

Assistant Head of Estates

Job purpose including main duties and responsibilities

Main objectives of the post

To support the Head of Estates in managing the operational functions of the Trust's estate, including maintenance, compliance, capital projects support, health & safety, sustainability initiatives, and digital compliance systems such as Civica/Parago. The Assistant Head of Estates ensures environments remain safe, well-maintained, and conducive to outstanding primary education. The post-holder will deputise where appropriate and contribute to developing consistent processes and high standards across all Trust sites.

Key Responsibilities and Duties

Civica/Parago Compliance System

- Lead the implementation and continuous improvement of the system.
- Ensure statutory compliance scheduling and monitoring.
- Maintain Trust-wide digital standards.
- Provide staff training on the system to all schools.
- Develop reporting dashboards.
- Conduct regular system audits.

Strategic Estate Management

- Support implementation of the Trust-wide Estates Strategy.
- Assist with reporting on estate risks and operational issues.
- Contribute to asset management planning and lifecycle assessments.
- Support implementation of GEMS (Good Estate Management for Schools).

Capital Projects

- Assist delivery and monitoring of capital projects.
- Support managing timelines, contractors, and budgets.
- Maintain project records and trackers.
- Support compliant tendering processes.

Maintenance and Site Operations

- Coordinate planned and reactive maintenance.
- Provide operational support to school site teams.
- Oversee maintenance and incident reporting systems.
- Monitor site standards and escalate risks.

Health, Safety & Compliance

- Support compliance with legislation including fire, water hygiene, asbestos, and site security.
- Assist with H&S policies and risk assessments.
- Promote safe working practices.
- Support compliance audits.

Leadership & People Management

- Support supervision of the central estates team.
- Provide guidance for school site staff.
- Assist in delivering consistent standards and training.

Sustainability & Environmental Initiatives

- Support sustainability projects.
- Contribute to energy efficiency and biodiversity initiatives.
- Support development of outdoor learning environments.

Financial & Contract Management

- Assist monitoring of estates budgets.
- Support procurement and contract best value.
- Maintain financial records and reporting.

Grounds Maintenance

- Support line management of the senior Groundsman.
- Monitor grounds standards.
- Promote safe practices in the grounds division.

Safeguarding

The Pioneer Academy places the highest priority on the safety and welfare of pupils. The Head of Governance will:

- Uphold and promote the Trust's safeguarding policies and practices within all governance activities.
- Ensure that governance oversight includes compliance with safeguarding statutory requirements and best practice.
- Work with the Trust's safeguarding leads to embed a culture of vigilance and accountability at all governance levels.
- Support members, trustees and school board governors in understanding their safeguarding responsibilities and in undertaking relevant safeguarding training.

This job description reflects The Pioneer Academy's commitment to strong, ethical, and effective governance that supports high standards of education and wellbeing across our diverse Trust community. The Head of Governance will be a key driver in achieving this vision through leadership, expertise, and partnership.

The Pioneer Academy Vision

We put children first, pioneering excellence and championing each and every child.

The Pioneer Academy Expectations

Safe:

- Schools are safe and secure.
- Safeguarding is effective and robust
- Similarities and differences are celebrated; everyone thrives and flourishes

Happy:

- Pupils and staff are positive and succeed in a supportive environment
- Wellbeing for all
- High standards of attendance and enjoyment are outcomes of an inclusive TPA school

Learning:

- Learning is achieved by the successful sequencing of memorable experiences
- Learners are engaged, resilient and enthusiastic
- Learning outcomes are ambitious due to knowledgeable and effective teaching

Expectations of Jobholder

- Be aware of and comply with TPA policies
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

PERSONAL SPECIFICATION

Qualifications and training	Criteria
• Relevant estates, facilities, or property management qualification.	E
• Health & Safety qualification or willingness to achieve NEBOSH	E
• Project management training/certification	D
Experience, Knowledge and Skills	
• Experience in a school or similar environment	E
• Experience supervising or supporting an estates team	E
• Understanding of compliance and H&S regulations	E
• Experience supporting maintenance or capital projects	E
• Understanding contractor/service provider management	E
• Good communication skills	E
• Ability to work to deadlines	E
• Knowledge of building management systems	D
• Coaching experience or willingness to train	D
• Negotiation skills	D
• Customer service skills	D
• Competent in Microsoft Office	D
Personal Attributes	
• Personal Attributes	E
• Strong team player	E
• Ability to build effective relationships	E
• Willingness to engage in wider school life	E
• Flexible and adaptable	D
• Problem-solving ability	D
• Emotional intelligence	D
• Sense of perspective	D
• Commitment to development	D
• 'Can-do' attitude	D
• Attention to detail	D
Equality and Safeguarding	
• Good knowledge of the Equality Act and its application within the working environment.	D
• Proactive and passionate about equality, diversity and inclusion.	E
• Good understanding of Keeping Children Safe in Education.	D
Special Requirements	E/D
• Be able and willing to work outside normal hours in order to meet the demands of the role	E
• Suitability to work with children	E
• Enhanced DBS Check	E
• Car driver	E

KEY

E/D Essential or Desirable