

Manor Hall Academy Trust		
Post title	Ref	Grade
Head of Estates	MHJD137	13

About this Role

This is a new and exciting role within Manor Hall Trust, responsible for ensuring that every school is not only safe and compliant but also designed and maintained to provide the most inspiring and effective learning environments in the country. We are after a person who will;

- Champion innovation in estate design and refurbishment so that our schools set a benchmark for inclusive, accessible, and future-ready learning spaces.
- Work collaboratively with education leaders to align estate improvements with pedagogical needs, creating environments that actively enhance pupil engagement and achievement.
- Embed a culture of excellence in estate management, where every decision contributes to making our schools the best places for pupils to learn and grow.

Working as part of the Trust's central Estates and Compliance team, you will play a key role in delivering our estate strategy, ensuring our academies provide safe, sustainable, and inspiring environments for pupils and staff. Your work will directly support the Trust's ambition to deliver high-quality education through well-managed and forward-looking estates.

Reporting to the Chief Operating Officer, you will collaborate with senior leaders, site teams, and external professionals to maintain compliance, oversee projects, and manage the safety and integrity of our buildings.

Key Responsibilities

Building Safety, Compliance & Technical Support

- Provide expert technical support to ensure full compliance with the Building Safety Act, Fire Safety Act, and other statutory obligations.
- Undertake regular site inspections, feasibility studies, and detailed building surveys across all academies.
- Develop and maintain three-year compliance and condition plans for each site, supported by RAG-rated priorities and actionable recommendations.
- Identify and document defects, risks, and opportunities for improvement, ensuring the Trust meets and exceeds its building safety obligations.

- Manage the Building Works Procedure and the Permission to Work process to ensure that all works are properly controlled and compliant.
- Oversee statutory inspections and third-party assessments, including Fire Risk Assessments, asbestos re-inspections, and compartmentation surveys, ensuring that actions are tracked and completed.
- Maintain clear, accurate records ensuring the integrity of all estate documentation.

Project & Contract Management

- Lead and deliver a portfolio of refurbishment, maintenance, and compliance projects across the Trust's estate.
- Oversee the preparation of specifications, drawings, tender packages, and contract documentation, managing procurement in line with Trust and public sector frameworks.
- Oversee contractors and consultants, ensuring quality, value for money, and adherence to health, safety, and environmental standards.
- Manage budgets effectively, prepare financial reports, and ensure projects are delivered to time and specification.
- Act as Contract Administrator, monitoring progress and leading final account negotiations.

Strategic Estate Planning

- Support the delivery of the Trust Estate Strategy, contributing to long-term asset management, investment planning, and sustainability objectives.
- Provide evidence and technical input for SCA funding and DfE capital bids.
- Contribute to due diligence processes for new academies joining the Trust.
- Advise on accessibility, space optimisation, and building adaptation projects to enhance learning environments.

Sustainability

- Promote sustainability and assist in developing the Trust's decarbonisation and energy efficiency programmes.
- Lead the Trust sustainability network and collaborate with other leaders and networks across the country ensuring best practice.
- Work with the central team and schools to ensure water, gas and electric sustainability.
- Collaborate with trust leaders to reduce waste across the trust and ensure sustainability is part of future contracts.

- Work with schools to help education employees and students of different sustainability campaigns.
- Work with the COO on the annual carbon usage report.

Professional and Advisory Duties

- Provide professional advice to senior leaders, site managers, and governors on building maintenance, compliance, and safety.
- Support the development of Trust-wide estate policies, procedures, and standards.
- Collaborate with internal teams and external partners to identify and implement best practice in estate management.
- Keep up to date with changes in legislation, technology, and sustainability trends, applying these proactively within the Trust's operations.

Professional Accountabilities

The post holder will:

- Safeguard the welfare of children and young people by promoting safe, compliant, and secure learning environments.
- Deliver services efficiently and responsibly, ensuring all works and budgets represent value for money.
- Champion health, safety, and wellbeing, ensuring compliance with statutory and Trust requirements.
- Support the Trust's climate and sustainability commitments, embedding good energy management and low-carbon solutions.
- Act with integrity, professionalism, and collaboration, representing the Trust's values in all activities.

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*

Safeguarding

Manor Hall Trust is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and will be required to undertake an enhanced DBS check and follow Trust safeguarding procedures.

Additional Information

- This role involves regular travel to Trust academies; mileage reimbursement will be provided.
- Flexibility may be required to support projects, or emergency works outside of standard working hours.

To be reviewed after 6 months in post.

Person Specification

Experience and Knowledge

Essential	Desirable
<ul style="list-style-type: none"> • Degree in Building Surveying or extensive experience in managing multiple estates and ability to carry out condition surveys and feasibility studies. • 2–3 years' experience in building surveying, compliance, or project management. • Strong knowledge of building, fire, and health & safety legislation. • Experience preparing specifications, managing contractors, and delivering projects. • Project Management: Proven track record in delivering projects, with experience in managing capital budgets and developing business cases. • Strategic Planning: Experience in developing and delivering complex estate strategies and managing strategic programmes, including risk management. • Commercial Acumen: Knowledge of legal, procurement and financial aspects of property projects. Experience in driving value and managing budgets. • Operations Management: Significant experience in leading and delivering estates operations in a large, complex organisation. • Compliance and Health and Safety: Knowledge of relevant health and safety regulations and experience in providing assurance on compliance. • Sustainability: Experience in developing and implementing sustainability strategies. 	<ul style="list-style-type: none"> • Chartered status (RICS, CIOB, or similar) or actively working towards it. • Experience within education, local authority, or multi-site estates management. • Previous involvement in compliance and safety management under the Building Safety Act. • Experience preparing funding bids. • Familiarity with asset management and compliance software. • Understanding of sustainability and decarbonisation in estates.

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| <ul style="list-style-type: none"> • Full UK driving licence and willingness to travel between Trust sites. | |
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Skills and Abilities

Essential
<ul style="list-style-type: none"> • Leadership: Ability to lead, motivate and develop a diverse and multi-disciplinary team, creating a high-performance culture. • Communication: Strong interpersonal and negotiation skills, with the ability to communicate effectively with staff and stakeholders at all levels. • Analytical Skills: Proven ability to analyse complex situations and identify solutions. • Decision-Making: Ability to make independent and robust decisions. • Organisational Skills: Strong organisational and time management skills, with the ability to manage multiple projects and competing demands. • Excellent report-writing skills. • Commitment to role-model the Trust's values every day and a demonstratable passion to create and maintain an inclusive Trust culture where everyone belongs, learns and grows.

Personal Attributes

Essential
<ul style="list-style-type: none"> • Integrity: High level of personal and business integrity. • Resilience: Highly resilient with drive and determination. • Adaptability: Self-motivated and able to work on own initiative. • Collaboration: Commitment to collaborative working while also being able to act with decisiveness. • Professional, proactive, and detail focused. • Calm under pressure with a solution-driven mindset. • Committed to maintaining safe, inclusive, and sustainable learning environments. • Motivated to continuously improve and develop technical and leadership capability. • Passion for innovation in estate design and sustainability.