

Faculty/Department	
SDT Trust – Central Services Team	
Job Title:	Head of Estates
Grade:	Grade 9
Post Purpose:	The postholder will be responsible for leading and overseeing the strategic and operational management of the Trust's estate, ensuring its efficient operation, statutory compliance and alignment with Trust priorities. This includes responsibility for estate maintenance, health and safety compliance, capital investment programmes, sustainability initiatives and the overall stewardship of the Trust's assets. The role will lead the development and implementation of the Trust's Asset Management Strategy, oversee the planning and delivery of School Condition Allocation (SCA) funded projects, and ensure consistent implementation of the Department for Education's Good Estate Management for Schools (GEMS) standards across all Trust schools. The postholder will provide strategic leadership to ensure that estate resources are effectively managed to support educational outcomes and organisational growth.
Accountable to:	Chief Operating Officer
Duties, Responsibilities and Key Tasks:	The duties and responsibilities listed below are indicative tasks the postholder will perform and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise. Estate Management • Manage the day-to-day operations of the Trust's property portfolio, including maintenance and security. • Health & safety specialist for the Trust, including the direction of individual school committee meetings • Ensure compliance with health and safety regulations. • In collaboration with the COO and site managers, develop and implement an asset management plan. • Ensure effective use of the management and compliance software. • Lead the development, implementation and review of the Trust's Asset Management Strategy and Asset Management Plan. • Manage and oversee all School Condition Allocation (SCA) funding, ensuring projects are prioritised, procured and delivered effectively. • Ensure compliance with and continuous improvement against the Department for Education's Good Estate Management for Schools (GEMS) framework. • Develop and maintain a rolling programme of condition surveys, lifecycle planning and capital investment priorities across the Trust estate. • Advise Trustees, the COO and Headteachers on estate strategy, asset performance, capital investment and estate risk management. • Monitor estate KPIs and provide regular reports on compliance, condition, suitability, sustainability and asset performance. Project Management • Identify and develop capital investment opportunities that improve the condition, suitability, sustainability and compliance of the Trust estate.

	- Lead the successful delivery of SCA-funded projects and other capital works programmes, ensuring value for money and compliance with DfE and procurement requirements. Team Leadership - Line management of the site managers and their teams as directed, including contracted arrangements for cleaners. - Ensure effective and fluid deployment of site staff across the Trust. - Lead and develop networks of site managers and estates professionals, promoting consistency, best practice and continuous improvement
Routine Tasks	- A member of the central services leadership team. - Work in collaboration with headteachers, providing updates, expertise and guidance. - Support the development and implementation of associated premises policies. - Support the development and implementation of the trust's business continuity plan. - Support the implementation of climate action plans. - Remaining up to date with changes to H&S legislation and compliance in education. - As the Trust grows and new academies join, demonstrate a growth mindset for the areas in the remit of this role.
General	- To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. - Some working flexibility will be required to meet the demands of this post. - To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. - To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity, and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. - To contribute to whole School and Trust events as and when required. - To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. - To carry out any other reasonable duties or requests of your Line Manager and/or Executive Team, that are in keeping with this post or as may be determined from time to time by the Line Manager/Executive Team.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.

Job Description

PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
Degree or other applicable professional qualification, or equivalent experience	D	A
A professional qualification in health & safety management such as NEBOSH	D	A
Evidence of continuous professional development	E	A/I
Knowledge and experience		
Experience in site management, preferably in an educational environment	E	A/I
Strong knowledge of health and safety regulations and legislation	E	A/I
Proficiency in using compliance and management software and IT systems	D	A/I
Experience of strategic estate and asset management within a complex or multi-site organisation, preferably within the education sector.	E	A/I
Experience of managing and delivering capital projects and programmes.	E	A/I
Knowledge and experience of implementing the Department for Education's estates frameworks	D	A/I
Experience of asset management planning, condition-based prioritisation and lifecycle maintenance planning	E	A/I
Strong stakeholder or customer service background	E	A/I
Financial processes (e.g. procurement, budgeting and management of suppliers/contractors)	D	A/I
Skills		
Full driving licence and/or the ability to travel to various locations at all times as required	E	A/I
Proven ability to quickly gain credibility and influence senior colleagues, including being persuasive and pushing back where necessary	E	A/I
Ability to develop and implement long-term estate strategies aligned to organisational priorities	E	A/I
Ability to analyse estate data and use evidence to inform investment decisions and prioritisation	E	A/I
Strong project and programme management skills, with experience overseeing capital investment programmes	E	A/I
Ability to build good, effective working relationships with key stakeholders and staff	E	A/I
Ability to work independently and to use initiative	E	A/I
Resilient, with the ability to deliver a complex and demanding workload alongside colleagues across various locations	E	A/I
Ability to be flexible to support the needs of the trust	E	A/I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I



Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to keeping abreast of COSHH/health and safety legislation	E	I
Commitment to equality and diversity in the workplace	E	I

A = Application

I = Interview

T = Task/Activity

R = References

I confirm that I have received a copy of the above job description for this role.

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Date

Signature