

# A great place to work

## Candidate Pack



**Cedar Mount  
Academy**

BRIGHT FUTURES EDUCATIONAL TRUST



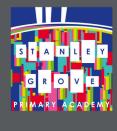
**Melland  
High School**

BRIGHT FUTURES EDUCATIONAL TRUST



**Rushbrook  
Primary Academy**

BRIGHT FUTURES EDUCATIONAL TRUST



**Stanley  
Grove  
Primary Academy**

BRIGHT FUTURES EDUCATIONAL TRUST

# Hub Estates Manager

# Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

**Leadership****Integrity****Passion****Community****Equality****Resilience**

Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://bright-futures.co.uk)

The Central Team includes the Executive Team: John Stephens, CEO; Lisa Fathers, DCEO; Anna Sharpley, Chief Finance Officer; Charlotte Layton, Director of People & Culture.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why-Join-Bright-Futures](http://Why-Join-Bright-Futures)

# Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. Bright Futures Training which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub NW1 Maths Hub, providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) Bright Futures SCITT, which is the largest in the North West. Within the Development Institute, Bright Futures also has two Teaching School Hubs, serving Manchester, Stockport, Salford, and Trafford. Bright Futures Send Outreach is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the Bright Futures Early Years Hub.



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: Our Strategy.

# Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

## Terms and Conditions

Salary	Bright Futures NJC Grade 8 £41,771 - £46,142 per year.
Holidays	26 Days per annum plus bank holidays, increasing to 31 days plus bank holidays after 5 years service.
Contract	Permanent, full-time, all year round.
Start Date	Mid February 2026
Location	Multi school hub based at Gorton Educational Village, flexible working across 4 schools within the Trust located in East Manchester.
Pension	Local Government Pension Scheme.
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.



**A Great Place to Lead**

**At Bright Futures we offer endless opportunities to lead:**

- Leadership coaching
- National Professional Qualifications (NPQ) and Early Career Framework (ECF) facilitation
- System leaders e.g., National Leaders of Education (NLEs)/Specialist Leaders of Education (SLEs)
- Involvement with school-to-school reviews
- Mentoring Early Career Teachers and trainee teachers
- Networks



# How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

**NO AGENCIES PLEASE.**

Our application form is available online, along with the disclosure of criminal background form. The portal link is: <https://mynewterm.com/school/Cedar-Mount-Academy/138097>

Alternatively, you can click Apply Now on this role via the current vacancies page of our website.

Closing Date: Friday 16 January 2026 at 12pm

You will be notified after the closing date whether you have been shortlisted.

Interviews: w/c 19 January 2026

Start Date: If possible, 23 February 2026

## Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

## Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

# Job Description

**Reporting to: Trust Facilities and Estates Manager (local liaison with Principal's)**

The School Hub Estates Manager plays a pivotal role in creating and maintaining safe, compliant, and inspiring learning environments across the East Manchester hub. By leading the management and development of the estate, this role ensures that facilities support high-quality education, meet statutory requirements, and reflect the Trust's commitment to sustainability and operational excellence. Acting as the key link between site teams, school leadership, and the central Trust, the postholder will deliver efficient, cost-effective solutions that enhance the experience of students, staff, and the wider community, contributing to the long-term estate planning.

**Key Responsibilities****1. Strategic Estate Management**

- Implement the Trust's estates strategy within the East Manchester hub, aligning with statutory, regulatory, and organisational requirements.
- Contribute to long-term capital planning, refurbishment projects, and sustainability initiatives.
- Monitor and report on estate performance, including energy efficiency and asset condition.
- Ensure alignment with DFE Good Estate Management for Schools (GEMS) principles.

**2. Compliance & Health and Safety**

- Ensure all sites meet health, safety, and environmental legislation, acting as the Hub's competent person for Health and Safety in relation to the Facilities and Estates.
- Maintain accurate records for statutory inspections, risk assessments, and compliance audits.
- Act as the hub's lead for emergency planning and site security.

**3. Maintenance & Facilities**

- Oversee planned preventative maintenance (PPM) and reactive repairs across all East Manchester hub schools.
- Manage contracts and service agreements with external suppliers and contractors.
- Ensure grounds, sports facilities, and specialist teaching spaces are maintained to high standards.

**4. Budget & Resource Management**

- Manage the estates budget for the East Manchester hub, ensuring value for money and cost control.
- Support funding bids for capital works and improvement projects.
- Assist in procurement in line with Trust policies.
- Prepare business cases for capital investment and lifecycle replacement where applicable.

**5. Leadership & Team Management**

- Line-manage site teams and caretakers across the East Manchester hub, providing training, guidance, and performance management.
- Foster a culture of safety, efficiency, and customer service.
- Liaise with Principles, senior leaders, and central Trust teams to ensure estate priorities are met.
- Champion a culture of continuous improvement and customer service within the site teams.

# Person Specification

Category	Essential	Desirable	Means of Identification
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs &amp; maintenance, supervision of contractors</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience, building maintenance qualification</li> </ul>	Application Certificates
Mental Skills	<ul style="list-style-type: none"> <li>Regular checking of systems such as heating and security. Organisation of emergency repairs or maintenance. Decisions on planned maintenance.</li> </ul>		Application Interview
Interpersonal and Communication Skills	<ul style="list-style-type: none"> <li>Exchange of information with school staff, external contractors (for repairs and maintenance)</li> </ul>		Application Interview
Physical Skills, Physical Demands, Mental Demands	<ul style="list-style-type: none"> <li>Manual dexterity in operating equipment and minor repair work</li> <li>Demands requires regular physical effort such as bending and stretching, pulling or pushing equipment with occasions of more intense effort, such as moving furniture</li> <li>Concentration for maintenance tasks</li> </ul>		Application Interview
Responsibility for People Wellbeing	<ul style="list-style-type: none"> <li>Ensure healthy environment for staff and pupils</li> </ul>		Interview
Responsibility for Physical and Information Resources	<ul style="list-style-type: none"> <li>Responsible for the security of the school premises, designated key holder for locking and unlocking of premises.</li> </ul>		Interview

<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines</li></ul>	Application Form Interview Task
<b>Our Values</b>	<ul style="list-style-type: none"><li>• Leadership</li><li>• Integrity</li><li>• Passion</li><li>• Equality</li><li>• Communit</li><li>• Resilience</li></ul>		Interview Tasks
<b>Pre- Employment Screening</b>	<ul style="list-style-type: none"><li>• Enhanced DBS check</li><li>• Two satisfactory employment references, from the last two employers</li><li>• Evidence of the right to work in the UK</li><li>• ID Check</li><li>• Online Screening</li><li>• Section 128 checks</li></ul>		