



Job Description

Post Title: Estates Manager

Salary: (Up to £60,000) job evaluation pending

Reports to: Chief Executive Officer.

Job Purpose: To provide strategic leadership and key contact for DfE, for the planning, management and delivery of the Trust's Estates and Facilities Management services.

To lead, oversee and be accountable for the Trust-wide estates management programme, including premises, facilities, health and safety, contract management and capital works, ensuring risks and needs are identified and robust plans are developed and delivered.

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake any of the following main duties and responsibilities.

- Be a visible and effective leader; developing and leading site staff and supporting Headteachers in the development of school site staff; able to operate effectively at both strategic and operational levels;
- Ensure a consistently high-quality performance from all school contracts and service providers;
- Act as the Trust's strategic lead and primary liaison with the Department for Education on estates and capital matters, overseeing all external estates reporting and compliance requirements, including SCA, LBCT and School Estates Management Standards returns, and securing the information and investment necessary to support the Trust's long-term estate strategy.
- Provide effective and efficient leadership of the school sites and grounds, including building fabric, service installations, energy and environmental management, and lettings to enhance the learning environment for staff and pupils;
- Ensure all aspects of health and safety (legislation and implementation) are met to the highest of standards, ensuring all schools in the Trust are safe and legally compliant;
- Be responsible for safeguarding, prioritising the welfare of children in all estates related activity and decision making.

1. Estates Management

- Lead the strategic, Trust-wide estates plan and individual estate management and investment plans for each Academy; to be accountable for the delivery of key actions from these plans in conjunction with business support and facilities staff.
- Advise the executive team and leaders on priorities for Trust-wide capital investment, including school condition allocation funding
- Act as project manager (or work closely with appointed external project managers where applicable) for authorised schemes, ensuring attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety and ensuring that value for money can be evidenced in all awarded contracts.
- Ensure effective liaison on school sites with contractors involved in major projects and ensuring that procedures are effective at a school level in terms of staff/contractor liaison.
- Ensure the Trust buildings and premises are maintained to an appropriately high and consistent standard that complies with all relevant legislation, seeking advice from the Trust Central Team or externally from industry experts as required;
- Quality-assure that school buildings are properly cleaned, that grounds are properly maintained and hold internal staff and external contractors to account where high and contractual standards are not being met.
- Ensure the appropriate procurement, placing and monitoring of all service contracts and to monitor the work of onsite contractors / liaise with Trust Central Team on Trust-wide contracts;
- In conjunction with the Trust Central Team develop, maintain and test the Trust's emergency procedures.
- Ensure that the requirements, and terms and conditions of the Trust insurance policy are adhered to and that appropriate insurance is procured for building projects as applicable.
- Maintain strategic oversight of all premises lettings across the Trust to outside organisations and ensure appropriate contracts, risk assessments and compliance documentation are in place.
- Provide oversight of maintenance of all furniture, equipment and fittings either via individual Academy contracts or through Trust-wide procurement frameworks.
- Support CFO and CEO in other site-based tenders and contracts.
- Responsible for the accuracy, maintenance and effective management of the Trust's asset information and records.
- Lead the development and implementation of effective Trust-wide processes for the reporting, monitoring and resolution of premises and facilities issues, establishing consistent standards, performance measures and reporting arrangements across all schools.
- Ensure that accurate and detailed floor and site plans are maintained, updated regularly and quality-assured.
- Work with Site Managers and Headteachers on a rolling 3-5 year programme of works
- Consolidate Academy plans into a Trust-wide programme and liaise with CEO /CFO.
- Provide reports and assurance to the Trust Board as required.
- Work with the Central team on a Trust-wide sustainability programme

2. Health and Safety

- Oversee and quality assure the completion of routine tasks on health and safety compliance system.

- Take Trust-level ownership of the Academies' Health and Safety Audits and oversee, track and assure delivery of action plans, working with Headteachers.
- Take Trust-level ownership of the Academies' Fire Risk Assessments and oversee, monitor and assure action plans working with Headteachers.
- In conjunction with the Academy Site Managers and Headteachers, ensure the effective implementation and delivery of all Risk Assessment procedures;
- Ensure all statutory inspections, testing and certifications are carried out within the required timescales;
- To provide expert advice and assurance to Academy Leadership teams on Health & Safety matters, seeking advice from the Central Team or externally as appropriate.
- Working with the Central Team and Headteachers to ensure school Business Continuity Plans are maintained, reviewed and up-to-date;
- Provide guidance and advice to all staff on health and safety matters as appropriate.
- To ensure that all persons in the Trust (staff, pupils, visitors and contractors) understand and discharge their responsibilities in respect of Health and Safety and that appropriate and proportionate training is provided.
- Own, maintain and review policies and guidance regarding health and safety, and coordinate Trust-wide advice, support and assurance.
- Report on health and safety performance, risks and compliance to the Trust in accordance with the Trust reporting cycle.

3. Policies and Procedures

- Own, maintain and regularly review the Estates Management Plan.
- Develop maintain and update a suite of estates and facilities management policies for the Trust.
- Develop, maintain and update policies and procedures for the safe use of contractors.
- Ensure the effective implementation, communication and embedding of relevant policies and procedures across the Trust.
- Undertake periodic and scheduled reviews of relevant policies to ensure they remain fit for purpose, compliant and aligned to Trust priorities.

4. Line Management Responsibilities

- Provide clear, visible and credible leadership at all times.
- Support, coach and mentor all site team members to enable them to reach their potential and deliver results; embedding a continuous improvement culture across the team.
- Ensure effective recruitment, induction, management and development of the site staff teams to ensure the day to day work is always at least good.
- Manage and lead team members to ensure high levels of motivation and the consistent provision of a high quality service.
- Undertake annual performance appraisals for central site staff as part of the Trust's Annual Appraisal cycle,
- Set, manage and review targets and goals for site team members regularly.
- Manage staff attendance, wellbeing and leave to ensure a resilient and continuous service throughout the year.

5. Other

- Work in partnership with the CFO to review the risk register in relation to site, estates and facilities risks;
- Accountable for the MAT minibuss fleet including maintenance and compliance and assurance against legal requirements.
- Attend and contribute Trust Board meetings and other leadership meetings when required, providing estates-related advice and assurance.
- Be available out of hours for emergency contact.
- Actively promote and model the Trust's vision and values.
- Contribute positively to the wider life of the Trust and the BCCET community.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

- Uphold the Catholic Ethos of our Trust and schools
- Adhere to the relevant GDPR policies as implemented by the Trust.

THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE

Date: July 2026