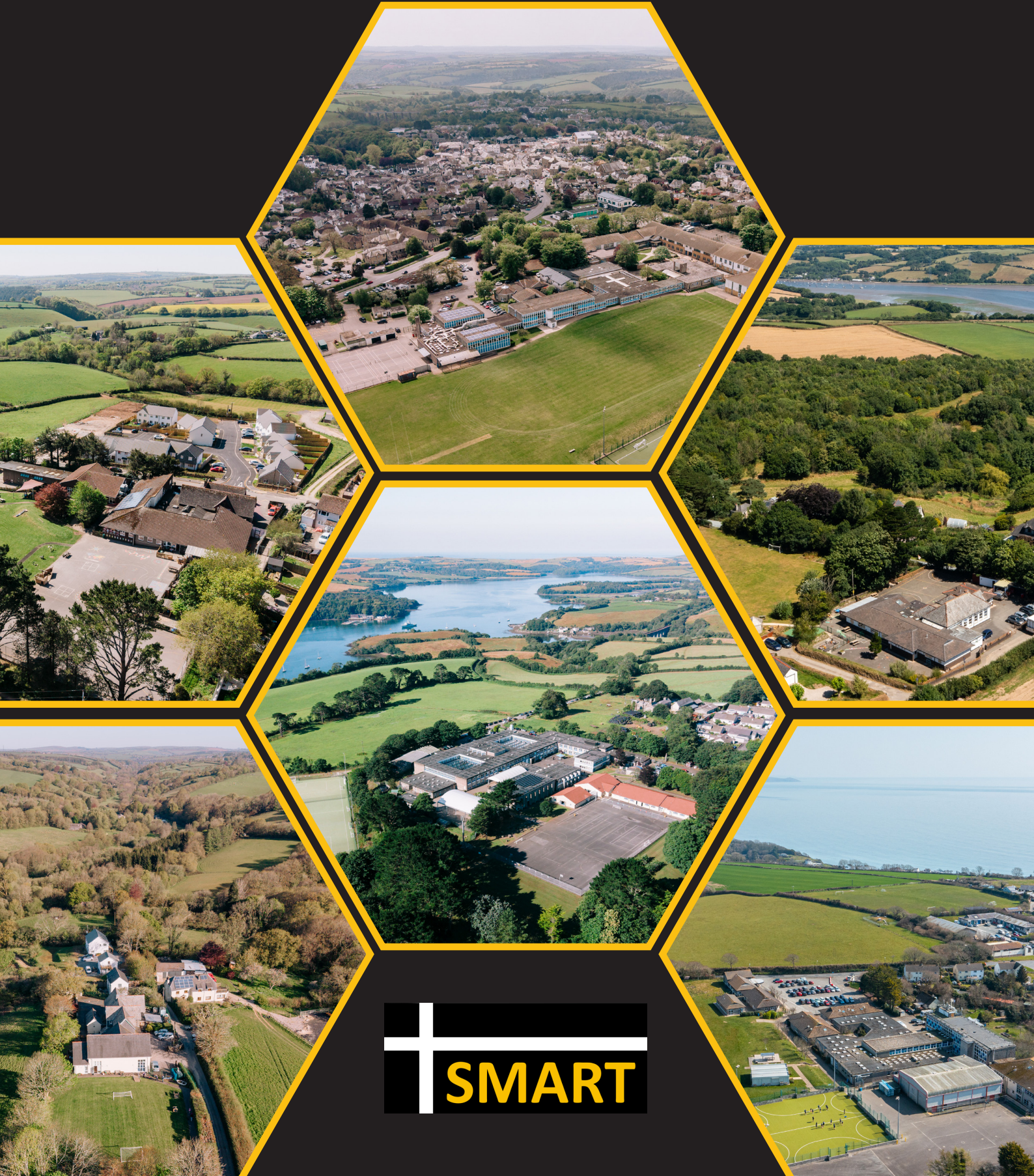


Head of Estates

Candidate Information





TSS Office
Liskeard School & Community College
Luxstowe, Liskeard
Cornwall PL14 3EA

Dear Candidate,

Thank you for your interest in this post at SMART Schools' Trust. We are looking for a highly skilled and motivated estates professional with a strong background in facilities management, and a proven track record of success in senior management roles.

Our collective ethos as a Trust is centred firmly around our students and ensuring we equip them with the understanding, knowledge, skills, and passion for learning they need to fuel their curiosity throughout their life.

The Head of Estates is a critical role within our Trust, responsible for the strategic and operational management of all our estates and facilities. This includes ensuring that our buildings and grounds are safe, well-maintained, and conducive to high-quality education. The successful candidate will work closely with myself as the CFO and senior leaders to develop and implement effective estates strategies that support the Trust's educational mission. The Head of Estates will also be required to work effectively, productively and collaboratively as a member of the Trust's Operational Leadership Team.

The role will be supported by:

- A dedicated team of the Trust Estates & Facilities Officer, Site Managers, and school site teams together with experienced and enthusiastic support staff in our Trust Shared Services team.
- A committed Trust Board who believe in appropriate scrutiny but also personal development.

We hope you find the role interesting and an exciting opportunity. We look forward to receiving your application.

Best wishes

Andrea Howard

Chief Financial Officer

SMART Schools Trust

Job Description

Post:	Trust Head of Estates
Salary:	K (£45,529 – £50,908) – permanent
Hours:	37 Hours per Week, 52 Weeks Per Year
Responsible to:	Trust Chief Financial Officer

Direct Supervisory Responsibility for: Trust Estates & Facilities Officer, Estates & Development Managers, School Caretakers

Important Functional Relationships

Internal: Chief Executive Officer, Financial Officer, School Senior Leadership Teams, Headteachers, Head of IT, Head of Operations, Head of Finance, teachers, support staff, students, governors, Trust Shared Services staff

External: Contract management organisations, legal representatives, government agencies, Health and Safety Executive

Main Purpose of Job

To be an active member of TOLT (Trust Operations Leadership Team) contributing to the strategic development of the Trust, its work and aims, promoting the highest standards of business ethos and ensuring the most effective use of resources, including involvement in the preparation and monitoring of the Business Development Plan and the Trust's 5-year strategic plan.

To provide operational and technical estates and facilities leadership across the Trust for all matters related to estates and facilities management, sustainability, and the associated health and safety and compliance.

The post holder will be required to attend and report at Trust Board Committee meetings where appropriate. Attendance will also be required at other appropriate meetings with internal senior leaders to contribute at strategic level with regards to resources, facilities and estate management, health and safety and income generation from estates.

The post holder will provide strong leadership to ensure that Trust standards are applied, and appropriate support is provided to schools and that leadership capacity is built at all levels.

The post holder will ensure that Trust wide compliance is developed, maintained, and is regularly reported to the CFO, CEO and Trust Board.

To work collaboratively with Senior Leaders across the Trust including members of the Trust Board and Local Governing Committees.

Main Duties and Responsibilities

Strategic estate management

- To develop and implement the Trust's vision and strategy for managing the estate to support the schools' needs and requirements.
- To lead on preparing the estates asset management plan, it's implementation and governance.
- To oversee the resource planning and allocation to deliver the estate strategy, delivering value for money and prioritisation of expenditure.
- To set policies, procedures, and training programmes to drive effective, efficient, and compliant estates management.

Planning and organising estate resources

- To take responsibility for estate governance, risk management and compliance.
- To contribute to annual budget planning and forecast investment needs.
- To drive continual improvement in value for money from the estate.
- To develop and contribute to the Trust's procurement strategy for estate works, services, and supplies.
- In conjunction with the CFO, to run the procurement process for services, contracts and leases ensuring compliance with ESFA/DfE best practice for minibuses, health and safety, and premises related items.
- In conjunction with the Trust Head of Operations, to lead on business continuity and emergency planning for all trust sites.
- In conjunction with the Trust Estates & Facilities Officer ensuring all estates and facilities across the Trust are fit for purpose, with income generation from the estates, maximised where possible.



Understanding and managing land and buildings

- To maintain oversight of all legal interests in land and buildings in the Trust estates.
- To lead regular reviews of estate condition and suitability to inform strategic planning.
- To oversee and maintain collection and analysis of estate data to feed into asset management plan.
- To determine approach for capturing and maintaining accurate property records.

Performance management and sustainability

- To drive and implement the vision for optimising estate performance and value for money.
- To set targets for reducing energy and water usage and waste outputs.
- To continually identify and implement efficiency improvements across the estate.
- To explore and deliver collective buying opportunities to support purchasing power.
- To lead on developing and implementing a strategy to work towards a carbon neutral status.
- To allocate responsibilities for the delivery, monitoring, and auditing of sustainability activities.

Health, safety and compliance

- To lead the development of estate health and safety policies and procedures.
- To ensure risks are promptly identified and mitigated.
- To oversee programmes to ensure full premises compliance with statutory and regulatory standards.
- To clearly define and designate health and safety responsibilities across the Trust schools.



Maintaining the estate

- To strategically plan maintenance activities based on up-to-date condition surveys.
- To align maintenance strategy with asset management plan and available budgets.
- To ensure maintenance work is prioritised is delivered in a timely, safe, and compliant manner in conjunction with the Trust Estates & Facilities Officer.
- To ensure the continued monitoring of cleaning services to ensure a healthy and safe environment for all people associated with the Trust through liaison with the School Operations Manager.

Managing estates projects

- To strategically oversee all projects and ensuring they meet statutory requirements, reflect budgetary constraints, and are effectively planned and managed.
- To ensure all projects meet strategic outcomes and time and cost requirements with minimal disruption to the schools.
- To facilitate post-project reviews to capture lessons learned and continuous improvement.
- In conjunction with the CFO and Trust Estates & Facilities Officer, oversee the prioritisation of projects and the allocation of funding which delivers a capital and operational maintenance programme of site improvement across all Trust schools.

General Duties

- To be aware of and adhere to applicable rules, regulations, legislation, policies, and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
- To remain fully aware of the information requirements from the DfE, the Trust and to make recommendations to the, CFO, CEO, headteachers and other senior leaders on requirements.
- To maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
- To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
- To undertake other duties appropriate to the grading of the post.

Person Specification

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

Job Title: Trust Head of Estates

Location: TSS Offices

Attributes	Essential	Desirable	How Identified
Relevant Experience	Knowledge and experience in advising and working on compliance, tendering, drafting and management of contracts Broad and deep range of experience within estates, health and safety, and facilities Experience of developing a holistic long-term estates strategy integrated with a wider organisational strategy Experience of line managing a team across multiple sites	Relevant experience within an educational environment	Application form / interview
Education and Training	Attainment of a degree/ professional qualification or equivalent (as an alternative to qualifications, be able to demonstrate equivalent skills through work experience) Health and safety qualification (NEBOSH/IOSH) Membership of a relevant professional body	Relevant qualification in leadership and management	Application form

Attributes	Essential	Desirable	How Identified
Knowledge and Skills	Knowledge of the legal framework governing employers in general and schools in particular High level of technical knowledge and competence Excellent organisational skills and ability to prioritise and meet deadlines Strong leadership and management skills and a proven track record of leading a large team Good verbal and written communication skills with the ability to relate well to a wider range of stakeholders Training and coaching skills IT skills with the ability to use systems to monitor compliance		Application form / interview
Any Additional Factors	Customer focussed with the ability to build positive working relationships with a range of stakeholders Flexibility to deal with the diverse needs of the post and travel between school locations High level of initiative and ability to work independently or as part of a team High standards and expectations of colleagues, able to lead by example Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people		Interview

How to Apply

A fully completed form and letter of application should be sent to hr@smart-trust.net by Tuesday 29th September 2026 at 9am.

The interview date is planned for Friday 9th October 2026 at Liskeard School and Community College.

We would welcome visits to the Trust from prospective candidates and/or a conversation with the CFO. Please contact Andrea Howard, on 01579 325732 or by email: ahoward@smart-trust.net

For more information regarding SMART Schools' Trust, please visit our website at www.smart-trust.net

