



**TAPESTRY  
LEARNING  
PARTNERSHIP**

JOB OPPORTUNITY

## **Estates Manager**

**Working across a Cluster of Schools**

Permanent

37 hours per week, 52 weeks per year

Pay Scale POF, £43,173 to £46,475 FTE

### **Join us on an exciting journey of transformation and excellence.**

At Tapestry Learning Partnership, we are on an ambitious and inspiring journey of transformation and improvement. Formed in January 2026 through the merger of QEGSMAT and Djanogly Learning Trust, we are building a strong, unified organisation driven by a clear belief; every child can succeed and flourish.

Our schools serve diverse communities across Derby, Derbyshire, Nottingham and Nottinghamshire, and we are committed to providing safe, welcoming and inspiring environments where young people and staff can thrive.

As part of the continued development of our central estates function, we are seeking an experienced and enthusiastic Cluster Estates Manager to join our growing estates team.

### **About the Role**

This is an exciting opportunity to play a key role in managing and developing a diverse estate spanning 15 schools and academies across the Trust.

Working as part of our central estates team, alongside two other Cluster Estates Managers, you will provide professional estates leadership and support across a defined cluster of schools. Acting as the link between schools and the central estates function, you will work closely with Headteachers, Site Managers and Trust leaders to ensure high standards of compliance, maintenance, health and safety, and facilities management are achieved.

The role offers a varied and rewarding workload, including:

- Supporting schools to maintain safe, compliant and effective learning environments.
- Providing assurance on statutory compliance, estates condition and operational performance.
- Monitoring risks and ensuring effective action planning and resolution.
- Supporting the planning and delivery of maintenance, condition and capital investment programmes.
- Working with school leaders and site teams to improve consistency, standards and value for money across the estate.
- Supporting emergency planning, business continuity and incident management arrangements.

Based across our schools and Trust offices in Nottingham and Ashbourne, this role offers the opportunity to make a significant impact across an ambitious multi-academy trust.

## Who We're Looking For

We are seeking a highly organised, proactive and collaborative estates professional with experience of managing buildings, facilities and compliance within a complex organisation.

You will have a strong understanding of estates management, statutory compliance and health and safety requirements, together with the ability to build effective relationships with a wide range of stakeholders.

The successful candidate will:

- Have experience of estates, facilities or property management across multiple sites.
- Possess strong knowledge of health and safety, compliance and risk management.
- Be confident in advising, supporting and constructively challenging leaders and operational teams.
- Demonstrate excellent planning, organisational and problem-solving skills.
- Have experience of managing contractors and supporting capital or maintenance projects.
- Be able to analyse information, identify risks and drive improvements.
- Be committed to providing excellent service and creating outstanding environments for young people and staff.
- A willingness to travel regularly across Trust sites will be essential.

## Why us?

As part of our Trust, you'll benefit from:

- The opportunity to help shape and develop a newly formed Trust.
- A supportive and collaborative central team.
- High quality professional development opportunities.
- A culture that values wellbeing, work-life balance and continuous improvement.
- Access to a range of employee wellbeing and benefits schemes.
- The opportunity to make a tangible impact on the environments where thousands of children learn every day.

This is an exciting time to join Tapestry Learning Partnership and play a key role in developing and improving our estate for the future.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their preemployment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this, please email [s.taylor@tapestrylearningpartnership.org](mailto:s.taylor@tapestrylearningpartnership.org)

Further details about our Trust can be found on our website: Tapestry Learning Partnership please head to the careers page to apply for this position.

**Closing date for applications:** Sunday 12th July 2026

**Interview date:** Thursday 23rd July 2026

**Potential Start date:** ASAP

# JOB DESCRIPTION

- Post Title:** Cluster Estates Manager
- Reporting to:** Chief Operating Officer
- Disclosure Level:** Child Workforce - Enhanced, Children's Barred List

## Purpose of the Post

The Cluster Estates Manager is a member of the Trust's central estates team, responsible for providing professional support, operational coordination and assurance across a defined group of schools.

Working in partnership with Headteachers and Site Managers, the role supports them in discharging their responsibilities for estates operations, health and safety, statutory compliance, and facilities management, while recognising that accountability for the day-to-day management and operation of individual sites remains with the Headteacher.

The role provides assurance to the Chief Operating Officer, who retains overall accountability for the estate, by monitoring performance, identifying risks, and ensuring that statutory and Trust requirements are consistently met across the cluster.

The post also plays a key role in the planning, prioritisation and delivery of maintenance, condition, and capital investment, ensuring that resources are targeted effectively based on risk, need, and value for money.

Acting as the link between schools and the central estate's function, the Cluster Estates Manager provides oversight, challenge and escalation, promoting consistency of standards and ensuring effective alignment between local delivery and Trust-wide strategy.

## Key Duties and Responsibilities

### 1, School Support and Operational Partnership

- Work in partnership with Headteachers and Site Managers to support the effective delivery of estates, health & safety, compliance and facilities management across the cluster.
- Provide professional advice, guidance and challenge to support schools in discharging their responsibilities.
- Promote consistent standards, processes and ways of working across all sites.
- Support Site Managers in carrying out statutory testing, routine maintenance and day-to-day operational activities.
- Act as a key estate contact for Headteachers, providing responsive and solution-focused support.

### 2, Assurance, Risk and Compliance Oversight

- Provide assurance to the Chief Operating Officer on compliance, risk, estate condition and service performance across the cluster.
- Monitor performance and compliance data to ensure statutory and Trust requirements are being met.

- Identify risks, gaps and inconsistencies, ensuring these are clearly reported and understood.
- Ensure that remedial actions are identified, prioritised and progressed appropriately.
- Contribute to Trust-wide audit, risk management and governance processes.

### 3, Health, Safety and Risk Management

- Work with Headteachers and Site Managers to support implementation of the Trust's health and safety framework and statutory responsibilities.
- Support consistent application of policies, procedures and safe systems of work across the cluster.
- Work alongside the Trust's competent health and safety advisor, supporting schools to implement professional advice and recommendations.
- Monitor health and safety performance, identifying risks, gaps and inconsistencies.
- Provide assurance to the COO that arrangements are effectively implemented, based on monitoring and oversight (not as the technical competent person).
- Support schools to maintain suitable and sufficient risk assessments and control measures.
- Oversee reporting of accidents and incidents, ensuring appropriate follow-up and escalation.
- Review trends and emerging risks, supporting preventative action.
- Ensure significant risks or non-compliance are escalated to the COO and competent advisor, and actions tracked.
- Support health and safety audits and reviews, ensuring findings are implemented.
- Promote a positive and consistent safety culture.

### 4, Maintenance, Condition and Capital Planning

- Maintain an overview of estate condition across the cluster using inspections, surveys and site intelligence.
- Support schools in planning and delivering minor maintenance and repair activities.
- Support the planning and prioritisation of maintenance, condition works and capital investment across the cluster.
- Support the planning and prioritisation of maintenance, condition and capital investment programmes.
- Advise on the effective use of School Condition Allocation (SCA) and other funding streams.
- Contribute to longer-term asset management and estates strategy planning.

### 5, Service Oversight, Performance and Escalation

- Provide oversight of estates and facilities services across the cluster, ensuring consistency of standards and performance.
- Monitor the quality of soft FM services (cleaning, catering, grounds maintenance, waste).
- Support schools in managing day-to-day service performance while ensuring appropriate escalation of issues.
- Identify service failures and ensure these are escalated to central teams or contract managers where required.
- Support effective coordination of contractors, ensuring compliance with safeguarding and health & safety requirements.
- Act as the link between schools and the central estate's function, ensuring alignment between local delivery and Trust expectations.

### 6, Emergency Planning, Critical Incidents and Business Continuity

- Support schools in developing, maintaining and reviewing robust emergency procedures and business continuity plans.

- Provide guidance to ensure schools are prepared for critical incidents, including fire, site failure, severe weather and other emergency situations.
- Support the planning and coordination of emergency response arrangements, including evacuation procedures and crisis management processes.
- Provide oversight and assurance that emergency and business continuity arrangements are effective and up to date across the cluster.
- Support schools during significant incidents where required, ensuring appropriate escalation and coordination with central teams.
- Ensure lessons learned from incidents are captured and used to strengthen future preparedness and resilience.

## 7, Financial and Operational Governance

- Operate in line with the Trust's financial regulations and scheme of delegation.
- Support schools and the central team in achieving value for money.
- Ensure clarity of responsibilities in line with the Trust's estates framework, particularly in relation to school-led and central-led activities.

## 8, General Requirements

- Work flexibly across all Trust sites as required.
- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

## Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
<b>Qualifications</b>			
Relevant professional qualification in Estates Management, Facilities Management, Property, Building Services, Health & Safety, or a related discipline OR substantial relevant experience in a comparable estates, facilities or property management role.	✓		Application form, certificates
GCSE English and Mathematics (or equivalent).	✓		Application form, certificates
Access to a vehicle for travel across Trust sites	✓		Application form, certificates
Professional membership (IWFM, IOSH, RICS, CIOB or similar).		✓	Application form, certificates
IOSH Managing Safely, NEBOSH or equivalent		✓	Application form, certificates
Project Management qualification.		✓	Application form, certificates
<b>Experience</b>			
Significant experience managing estates, facilities or property services across multiple sites.	✓		Application form, selection process, references
Experience monitoring statutory compliance and managing risk.	✓		Application form, selection process, references
Experience supporting maintenance and repair programmes.	✓		Application form, selection process, references
Experience advising and influencing stakeholders.	✓		Application form, selection process, references
Experience of health and safety management.	✓		Application form, selection process, references
Experience within education, academy Trusts or the public sector.		✓	Application form, selection process, references
Experience managing outsourced FM contracts.		✓	Application form, selection process, references
Experience with capital funding programmes.		✓	Application form, selection process, references
<b>Knowledge</b>			
Knowledge of statutory compliance requirements for buildings and premises.	✓		Application form, selection process, references

Knowledge of health and safety legislation and good practice.	✓		Application form, selection process, references
Understanding of facilities management services and risk management.	✓		Application form, selection process, references
Knowledge of academy trust estates requirements. Knowledge of procurement and contract management.		✓	Application form, selection process, references
<b>Skills &amp; Abilities</b>			
Strong organisational and planning skills.	✓		Application form, selection process, references
Excellent communication and stakeholder management skills.	✓		Application form, selection process, references
Ability to analyse data and assess risk.	✓		Application form, selection process, references
Ability to produce reports and recommendations.	✓		Application form, selection process, references
Strong problem-solving skills.	✓		Application form, selection process, references
Competent in Microsoft Office.	✓		Application form, selection process, references
Experience of specialist estates or computer aided facilities management systems.		✓	Application form, selection process, references
<b>Personal Attributes</b>			
Professional, credible and resilient.	✓		Application form, selection process, references
Works collaboratively and independently.	✓		Application form, selection process, references
Demonstrates integrity and accountability.	✓		Application form, selection process, references
Flexible and adaptable.	✓		Application form, selection process, references
Committed to safeguarding and continuous improvement.	✓		Application form, selection process, references
<b>Other Requirements</b>			
Willingness to travel across Trust sites.	✓		Application form, selection process, references