon reduction. Estates and Asset Management • Lead the management and development of the Trust's estate portfolio across all schools. • Oversee building condition surveys and ensure implementation of planned maintenance programmes.

- Maintain comprehensive asset management records and estate data.
- Ensure accurate site plans, building information and compliance records are maintained.
- Lead the development and delivery of major capital projects and estate improvement programmes.
- Ensure projects are delivered safely, on time, within budget and in accordance with agreed specifications.

Facilities and Contract Management

- Lead the procurement, management and monitoring of estates-related contracts.
- Oversee cleaning, grounds maintenance, waste management and other facilities services.
- Ensure contractors meet contractual and performance expectations.
- Deliver value for money through effective procurement and contract management.
- Manage contractor performance and ensure compliance with Trust policies and statutory requirements.

Financial Management

- Manage estates-related budgets and ensure effective financial control.
- Develop business cases and investment proposals for capital and revenue expenditure.
- Support the preparation of funding applications and capital bids.
- Monitor expenditure and provide regular financial reports to senior leaders and Trustees.
- Ensure procurement activities comply with Trust financial regulations.

Leadership and Management

- Lead and develop the Trust's estates workforce.
- Establish clear expectations and performance standards.
- Manage recruitment, induction, training and performance management processes.
- Promote professional development and succession planning.
- Develop a culture of continuous improvement, accountability and high standards.

Communication and Partnership Working

- Develop effective relationships with school leaders, Trustees, contractors, consultants and external agencies.
- Represent the Trust at professional networks and industry forums.
- Provide reports, analysis and recommendations to senior leaders and Trustees.
- Communicate effectively with stakeholders (including Governors, Trustees) regarding estate developments, major projects and wider regulatory developments and changes.

Safeguarding and Promoting the Welfare of Children/Young People	• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate • Undertake all duties with regard to Keeping Children Safe in Education and Trust safeguarding requirements. • YLT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
Health & Safety	• Act as the Trust's lead professional for Health and Safety. • Ensure compliance with all relevant legislation and statutory requirements relating to estate management. • Ensure that buildings are safe and secure at all times and adhere to both Health and Safety requirements and statutory Ofsted guidelines for the health and wellbeing of staff, students and visitors. • Ensure statutory inspections, audits and maintenance programmes are completed as required. • Develop and implement policies, procedures and guidance relating to estates and compliance. • Promote a positive health and safety culture across all schools.
Data Protection	• Know about data protection issues in the context of your role. • To comply with YLT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	• Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values • YLT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	• YLT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • YLT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

PERSON SPECIFICATION FOR

Head of Estates

Essential upon appointment	Desirable on appointment
Qualifications	
• IOSH Managing Safely or equivalent and willingness to work towards NEBOSH General Certificate or equivalent • Project Management qualification or demonstrable project management expertise.	• Degree in a relevant discipline. NEBOSH General Certificate or equivalent. • Professional membership such as MRICS, MCIOB, WFM, CIBSE or APM. • CDM qualification.
Strategic Leadership Experience	
• Experience of developing and implementing estates, asset management or property strategies within a multi-site organisation. • Experience advising senior leaders on estates investment priorities, risk and compliance. • Experience producing reports, business cases and recommendations for Boards, Trustees or Executive Leadership Teams.	• Experience supporting organisational growth, estate rationalisation or transformation programmes.
Estates & Asset Management	
• Substantial experience leading estates and facilities management services across multiple sites. • Experience developing long-term asset management plans and planned maintenance programmes. • Experience using condition survey data and asset management systems to inform investment decisions. • Knowledge of lifecycle asset management principles.	• Experience within an academy trust, education or public sector environment.
Capital Projects & Construction Management	
• Significant experience delivering capital projects from inception to completion.	• Experience securing and managing external capital funding and grant programmes.

• Experience managing multi-year capital investment programmes and budgets. • Experience working within CDM Regulations and managing consultants, contractors and project teams.	• Experience of School Condition Allocation programmes or DfE capital funding streams.
Health, Safety & Compliance	
• Extensive knowledge of health and safety legislation and statutory compliance requirements relating to estates management. • Experience leading Estates compliance. • Experience establishing and monitoring assurance, risk management and compliance reporting systems.	• Experience acting as the lead competent person for Health and Safety within a large organisation.
Financial & Commercial Management	
• Experience managing significant revenue and capital budgets. • Experience developing business cases and investment proposals. • Strong procurement and contract management experience. • Understanding of whole-life costing and value-for-money principles.	• Experience of public sector procurement frameworks.
Sustainability & Environmental Management	
• Understanding of sustainability, energy management and environmental responsibilities associated with estates management.	• Experience leading carbon reduction, decarbonisation or energy efficiency programmes.
Leadership & People Management	
• Proven experience leading and developing high-performing teams. • Experience of recruitment, performance management, succession planning and staff development. • Ability to create a culture of accountability, compliance and continuous improvement.	• Experience managing geographically dispersed teams.

Knowledge & Experience of Education Sector	
Understanding of safeguarding and compliance within education settings.	- Experience working within a MAT environment. - Knowledge of DfE estate guidance, academy trust compliance requirements and Ofsted expectations.
Skills	
- Excellent strategic planning and organisational skills. - Strong analytical, financial and problem-solving skills. - Ability to write clear reports, business cases and board papers. - Strong stakeholder management and influencing skills. - Excellent negotiation and contract management skills. - Strong ICT skills and ability to utilise estate, compliance and project management software.	Experience of using specialist estates or asset management systems.
Personal Attributes	
- High levels of integrity, professionalism and confidentiality. - Self-motivated with ability to manage competing priorities. - Resilient, adaptable and solution focused. - Committed to continuous professional development.	
Other Requirements	
- Enhanced DBS Clearance - Suitable to work with children and young people. - Ability to travel regularly between Trust sites. - Ability to attend occasional evening meetings.	Full UK driving license.