

Job Description

Section: Operations / Estates	Reports to: Chief Operations Officer
Job Title: Estates Programme Manager	Grade / Salary:
Working Pattern: 37 hours per week	Weeks per annum: 52
Liaison (dotted line): MAT Estates Manager	Responsible for: Estates / site staff as delegated

PURPOSE OF JOB

The Estates Programme Manager leads the planning and delivery of the Trust's estates projects and capital programme across all campuses, driving the improvement, compliance and long-term development of the estate.

Working alongside the MAT Estates Manager, the post holder brings dedicated project- and programme-management capability to complement day-to-day operational maintenance. The post will support the Trust's estates leadership function and is developed to offer opportunities across the wider estates remit over time, ensuring Trust premises remain safe, compliant, well-presented and fit for purpose for our specialist cohort of pupils.

PROJECTS & CAPITAL WORKS (primary focus)

- Lead the planning, coordination and delivery of estates projects and capital works across the Trust, from minor works through to refurbishment and condition-improvement schemes.
- Develop project briefs, scopes of work, programmes and specifications, and manage projects through to completion using recognised project management techniques (e.g. Gantt charts, critical-path analysis, milestone and risk tracking).
- Obtain and evaluate quotations and tenders, ensuring value for money and compliance with the Trust's financial regulations and procurement procedures.
- Liaise with architects, surveyors, consultants and contractors; coordinate site access, phasing and works to minimise disruption to the school day.
- Support condition surveys and the development and maintenance of the Trust's asset management and premises improvement plans.
- Support capital funding and grant applications (e.g. condition/CIF, DfE and Local Authority capital), preparing supporting documentation and evidence as required.
- Monitor project budgets, track expenditure against approved budgets, and report progress, risks and variations to the MAT Estates Manager and COO.
- Maintain accurate project records, drawings, O&M manuals, warranties and handover documentation.
- Provide estates project support to Trust growth and change, including new-site onboarding, satellite / SEND provision changes and academy conversions.

ESTATES & PREMISES SUPPORT

- Support the MAT Estates Manager in the day-to-day management, maintenance and presentation of Trust sites, buildings, plant and grounds.
- Help develop and monitor planned and reactive maintenance schedules, ensuring works are completed to standard and on time.
- Provide practical guidance and support to site-based caretaking and estates teams, promoting consistent standards across campuses.
- Support the management and quality-monitoring of external contracts (e.g. grounds maintenance, cleaning, catering, servicing), including implementing corrective measures.
- Help ensure arrangements for site security, emergency repairs and out-of-hours call-outs are effective.
- Support accommodation, furniture, lettings and stock / asset records as required.

HEALTH, SAFETY & COMPLIANCE

- Support the MAT Estates Manager (& Trust Health & Safety lead) in ensuring sites are safe, compliant environments for pupils, staff, visitors and contractors.
- Undertake and support health & safety inspections, risk assessments and statutory compliance checks (fire, water hygiene, asbestos, electrical, gas and plant servicing) with associated record keeping (e.g. via Every / Smartlog).
- Ensure contractors work safely and in line with permit-to-work, RAMS and safeguarding requirements.
- Support accident / incident reporting, investigation and remedial action, and help identify patterns and trends.
- Help maintain compliance documentation, audits and action plans, and support business continuity and emergency planning.

PROGRAMME LEADERSHIP

- Lead and coordinate the Trust's estates project and capital programme across all sites, providing direction, structure and accountability that complements the operational maintenance function.
- Provide leadership and guidance to site / estates teams on project, standards and improvement matters.
- Provide leadership cover for the estates function as required, ensuring continuity of projects, compliance and standards.
- Represent the estates function at meetings as required, including reporting to the COO and FPGP Committee on the estates projects and capital programme.

PROFESSIONAL DEVELOPMENT & SUCCESSION

- Undertake a structured development pathway toward the wider estates leadership remit of the Trust, including relevant professional qualifications (e.g. IOSH / NEBOSH, recognised project / programme management, school business or estates management).
- Build working knowledge of all Trust sites, systems, contracts and compliance frameworks to ensure effective succession and operational resilience.
- Keep up to date with relevant legislation, statutory guidance and good practice.

OTHER RESPONSIBILITIES

- Contribute to the overall aims and targets of the Trust and support the roles of other members of the team.
- Ensure effective communication between staff, contractors and other stakeholders as appropriate.
- Attend INSET, appropriate training and relevant meetings, and participate in the Trust's performance management process.
- Carry out all duties with reasonable care for the health and safety of yourself and others affected by your acts or omissions, and co-operate fully with the Trust, DfE and HSE in health and safety matters.

Chiltern Way Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications & Training	• Good general education, including English and Maths to GCSE level (or equivalent). • Working towards, or willing to work towards, a relevant professional qualification in construction, project management or estates/facilities management.	• Recognised project or programme management qualification (e.g. PRINCE2, APM). • IOSH or NEBOSH health and safety qualification. • Qualification in building surveying, construction or estates management.
Experience	• Proven experience of managing capital works, construction or refurbishment projects from brief through to completion. • Experience of obtaining and evaluating quotations and tenders in line with procurement requirements. • Experience of managing project budgets and reporting on progress, risks and variations.	• Experience working across multiple sites. • Experience within an education, public sector or multi-academy trust setting. • Experience of capital funding or grant applications (e.g. Condition Improvement Fund, DfE or Local Authority capital).
Knowledge & Skills	• Sound understanding of construction and project management techniques (e.g. Gantt charts, critical-path	• Knowledge of asset management or premises compliance software (e.g. Every, Smartlog).

	analysis, milestone and risk tracking). • Working knowledge of health and safety legislation and statutory compliance requirements relevant to premises. • Strong organisational, planning and communication skills. • Ability to liaise effectively with architects, surveyors, contractors and internal stakeholders. • Competent user of MS Office and project management software.	• Understanding of academy or school estates and associated safeguarding requirements.
Personal Qualities	• Highly organised, with excellent attention to detail. • Able to manage multiple projects and competing priorities simultaneously. • Resilient and solutions-focused under pressure. • Committed to safeguarding and promoting the welfare of young people. • Able to work collaboratively and build strong working relationships across teams and sites.	• Commitment to own continuing professional development.
Other Requirements	• Willingness and ability to travel independently between Trust school sites across Buckinghamshire, Hampshire and Wokingham. • Full UK driving licence and access to a vehicle. • Required to undergo an enhanced DBS check.	—

Assessed via application form, references, interview and/or certificate as appropriate.

Note: This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the CEO/COO, without changing their general character or the level of responsibility entailed.