



**Kingston  
Educational  
Trust**

# Candidate Information Pack

**Head of Estates**

**ASAP start - Permanent Role**

**Salary £61,176.00 - £63,393.00**



# Our Story

Thank you for your interest in this important role within Kingston Educational Trust. As our Trust continues to grow and mature, we are delighted to invite applications from ambitious and values-driven professionals who are excited by the opportunity to shape and support outstanding educational environments across our family of schools.

Kingston Educational Trust was established to deliver exceptional education for the communities we serve, building on the success and strong foundations of The Kingston Academy, which opened in September 2015 through a unique partnership between Kingston University, Kingston College and the Royal Borough of Kingston upon Thames. These organisations continue to form our Trust membership today and underpin our collaborative, civic-minded ethos.



Mrs Sophie Cavanagh  
Headteacher, TKA  
Executive Director, KET

The Kingston Academy has quickly secured a national reputation for excellence, with outstanding GCSE and A Level outcomes and a strong commitment to inclusion, including becoming a school of choice for young people with special educational needs. In January 2022, we were proud to welcome Fern Hill Primary School into Kingston Educational Trust, marking an important milestone in our development as a multi-academy trust.

Our distinctive Trust composition places us in a unique position to develop, grow and support our staff, while ensuring that our schools benefit from high-quality central expertise and strategic leadership. **The Head of Estates** role is pivotal to this ambition, helping to create safe, inspiring and well-maintained environments in which pupils and staff can thrive.

This is an exciting time to develop your career with Kingston Educational Trust as we continue on our journey of excellence. For further details about the role, please refer to the information contained within our Job Packs, including opportunities to visit our schools in person. We would be delighted to meet you.

## Head of Estates

The Head of Estates will play a pivotal role in strengthening and extending the operational capacity of Kingston Educational Trust, ensuring that our estates and facilities effectively support high-quality education across all Trust schools. This is a senior strategic role, designed to provide clear leadership, professional assurance and additional capacity at Trust level as we continue to grow and develop. The postholder will lead on a number of key strategic areas relating to estates, facilities and compliance, working in close partnership with the Executive Director, Director of Finance, school leaders and central teams. They will shape Trust-wide estates strategy, set standards and priorities, and ensure that our buildings are safe, compliant, well maintained and fit for purpose. The role includes responsibility for leading and line-managing Facilities Managers and providing strategic oversight of site and cleaning staff, building a culture of professionalism, accountability and continuous improvement.

The Head of Estates will have strategic oversight of asset management planning, capital investment and major projects, including condition improvement works and refurbishment programmes, ensuring robust governance, value for money and minimal disruption to educational delivery. They will also lead on statutory compliance and health and safety, providing assurance to senior leaders and the Trust Board that regulatory requirements are consistently met and risks are effectively managed.

The successful candidate will be an experienced senior estates professional, with a strong track record of leading estates or facilities functions within complex, multi-site organisations. They will bring strategic insight, operational credibility and excellent communication skills, and will be a visible and trusted leader who combines high standards with a collaborative and service-oriented approach, in support of excellent outcomes for all pupils.



**"Fern Hill  
consistently  
outperforms both  
local and national  
averages in  
Reading, Writing,  
and Maths"**



**"TKA is one of  
the top 50  
happiest  
schools in the  
UK"**

**The Times**

# Role Information

**A full job description is available in full (also linked to this advert), but the successful candidate will be expected to undertake the following key responsibilities:**

- Provide Trust-wide strategic leadership for estates and facilities, ensuring all school sites are safe, compliant, well maintained and fit for purpose, in line with the Trust's educational vision and long-term sustainability.
- Develop, implement and review a coherent estates strategy and asset management plan, aligned with Trust priorities, pupil place planning, financial strategy and DfE School Estate Management Standards.
- Act as the Trust's professional lead and strategic advisor on estates matters, providing clear assurance and expert advice to the Executive Team, Trust Board and relevant committees.
- Lead, develop and line-manage a multidisciplinary Estates and Facilities team, including Facilities Managers, while setting Trust-wide standards, expectations and accountability frameworks.
- Provide strategic leadership for capital programmes and projects, including Condition Improvement Fund (CIF) bids, refurbishments, new builds and condition improvement works, ensuring robust governance, value for money and high-quality delivery.
- Establish and maintain Trust-wide compliance, health and safety and safeguarding-related premises frameworks, ensuring statutory and regulatory requirements are met and risks are effectively identified, managed and reported.
- Oversee estates budgets, procurement and contract management, ensuring effective use of resources, strong contractor performance and alignment with Trust financial regulations and DfE funding requirements.
- Support Trust growth and strategic change, providing estates due diligence and planning for new schools, expansions and estate reconfiguration, while promoting sustainability, efficiency and future-ready learning environments.



# Job Description

## Application Process

Applicants should complete an application using the link on the right of this page. Shortlisted applicants will be invited for an assessment day. We reserve the right to close the application portal prior to the close date included on the advert. Visits can be arranged by contacting [Emily Kyprianou](#), Assistant to our Executive Director and can be organised by arrangement during Week Beginning 23rd February.

## Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Designated tasks during an Assessment Day
- Presentation and interview with Executive Director, Senior Staff and Trustees

To find out more about our Trust, please visit our website:

[www.kingstoneducationaltrust.org](http://www.kingstoneducationaltrust.org)

To make a direct application, please visit our vacancy page (hover over image) on mynewterm:



# How to Apply

## Safeguarding and Safer Recruitment Statement

Kingston Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

## Equalities Statement

At Kingston Educational Trust, we believe that diversity enriches our school community and enhances the educational experience for all. We are committed to creating an inclusive environment that respects and celebrates the unique backgrounds, perspectives, and talents of our staff and students. We welcome applicants from all walks of life and are dedicated to providing equal opportunities for everyone. Join us in fostering a culture of diversity and inclusion where every individual is valued and empowered to thrive.

