

# Candidate application pack



**Apex**

COLLABORATIVE TRUST

**Head of Estates & Facilities**

# A message from the **Chief Executive**



I am both proud and excited to have been given the opportunity to lead the Trust in this next stage of its development, and to work with other school and trust leaders locally to ensure the very best education for young people in Craven, Pendle and across the wider region.

Apex Collaborative Trust is a vibrant, cross phase multi academy trust formed by the merger of the Pennine Trust and South Craven Academy Trust.

Our trust consists of 2 secondary schools and 3 primary schools. South Craven School also has a large sixth form. We are delighted that Pendle Vale College, in Nelson, will be an associate member of the trust and has indicated an intention to join fully within the next 12 months.

**John Tarbox**  
Chief Executive Officer

# Apex Collaborative Trust

Apex Collaborative Trust is a values-led organisation. Our core values of Ambition, Collaboration and Trust are fundamental to our approach and shape our culture. We believe establishing a strong culture is the most important ingredient for our success, so that we create an ideal environment for learning where all members of our trust community can flourish. We are also committed to providing fantastic opportunities for our young people, so that they can fulfil their aspirations now and in the future.

## Ambition

### Inspiring excellence & growth

- We set high expectations for our students, staff, and leadership.
- We challenge the status quo, encouraging innovation and creativity in education.
- We believe in potential empowering individuals to reach new heights in their learning and careers.
- We celebrate success, recognising achievements at every level.

**In Action:** We provide cutting-edge professional development, encourage students to dream bigger, and support schools in raising academic and personal aspirations.

## Collaboration

### Stronger together

- We share best practices, creating a network where knowledge flows freely.
- We support and challenge each other, working together to find solutions.
- We listen and respect diverse perspectives, ensuring every voice matters.
- We value teamwork, building relationships that foster trust and openness.

**In Action:** Schools under the trust work as partners, not competitors, pooling resources and expertise to deliver the best education possible.

## Trust

### Integrity, transparency, & accountability

- We do what we say we will do, building confidence in our leadership.
- We communicate openly and honestly, ensuring transparency in decision-making.
- We hold ourselves accountable, measuring success by our impact.
- We foster a culture of psychological safety, where staff and students can thrive without fear of failure.

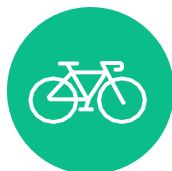
**In Action:** We ensure clear communication with parents, staff, and students, always acting with honesty, fairness, and responsibility.

Our trust and our schools must be rooted in our community. Many local families have an association with our schools across many years and even generations. Deep relationships help us to develop knowledge and understanding of the community and to form effective partnerships with other institutions. These partnerships support holistic development of young people.

## Staff benefits

All non-teaching employees will be enrolled into the Local government Pension Scheme which:

- is a secure pension that will keep up with the cost of living,
- provides life cover for your family and loved ones in the event of your death
- provides tax relief on any contributions deducted from your salary
- offers the option to decrease or increase your pension contributions
- offers the option to transfer in any previous pensions you hold within 12 months of joining.



**Bike 2 work scheme**



**CPD opportunities**



**Employee assistance programme**



**Local discounts**



**Occupational health support**

# Safeguarding statement

At Apex Collaborative Trust, the welfare of children is paramount and all schools are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All staff will be expected to take responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to an enhanced DBS check. Our policy and practice are in line with the current Department for Education's 'Keeping Children Safe in Education' statutory guidance.



# Head of Estates and Facilities

<b>Salary Range:</b>	<b>Grade 11 (SCP 40 – 45 – Salary Range £49,764 – 54,971)</b>
<b>Contract Type:</b>	<b>Full Year</b>
<b>Contract Term:</b>	<b>Permanent</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Closing Date:</b>	<b>3<sup>rd</sup> July 2026</b>
<b>Interview Date:</b>	<b>13<sup>th</sup> July 2026</b>

We are seeking to appoint an enthusiastic, experienced and well-qualified Head of Estates and Facilities. You will be a key member of the Apex Support Team, leading the Trust's strategic approach to estates, facilities, health and safety, compliance, sustainability and capital planning.

## Apex Collaborative Trust

Apex Collaborative Trust is a vibrant, cross phase multi academy trust formed by the merger of the Pennine Trust and South Craven Academy Trust.

Our trust consists of 2 secondary schools and 3 primary schools. South Craven School also has a large sixth form. We are delighted that Pendle Vale College, in Nelson, will be an associate member of the trust and has indicated an intention to join fully within the next 12 months.

### Apex Collaborative Trust will provide:

- A strong culture driven by values.
- A supportive Central Trust team who believe that through strong collaboration, all children within our trust will have better outcomes.
- Cutting edge professional development opportunities.
- A culture where individuals can thrive without fear of failure.

### We are looking to recruit an individual:

- Who aligns with our culture and values.
- With a high level of written, numerical and oral skills.
- With previous experience of working in Estates Management or equivalent.
- Who is highly organised, shows close attention to detail and accuracy.
- Who is self-motivated, proactive and shows a high degree of initiative.



# Job Description

<b>POST:</b>	<b>Head of Estates and Facilities</b>
<b>GRADE:</b>	Grade 11 (SCP40-45)
<b>TERM TIME / FULL YEAR</b>	Full Year
<b>HOURS/DAYS</b>	37 hours per week
<b>CONTRACT TYPE</b>	Permanent
<b>JOB PURPOSE:</b>	<p>To provide strategic leadership for estates, facilities, health and safety, compliance, sustainability and capital planning across the Trust. The postholder will develop and deliver a data-informed estates strategy aligned with the Trust's values, educational priorities and Department for Education expectations, including Good Estate Management for Schools, the School Estate Management Standards and the Education Estates Strategy. The role will ensure that Trust schools are safe, inclusive, compliant, sustainable, climate-resilient and fit for purpose, while delivering value for money and providing strong assurance to senior leaders and trustees.</p> <p><b>ACCOUNTABILITY:</b> This post will change over time and the post holder needs to be responsive and proactive in the context of strategic priorities. It is not possible therefore to set out a full range of duties. The following is an indicative list. It is not structured in an order of importance but reflects the basis for which the post-holder will be held accountable.</p>
<b>MAIN RESPONSIBILITIES</b>	
<p>Strategic planning</p> <ul style="list-style-type: none"> <li>• To develop, implement and review a comprehensive Trust-wide estates strategy aligned to the Trust's values, educational priorities and the Department for Education's expectations for effective school estate management.</li> <li>• To create, maintain and deliver a long-term asset management plan and planned maintenance programme, informed by condition, compliance, suitability, sufficiency, accessibility, lifecycle and affordability data.</li> <li>• To lead regular self-assessment against the DfE School Estate Management Standards and develop improvement plans that support the Trust's journey towards fully effective and advanced estate management practice.</li> <li>• To maintain accurate estate information, including asset registers, condition data, compliance records, building plans, energy and cost data, and use this information to prioritise investment and support evidence-based decision making.</li> <li>• To ensure estate planning supports curriculum delivery, safeguarding, inclusion, accessibility, SEND provision, pupil place planning and the effective use of space across the Trust.</li> </ul>	

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• To be the Trust lead for health and safety.</li> <li>• To develop, implement and deliver a suitable health and safety management system for the trust.</li> <li>• To provide trustees with assurance on the effective operation of the health and safety management system.</li> <li>• To work closely with staff in Trust schools to ensure compliance with the Trust's health and safety protocols.</li> <li>• To oversee statutory compliance monitoring across the estate, including arrangements for fire safety, asbestos, legionella, electrical safety, gas safety, contractor control, site security and other relevant statutory and regulatory requirements.</li> <li>• To maintain suitable and sufficient compliance records, risk registers, and other documentation.</li> <li>• To address compliance risks promptly and report clearly to senior leaders and trustees.</li> <li>• Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.</li> <li>• Co-operate with the employer on all issues to do with Health, Safety &amp; Welfare.</li> </ul>
<b>Facilities Management</b>	<ul style="list-style-type: none"> <li>• To provide strategic leadership, support and challenge to school-based estates and site teams, ensuring consistent standards of operation, compliance, customer service and service delivery across the Trust.</li> <li>• To ensure Trust-wide facilities management arrangements comply with relevant regulations, standards, policies and agreed service specifications.</li> <li>• To develop consistent systems, procedures and performance measures for site management, maintenance, caretaking, cleaning, catering, security, lettings and other facilities services.</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• To lead capital projects related to estates, from inception to completion, ensuring projects are properly scoped, risk assessed, procured, governed and delivered on time and within budget.</li> <li>• To develop and maintain a Trust-wide capital programme, including options appraisals, business cases, funding bids, project plans, budget monitoring, handover arrangements and post-project reviews.</li> <li>• To ensure capital projects support long-term condition improvement, accessibility, sustainability, climate resilience, safeguarding and educational outcomes.</li> <li>• Collaborate with external contractors and consultants as needed.</li> <li>• To liaise with the CEO, Headteachers and the CFO, and provide clear progress, risk, budget and assurance reports to trustees during capital projects.</li> </ul>
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>• To champion sustainability, carbon reduction and climate resilience across the Trust estate.</li> <li>• To develop and deliver the Trust's climate action plan and approach to sustainability by working with key stakeholders across the Trust.</li> <li>• To identify and implement opportunities to reduce energy consumption, carbon emissions, water use and waste, and to improve biodiversity where practical.</li> <li>• To embed sustainability and climate adaptation considerations into capital projects, procurement, planned maintenance, contract management and estate strategy.</li> </ul>

	<ul style="list-style-type: none"> <li>• To monitor and report progress against agreed sustainability and climate action priorities.</li> <li>•</li> </ul>
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>• To manage estates and facilities contracts across the Trust.</li> <li>• To effectively manage key contractors to work alongside the schools' estates teams, ensuring strong performance, value for money, compliance and appropriate due diligence.</li> <li>• To ensure contracts include appropriate service specifications, performance measures, safeguarding requirements, health and safety standards and escalation arrangements.</li> <li>•</li> </ul>
<b>Budget Management</b>	<ul style="list-style-type: none"> <li>• To act as a budget manager for allocated estates and facilities budgets.</li> <li>• To identify opportunities for efficiency and cost savings in estate-related expenditures.</li> <li>• To lead procurement of key estates and facilities contracts delivering effective solutions, value for money, and compliance within the trust's financial regulations.</li> <li>• To support medium- and long-term financial planning for the estate by aligning condition data, compliance requirements, sustainability priorities and lifecycle costs with available resources.</li> <li>•</li> </ul>
<b>Hire of Facilities</b>	<ul style="list-style-type: none"> <li>• To develop and manage a trust wide approach to lettings to local communities to generate income by making effective use of the trust's assets out of school hours.</li> <li>•</li> </ul>
<b>Catering and Cleaning</b>	<ul style="list-style-type: none"> <li>• To act as the strategic lead for the delivery of catering and cleaning across the trust.</li> <li>• To work alongside Headteachers to ensure catering and cleaning in Trust schools is fit for purpose and provides value for money.</li> <li>•</li> </ul>
<b>Governance, Assurance and Reporting</b>	<ul style="list-style-type: none"> <li>• To provide regular reports to the CFO, CEO, executive team and trustees on estate strategy, compliance, risk, capital projects, sustainability, budgets and key performance indicators.</li> <li>• To maintain clear estates risk registers, action plans and assurance records, ensuring that leaders and trustees have timely, accurate and evidence-based information to support decision making.</li> <li>• To support internal audit, external audit, regulatory review and due diligence activity relating to estates, facilities, health and safety and compliance.</li> <li>•</li> </ul>
<b>Data Protection &amp; Safeguarding</b>	<ul style="list-style-type: none"> <li>• To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.</li> <li>• To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.</li> <li>• To ensure strict confidentiality in all areas of work as appropriate.</li> </ul>
<b>Continuing Professional Development</b>	<ul style="list-style-type: none"> <li>• Keep up-to-date and informed on changes to legislation, and roles and responsibilities.</li> </ul>

	<ul style="list-style-type: none"> <li>• In conjunction with the line manager, take responsibility for personal professional development.</li> <li>• Undertake any necessary professional development as identified by the Trust, taking full advantage of any relevant training and development available.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils and staff.</li> <li>• Within own area of responsibility work in accordance with the aims of the equality statement, treating individuals with respect for their diversity, culture and values.</li> <li>• The Trust requires a commitment to its mission, vision and values and to always have due regard to equality, diversity, dignity and respect.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• This job description contains the key areas of responsibility and accountability, the expectations specific to the grade, for example duties / tasks, the pay range and the line manager / reports to. Specific tasks do not form part of the contractual element of the job description and may change (in discussion with the employee) in line with the needs of the Trust. Any duties carried out at a higher grade will be appropriately remunerated and will be on a short-term basis.</li> <li>• Undertake any other reasonable responsibilities in line with the grade as requested by the Trust.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Apex Collaborative Trust requires that all employees offer the best level of service to customers and behave in a way that inspires excellence and enthuse confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>

# Person Specification

Person Specification		Role: Head of Estates and Facilities	
	Essential	Desirable	How measured
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSEs Grade C or above including English and Mathematics</li> <li>Professional qualification or accreditation related to estates and facilities management or a willingness to work towards.</li> <li>A willingness to undertake formal training to obtain the necessary skills and knowledge for the role.</li> </ul>		<p>A/C</p> <p>A/C</p> <p>A</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Managing estates and facilities across multiple sites.</li> <li>Managing a team.</li> <li>Contract management</li> <li>Project management</li> <li>Writing policies, strategies and bids</li> <li>Developing policies, strategies, funding bids, options appraisals and senior-level reports.</li> <li>Working across multiple sites</li> <li>Using estate data, condition information and compliance records to inform prioritisation, investment planning and risk management.</li> <li>Developing asset management plans, planned maintenance programmes or capital programmes.</li> <li>Preparing reports for senior leaders, trustees, boards or committees.</li> </ul>	<ul style="list-style-type: none"> <li>Working within an educational or similar establishment</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Ambitious and reflective of own strengths and areas for development</li> <li>Respectful of others</li> <li>Collaborative with own team members and wider school community</li> <li>Shows initiative and takes decisive action when required</li> <li>High level of confidentiality</li> </ul>		<p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p> <p>I/R</p>

<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to think strategically and link the trust's success to day-to-day operations.</li> <li>• Up to date knowledge of health and safety legislation and its practical day to day application.</li> <li>• A high level of organisational skill, including the ability to work independently and collaboratively to support the work of colleagues and meet deadlines.</li> <li>• Ability to work autonomously and lead on projects and process improvements.</li> <li>• Strong problem solving skills</li> <li>• Knowledge of key aspects of estates and facilities management in schools, including Good Estate Management for Schools and the DfE School Estate Management Standards</li> <li>• Knowledge of estates-related compliance and regulations, including statutory inspection, audit and assurance requirements.</li> <li>• Ability to use digital systems and information to support estate management, compliance monitoring and reporting.</li> <li>• Effective communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of sustainability, carbon reduction, climate action planning or energy management within an estates context.</li> <li>• Understanding of accessibility, inclusion and suitability considerations within school buildings and grounds.</li> <li>• Knowledge of GDPR and legislation surrounding the safeguarding of children</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people.</li> <li>• Enjoys seeing young people learn in a positive climate and is committed to ensuring all students are supported in making progress.</li> <li>• Committed to own personal and professional development.</li> <li>• Full Driving Licence</li> </ul>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

**Key**

A – Application

R – Reference

I – Interview

C – Certificate

# How to Apply

If you share our core values and associated behaviours and meet the criteria for the role, please apply by following the process below.

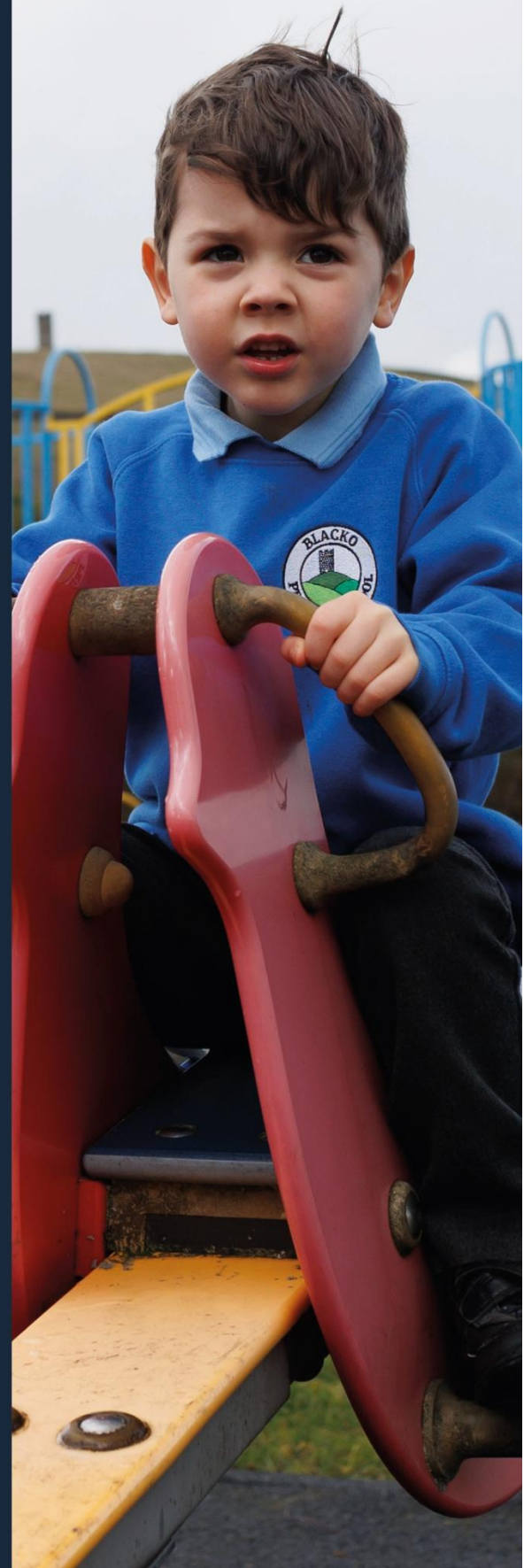
Follow the link to complete an application form:  
<https://mynewterm.com/jobs/17090/EDV-2026-ACT-39483>

- In your personal statement, please include how your skills and experiences have prepared you for this post. Please pay particular attention to the job description and person specification whilst completing this section with a focus on your suitability for the post gained from past experiences.

**Closing date for applications is noon on:  
Friday 3<sup>rd</sup> July 2026**

*CVs will not be accepted. It is standard practice in the education sector to seek references for shortlisted candidates prior to interview.*

*The Apex Collaborative Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance'.*





Bridgewater House, Suite 5,  
Surrey Road, Barrowford, BB9 7TZ  
01282 508624