

|                                             |                                                                                                                                                                                            |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>                           | Head of Estates                                                                                                                                                                            |
| <b>Grade:</b>                               | 12                                                                                                                                                                                         |
| <b>Salary:</b>                              | £55,825 - £59,824 per annum (pay award pending)                                                                                                                                            |
| <b>Accountable to:</b>                      | Chief Executive Officer                                                                                                                                                                    |
| <b>Key Relationships/<br/>Liaison with:</b> | Chief Finance Officer, Headteachers, School Business Managers,<br>Premises Teams and Trust Leaders<br>Direct Line Management of: School Site Managers and central team<br>Premises Officer |

### **Job Purpose:**

To provide strategic and operational leadership for estates, operational systems, health & safety compliance and organisational effectiveness across the Trust. Working closely with school leaders and site teams to deliver excellence.

To ensure that trust operations, facilities and associated systems are safe, compliant, efficient and align to the trusts educational priorities.

To lead operational improvement, develop high-performing teams, and ensuring the trust is operationally ready for sustainable growth.

### **Main Duties and Responsibilities:**

#### **Strategic Estates Leadership**

- Contribute to the strategic leadership and development of the Trust as a member of the central senior leadership team
- Lead the development and delivery of the Trust-wide estates strategy
- Develop a consistent and collaborative approach to estates across all five schools
- Review estate condition and site plans to identify and prioritise future investment
- Ensure the estate supports the Trust's educational priorities and future growth
- Strategically manage pooled estates funding, prioritising resources based on condition, risk and need
- Ensure readiness for DfE estates reporting and compliance with relevant Estates Standards
- Provide strategic estates advice and support to school and Trust leaders
- Present estates plans, reports and recommendations to trustees and local governing bodies as required

### **Estates and Facilities Management**

- Lead on the effective management of the trust estate across five schools
- Ensure trust premises are safe, secure and maintained to a high standard
- Coordinate planned maintenance
- Support and lead project management of estates developments and improvement works
- Oversee contractors and service providers across the trust
- Ensure effective site security arrangements across trust premises
- Promote sustainability and efficient site operations

### **Health & Safety and Compliance**

- Lead trust-wide health and safety compliance systems
- Ensure compliance with statutory and legislative requirements including the DfE estates Standards
- Oversee risk assessment systems and monitoring arrangements
- Support schools in maintaining high standards of operational compliance
- Coordinate emergency planning and business continuity arrangements
- Prepare for inspections, audits and compliance reviews
- Provide regular compliance and assurances reports to the CEO, CFO and trustees

### **Financial and Resource Management**

- Support and lead effective operational budget planning prioritising resource allocation based on need and strategic priorities
- Manage and monitor premises budgets across multiple sites
- Support and lead premises procurement and contract management processes
- Identify opportunities for operational efficiencies and cost effectiveness

### **Leadership and Team Management**

- Line management of school Site Managers and central premises staff
- Lead, develop and performance manage the estates and site teams to deliver continuous improvement
- Build strong professional relationships across the trust
- Support a culture of professionalism, collaboration and continuous improvement
- Participate fully in the wider life and leadership of the trust
- Foster a high-performing, motivated and collaborative estates team culture
- Lead and oversee capital projects, estate developments and major programmes across the trust

### **General**

- Undertake additional duties commensurate with the level of the role
- Engage actively in professional development and performance management arrangements

*To undertake any other duties reasonably required by the Trust Executive team provided the task is commensurate with the post holder's core skill competencies, knowledge, and experience in the role.*

| Person Specification – Director of School Improvement |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                      |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications                                        | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | DESIRABLE                                                                                                                                                                            |
|                                                       | <ul style="list-style-type: none"> <li>• Good standard of education including high levels of literacy and numeracy</li> <li>• Relevant operational, estates or health &amp; safety qualification or equivalent experience</li> <li>• IOSH, NEBOSH or equivalent health &amp; safety qualification (or commitment to obtain within 12 months)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Project management qualification (e.g., PRINCE2, APM)</li> </ul>                                                                            |
| Experience                                            | <ul style="list-style-type: none"> <li>• Significant experience within operational, estates or organisational leadership</li> <li>• Experience managing multiple sites or complex operational environments</li> <li>• Experience leading operational improvement or change</li> <li>• Experience of building relationships with contractors, suppliers and service provision</li> <li>• Experience of health &amp; safety and compliance management</li> <li>• Proven track record of leading, developing and performance-managing teams to deliver improved performance</li> <li>• Experience working in education, multi-academy trusts or similar complex public sector organisations (or demonstrable ability to quickly understand the education context)</li> <li>• External contractors and service providers: Contract management, quality</li> </ul> | <ul style="list-style-type: none"> <li>• Experience supporting trust growth or organisational scaling</li> <li>• Experience of business continuity and emergency planning</li> </ul> |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                     |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
|                         | <p>assurance and relationship management</p> <ul style="list-style-type: none"> <li>• Experience managing and prioritising multiple budgets and resources across sites</li> <li>• Experience of purchasing and procurement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                     |
| <b>Knowledge/Skills</b> | <ul style="list-style-type: none"> <li>• Strong understanding of health &amp; safety legislation and operational compliance</li> <li>• Excellent organisational and prioritisation skills</li> <li>• Strong communication and interpersonal skills</li> <li>• Ability to lead operational systems strategically whilst remaining operationally engaged</li> <li>• Ability to manage projects and competing priorities effectively</li> <li>• Strong ICT and reporting skills</li> <li>• Ability to build effective professional relationships</li> <li>• Ability to analyse operational information and identify improvement priorities</li> <li>• Ability to work confidentially and professionally</li> <li>• Strong financial management and budgetary skills</li> <li>• Ability to prioritise resources and manage competing demands across multiple sites</li> <li>• Change management and continuous improvement skills</li> <li>• Stakeholder management and influencing skills</li> <li>• Experience of developing and improving operational systems and processes across multiple sites, which would support maximising revenue generation</li> <li>• Knowledge of DfE Estates Standards and reporting requirements</li> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                      |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Other | <ul style="list-style-type: none"> <li>• Calm, resilient and solutions-focused</li> <li>• Highly organised and dependable</li> <li>• Collaborative leadership style</li> <li>• High levels of integrity and professionalism</li> <li>• Self-motivated and proactive</li> <li>• Commitment to safeguarding and trust values</li> <li>• Ability to inspire and motivate others</li> <li>• Strategic thinker with practical operational delivery skills</li> </ul> | <ul style="list-style-type: none"> <li>• </li> </ul> |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|

### *Safeguarding Statement*

*OAK 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 applicant will be subject to enhanced DBS clearance and satisfactory references.*