

<b>Post Title</b>	Head of Estates
<b>Post Ref</b>	CA036
<b>Responsible To</b>	Trust Services Executive
<b>Grade</b>	Grade 17 to Grade 18
<b>Place of Work</b>	Trust Wide

<b>Purpose</b>	<p>The Head of Estates provides strategic and professional leadership for the Trust’s estates function, ensuring that all schools and Trust premises are safe, compliant, sustainable and fit for purpose.</p> <p>The role holds Trust-wide accountability for estates compliance, asset management, capital planning and the consistent delivery of estates and facilities services across the Trust estate. Acting as the Trust’s principal professional authority for estates and premises matters, the postholder ensures that estates provision actively supports educational delivery, school improvement and organisational growth.</p> <p>The Head of Estates provides assurance to Executive Leaders and Trustees, manages risk, and leads professional standards across the estates function.</p>
<b>Estates Leadership</b>	<ul style="list-style-type: none"> <li>• Provide Trust-wide strategic leadership for estates, ensuring that buildings and facilities support the Trust’s educational vision, priorities and growth plans.</li> <li>• Act as the Trust’s senior professional adviser on all estates-related matters, providing clear, evidence-based advice and professional challenge.</li> <li>• Develop and maintain a long-term estates strategy aligned to pupil forecasting, Trust expansion, financial planning and sustainability objectives.</li> </ul>
<b>Compliance, Health &amp; Safety and Assurance</b>	<ul style="list-style-type: none"> <li>• Hold Trust-wide accountability for statutory estates compliance, including, but not limited to, health and safety, CDM, fire safety, asbestos management, legionella, COSHH, LOLER, LEV, gas and electrical safety.</li> <li>• To set a clear framework for periodic checks, inspections, and servicing; training staff / commissioning contractors and auditing / reporting performance.</li> <li>• Act as the Trust’s designated competent person for estates and premises compliance, including CDM.</li> <li>• Own and maintain the estates risk register, ensuring that risks are identified, mitigated and escalated in line with Trust governance arrangements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide regular assurance reports to the Executive Team and Trustees on estates compliance status, risk and remedial activity.</li> <li>• Complete statutory returns on estates-related matters including, but not limited to, ESFA Land &amp; Buildings / Asbestos returns, Carbon Reduction / Energy Efficiency reports, RIDDOR notifications and CDM Notifications.</li> <li>• Lead the Trust response to any serious estates-related incidents, investigations or enforcement action.</li> </ul>
<b>Asset Management &amp; Capital Projects</b>	<ul style="list-style-type: none"> <li>• Lead the development, delivery and review of the Trust Asset Management Plan across all sites.</li> <li>• Identify capital priorities and bid opportunities, maximising external funding where available.</li> <li>• Oversee capital projects and significant works, ensuring delivery to time, cost and quality standards.</li> <li>• Provide professional oversight of condition surveys, prioritisation of works and lifecycle planning.</li> <li>• Advise the Trust and Lead on estates feasibility, sustainability, decarbonisation and value for money in relation to school improvement, expansion or consolidation proposals.</li> </ul>
<b>Facilities &amp; Site Operations</b>	<ul style="list-style-type: none"> <li>• Set, enforce and assure Trust-wide standards for facilities management, site operations, contractor management and premises security.</li> <li>• Ensure consistent, safe and compliant operational practice across all schools and Trust premises.</li> <li>• Provide oversight, challenge and support to local site teams, intervening where standards are not met.</li> <li>• Lead procurement and contract management of estates-related services to ensure quality, compliance and value for money.</li> </ul>
<b>People Leadership &amp; Professional Practice</b>	<ul style="list-style-type: none"> <li>• Lead and manage the Trust's estates and facilities workforce, including line management of key staff and oversight of site teams.</li> <li>• Establish clear role expectations, competencies and performance standards for estates and premises roles.</li> <li>• Lead professional development, training and succession planning for estates staff across the Trust.</li> <li>• Promote a culture of accountability, professionalism, safety and continuous improvement.</li> </ul>

<b>Sustainability &amp; Environmental</b>	<ul style="list-style-type: none"> <li>• Lead the Trust’s estates-related sustainability, decarbonisation and environmental strategy, aligned to DfE climate expectations and Trust priorities.</li> <li>• Embed sustainability principles into estates planning, capital investment, maintenance and operational decision-making.</li> <li>• Preparation and implementation of estates related policies, including Climate Action Plan and Sustainability Policy.</li> <li>• Monitor and reduce energy usage and environmental impact across the Trust estate.</li> </ul>
<b>Governance, Risk &amp; Trust Contribution</b>	<ul style="list-style-type: none"> <li>• Provide clear, timely and accurate estates information to support effective governance and decision-making.</li> <li>• Work collaboratively with Trust Services colleagues to ensure integrated operational delivery.</li> <li>• Support the onboarding of new schools into the Trust, ensuring estates due diligence and transition planning.</li> <li>• Preparation and presentation of estates related reports and training.</li> <li>• Contribute to Trust-wide strategic initiatives as required.</li> <li>• Timely completion of DfE related returns and applications.</li> <li>• Implementation of DfE standards; School Estate Management Framework, Good Estate Management for Schools and Estate Management Competency Framework.</li> </ul>
<b>ADDITIONAL INFORMATION</b>	<p>It is the practice of the Trust periodically to examine employees’ job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust’s aim to reach agreement on any alterations. If this is not possible the Trust reserves the right to insist on changes to job descriptions after consultation.</p> <p>All external appointment are subject to Cumbria Education Trust’s standard probation periods and assessment</p>
<b>SAFEGUARDING</b>	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

	Essential	Desirable
<b>Qualifications/Training (Competencies)</b>	<ul style="list-style-type: none"> <li>• Relevant professional qualification or equivalent experience in estates, facilities or property management (e.g. construction, building services, surveying, facilities management).</li> <li>• NEBOSH General Certificate (or equivalent) in Health &amp; Safety.</li> <li>• Evidence of continued professional development relating to estates compliance, risk management and facilities operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management qualification (e.g. PRINCE2, APM).</li> <li>• Membership of a relevant professional body (e.g. IWFM, RICS, IOSH).</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience managing estates and facilities across a multi-site organisation, ideally within education or the public sector.</li> <li>• Demonstrable experience leading estates-related statutory compliance including fire safety, asbestos management, legionella, gas and electrical safety.</li> <li>• Experience planning, procuring and delivering capital works and maintenance programmes, balancing cost, quality and operational continuity.</li> <li>• Experience of managing contractors, consultants and service providers effectively.</li> <li>• Experience supporting and influencing school leaders or operational managers.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within a multi-academy trust, local authority, NHS or similarly regulated environment.</li> <li>• Experience contributing to sustainability or energy-reduction initiatives.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of estates-related legislation, compliance and risk management.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to operate strategically while retaining oversight of operational delivery.</li> <li>• Strong financial and commercial awareness, including procurement and contract management.</li> <li>• Excellent communication skills, with the ability to influence and challenge at senior level.</li> <li>• Strong organisational skills and ability to manage competing priorities.</li> </ul>	
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• <b>Respect:</b> Works collaboratively with school leaders, site teams and contractors; values professional expertise and local knowledge.</li> <li>• <b>Responsibility:</b> Takes ownership for compliance, safety and quality; demonstrates sound professional judgement and integrity.</li> <li>• <b>Resilience:</b> Remains calm and focused when managing incidents, emergencies or operational pressures; adapts confidently to changing priorities.</li> <li>• Professional, approachable and solution-focused.</li> <li>• Committed to creating safe, welcoming environments that support learning.</li> </ul>	

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