



Mercian Educational Trust

Head of Estates



Start Date: 1st September 2026

Closing Date: 31st July 2026

Email: office@metacademies.org.uk

CEO Mercian Educational Trust: Mr Dafydd Lawday



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Welcome from CEO

Thank you for your interest in joining Mercian Educational Trust (MET) as Head of Estates for Mercian Educational Trust

As a collaborative Trust, we aim to support schools in Worcestershire and Herefordshire to be safe, high-performing, and community-focused. We balance individual school identity with Trust-wide collaboration for the benefit of all.

Guided by our values of prepare, empower, and thrive, we act with integrity, compassion, inclusivity, respect, and wisdom. These values shape how we raise achievement, promote inclusion, and develop leadership. A

This is a role with real impact, shaping the experience of hundreds of young people. If you have the vision, expertise, and heart to lead with purpose, we look forward to hearing from you.

Dafydd Lawday, CEO

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About Mercian Educational Trust (MET)

As a dynamic and ambitious cross-provision Trust, we bring together the strengths of SEND and mainstream education to create learning environments where every pupil can thrive. Our seven schools across Malvern, Worcester and Hereford each serve a distinct community, and we proudly celebrate this individuality while uniting around a shared mission: to deliver exceptional education that transforms futures.

Our family includes mainstream primaries, a Church of England primary and specialist provision for both primary and secondary pupils—giving us a rich blend of expertise that strengthens teaching, enhances curriculum design and broadens opportunities for all learners.

We believe deeply that **together we are stronger**. By working as one Trust, we empower our schools with high-quality professional development, access to specialist knowledge, and shared leadership that supports consistent excellence in the classroom. Our culture of collaboration allows great practice to flourish and ensures pupils benefit from a wide network of expertise, enrichment and support that extends far beyond their home school.

We are a community where staff feel inspired, pupils feel valued and every learner is given the opportunity to achieve their very best.



Why Join the Mercian Educational Trust?

At MET, you'll be part of a **forward-thinking, ambitious and deeply collaborative Trust** where everyone works together to support, challenge and uplift one another. We invest in our people because we know that when staff thrive, pupils thrive. Here's what you can look forward to:

Salary Sacrifice Schemes

- Cycle to Work
- Tech Benefits

Exceptional Wellbeing Support

24/7 Employee Assistance Programme and App

Free Health Essentials

- Annual flu jab
- Regular eye tests

Real Career Progression

We're a Trust that **actively grows talent**

- Move across schools or central teams as new roles arise.
- Access rich CPD, coaching and collaborative learning.

Top-Tier Pension Schemes

- Teachers' Pension Scheme for teaching staff.
- Local Government Pension Scheme for support staff—

A Culture Built on Collaboration

You'll join a community where:

- Staff regularly work across schools to strengthen practice.
- Leaders share expertise to raise standards Trust-wide.

Practical, Everyday Benefits

- Free parking on or near every site.
- 50% discount on wraparound care across all MET schools (*Nursery provision excluded*).



Vision and Values

Empowering our community to develop a range of diverse skills to thrive in an evolving world through our family of distinctive schools



We are prepared; our strong, resilient pupils and staff are equipped for a successful future.

- We foster collaboration and provide ongoing professional development.
- Wellbeing is a priority for all pupils and staff.



We are empowered; we work together to encourage each other's unique strengths and ambitions.

- The central team supports staff to perform their core roles.
- SEND, Attendance, and Family Support expertise is shared and enhanced.



We thrive which encourages our pupils love of learning.

- We provide educational support and guidance for teachers and staff.
- Our schools are at the heart of their communities, ensuring everyone thrives.
- We collaborate, sharing ideas and resources.

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Our Goals



We offer high quality equitable education to all



We make a positive impact on the lives of all engaged with Mercian Educational Trust



We work together and collaborate for success wherever possible



We meet needs and challenges to ensure inclusivity and equality for both individuals and communities



We make a positive impact on society and our communities.

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About MET

Trust Information	
Provision	Primary – Mainstream Primary – Specialist Secondary – Specialist
Age Range	4-16
Number of staff	378
Number of children on roll	1693
Attendance	93.9%
% of children with SEN	33.1%
% of children on FSM	34.1%
% of pupils in receipt of Pupil Premium	36.7%



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The Recruitment Process



All applicants are required to fully complete the correct application form, which is freely available from our Trust website, <https://www.metacademies.org.uk/vacancies/>. Applications or CVs in any other form will not be accepted. Please also include a completed reference form. Email all forms to office@metacademies.org.uk

Shortlist: Following the closing date, our Executive Leadership and Trustees will shortlist candidates based on how well their application matches the job description and person specification.

Job Overview



Job Title: Personal Assistant to CEO

Salary Scale Point: P04 40-43: £53,111 - £57,109

Hours Per Week: 37 hours per week

Contract Type: Full time, permanent, All Year Round

Job Purpose

To lead and implement the Trust's Estates strategy including asset management, risk, compliance and capital project programmes. To provide operational leadership of all matters relating to the Trust's premises, facilities and Health and Safety, including oversight for ensuring the operational implementation of associated Trust wide policies and procedures.

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check

**This post requires the ability to perform a role that involves frequent contact with children
This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020**

Job Description



1. Role Purpose

The Head of Estates provides Trust-wide leadership for the strategic and operational management of all Mercian Educational Trust buildings, land, and associated services.

The postholder will:

- Lead and implement the Trust's Estates Strategy in line with DfE Good Estate Management for Schools (GEMS) guidance.
- Ensure full statutory compliance across the estate, including health and safety, planned maintenance, and asset management.
- Lead capital project planning and delivery.
- Oversee risk management, resilience, energy efficiency, and security.
- Provide professional leadership, support and challenge to school leaders and estates staff.

The Head of Estates is the Trust's Estates Compliance Lead, working with school-based Responsible Persons to ensure legal compliance and high standards across all sites.

2. Key Areas of Responsibility

A. *Strategic Estate Leadership*

- Lead, review and deliver the Trust's Estates Strategy in line with DfE GEMS.
- Provide strategic and operational guidance to Headteachers, Site Managers and the central team.
- Develop and maintain Trust-wide estate policies, procedures and Standard Operating Procedures.
- Lead the development of planned preventative maintenance (PPM) programmes.
- Maintain the Trust's asset management database and ensure accurate, up-to-date records.

B. Statutory Compliance, Risk & Assurance

The postholder will act as the Trust's Competent Person for estates-related Health & Safety, excluding areas where the Trust appoints external specialists.

- **Oversee Trust-wide compliance for:**
 - **Asbestos management**
 - **Fire safety (working with school-based Responsible Persons)**
 - **Legionella and water hygiene**
 - **Electrical safety**
 - **Gas safety**
 - **Playground and equipment safety**
 - **Working at height**
 - **Contractor safety and permits to work**
- **Conduct regular estate audits, identify non-compliance, and ensure corrective actions are implemented.**
- **Monitor legislative changes and ensure Trust policies reflect them.**
- **Report risk status to the CEO, CFOO and Trust Board.**

Responsible Person (RP) Clarification:

- **Schools retain RP status for Fire Safety and day-to-day H&S.**
- **The Head of Estates provides assurance, systems oversight and professional direction.**

C. Capital Project Management

- **Lead the planning and delivery of the Trust's annual capital programme, including SCA projects.**
- **Work with external consultants, contractors, and the central team from feasibility to project completion.**
- **Lead on project briefs, specifications, procurement, and contract management.**
- **Ensure all capital works comply with statutory legislation, building control, H&S regulations, and planning requirements.**
- **Monitor performance, quality, timelines, and budget adherence.**
- **Report regularly on project progress.**

Budget Authority:

- **The postholder may authorise expenditure within delegated limits as set out in the Trust's Scheme of Delegation.**

D. Finance, Procurement & Value for Money

- **Support schools with estate-related budget planning and monitoring.**
- **Lead procurement of estate-related goods and services in line with Trust financial regulations.**
- **Ensure robust contract management, service level monitoring and performance review.**
- **Identify opportunities for efficiency, intelligent resourcing and energy reduction.**
- **Contribute to bids for external funding to support Trust development.**

E. Security, Safety & Emergency Preparedness

- **Ensure effective security arrangements and systems across all Trust sites.**
- **Ensure compliance with fire, intruder and alarm systems, including testing and certification.**
- **Lead or support emergency planning, business continuity and out-of-hours response arrangements.**
- **Participate in the on-call rota and manage out-of-hours incident response where required.**

F. Workforce Leadership & Development

- **Provide professional leadership and operational support to Premises/Site staff.**
- **Support Headteachers with the recruitment, induction and performance management of estates personnel.**
- **Lead Trust-wide CPD for estates and premises staff.**
- **Promote strong communication, collaboration and consistency across school teams.**
- **Ensure effective deployment and cover arrangements across the estate.**

Line Management:

- **The postholder directly manages any central estates team and provides functional (dotted-line) leadership to school-based site teams.**

G. Relationships & Communication

- **Maintain productive relationships with Headteachers, senior leaders, contractors, consultants and external agencies.**
- **Provide expert advice to the CEO, CFOO, Trust Board and Local Governing Bodies.**
- **Represent the Trust with local authorities, regulators and professional networks.**

Job Description



3. General Duties

- Uphold the Trust's values and promote a culture of safety, integrity and professional excellence.
- Maintain confidentiality at all times.
- Undertake other duties commensurate with the role, as reasonably requested.
- Engage in professional development and adapt to changes as the Trust grows.

4. Safeguarding

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people.

The postholder must:

- Hold an enhanced DBS check (child workforce).
- Adhere to all Trust safeguarding policies.
- Report any child protection or safeguarding concerns immediately.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually by the designated Line Manager they reserve the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility

Job Overview



SUPERVISORY RESPONSIBILITY – LINE MANAGEMENT

This post involves line management of
Compliance Officer
Estates Lead

SUPERVISION RECEIVED

The Head of Estates will report directly to the Chief Financial and Operations Officer

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check

This role involves infrequent contact with children. The role does not require engagement in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

Person Specification - Qualifications & Training



Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Essential

- Relevant professional qualification in estates management, facilities management, construction, building surveying or related discipline (e.g., IWFM Level 4+, NEBOSH General/Fire, HNC/HND).
- Evidence of ongoing professional development in estates, compliance, H&S or asset management.
- Health & Safety qualifications appropriate to the role (e.g., IOSH Managing Safely, NEBOSH modules).

Desirable

- Degree-level qualification in a relevant field.
- Project management qualification (e.g., PRINCE2, APM).
- Asbestos awareness / duty-holder training.
- Legionella Responsible Person training.
- Membership of a recognised professional body (IWFM, RICS, CIOB, IOSH).



Person Specification - Experience

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Essential

- Significant experience leading estates, facilities or premises management across multiple sites or a complex estate.
- Proven track record of managing statutory compliance including asbestos, fire, legionella, electrical, gas and other key safety areas.
- Experience of leading and delivering capital projects from feasibility to completion.
- Experience working with external contractors, consultants, planning and building control.
- Experience developing and implementing planned preventative maintenance (PPM) programmes.
- Experience managing budgets, procurement processes and value-for-money strategies.
- Experience of leading and developing estates or premises teams.

Desirable

- Experience working within a school, education, public sector or trust environment.
- Experience producing reports for senior leaders, boards or governance bodies.
- Experience in energy management or sustainability programmes.
- Experience contributing to or leading successful bids for capital or maintenance funding (e.g., SCA, CIF).

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Person Specification -Knowledge

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Essential

- Strong understanding of estate management best practice, aligned to DfE Good Estate Management for Schools (GEMS).
- In-depth knowledge of statutory compliance, risk management and H&S legislation relevant to estates.
- Knowledge of building construction, maintenance, lifecycle planning and asset management.
- Understanding of safeguarding principles as they relate to estates and school environments.
- Knowledge of emergency planning, security systems, business continuity and incident response.

Desirable

- Understanding of MAT governance structures and division of responsibilities.
- Knowledge of sustainability standards, carbon reduction strategies and energy efficiency technologies.

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Person Specification -Skills & Competencies

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Essential

- Ability to lead and influence across multiple schools and stakeholder groups.
- Strong planning, organisation and project management skills.
- Ability to interpret and apply legislation, technical reports and compliance data.
- Effective line management skills with ability to support, challenge and develop staff.
- Excellent communication skills.
- Strong analytical and problem-solving skills.
- Competence in digital systems for asset management, compliance tracking and reporting.
- Ability to manage competing priorities and respond flexibly to operational issues.

Desirable

- Ability to prepare high-quality reports for senior leaders and boards.
- Skills in contract management, negotiation and performance monitoring.
- Confidence using AutoCAD, BIM or similar.

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Person Specification -Personal Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Essential

- Commitment to the values, principles and vision of Mercian Educational Trust.
- High levels of integrity, reliability and professional judgement.
- Proactive, solutions-focused and able to work independently.
- Calm and decisive under pressure.
- Strong interpersonal skills with a collaborative approach.
- Commitment to safeguarding, equity, diversity and inclusion.
- Willingness to work flexibly, travel across sites and participate in on-call/out-of-hours response.

Desirable

- A mindset focused on continuous improvement and innovation in estates management.

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Next Steps

If you would like to apply for the role Head of Estates

Please complete the application form below before xxxxxx

Email the application form to office@metacademies.org.uk

We look forward to receiving your application.



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