



Recruitment Pack

Trust Estates and Sustainability Lead

Change lives
through a
career with
our Trust.



Welcome

River Tees Multi-Academy Trust is a forward-thinking trust committed to ensuring the most vulnerable learners receive the highest quality of education and outcomes. We are firmly committed to our workforce and ensure fantastic developmental and wellbeing opportunities for the right candidate.

If you are ready to take the next step in your career, join us as we 'Change Lives'.

River Tees Multi-Academy Trust is seeking to appoint its first **Trust Estates and Sustainability Lead** to provide strategic direction and operational oversight across estates, compliance, capital planning and environmental sustainability. This is a significant new role at the heart of the organisation, designed to strengthen how the Trust manages, develops and future-proofs its estate. The postholder will play a key part in ensuring that schools benefit from safe, compliant and sustainable learning environments, while also helping to shape long-term investment priorities and deliver meaningful improvement across the Trust.

We are dedicated to investing in the training and development of our staff to ensure they possess the necessary skills for their roles. We welcome applicants who may not yet possess all the required skills but are willing to invest in their own growth to acquire the necessary knowledge.

The schools within our Academy Trust improve the character, community and currency of pupils who are excluded or at risk of exclusion from mainstream school, unable to attend school for a variety of medical needs and/or have an Educational Health and Care Plan that requires specialist provision. Changing Lives is our mission and this drives everything we do, in every department.



Our Trust

River Tees Multi-Academy Trust is a small but growing Trust in the North East of England serving some of the most disadvantaged communities in the country. We provide the highest quality education for learners who have struggled within the mainstream schooling system. Children and young people are welcomed into our academies, regardless of their challenges, past history or additional needs.

We use a relational approach with our learners, staff and communities. This helps us build trusting relationships that bring out the best in everyone. All staff are committed to improving the life chances of our learners.

We change lives through our focus on a highly personalised curriculum that provides Currency, builds Character and engages with the Community. Our whole team work together to safeguard our vulnerable learners and give them the confidence to achieve their educational, social, family and career challenges.

We want our learners to gain the skills, knowledge and qualifications they need to move forward but also to enjoy school and develop a love of learning.

River Tees Multi-Academy Trust was set up in April 2016, The Trust currently operates 5 Academies across the North East of England. The Trust works with the most disadvantaged learners. Our intent is to ensure we offer the highest quality provision for our cohort of learners, taking account of their additional needs, social deprivation and gaps in learning.

Our ethos and values are rooted in ethical approaches to partnership working and our drive to ensure that disadvantaged learners receive the best possible education.

Our Values

River Tees Multi-Academy Trust are committed to changing lives. We help our staff, learners and communities to be:

- ❖ Resilient and brave.
- ❖ Trustworthy and kind.
- ❖ Making a positive difference to learners', staff and our wider communities' lives.
- ❖ Aspirational and hopeful.
- ❖ Tolerant and respectful.

Welcome from CEO

I am delighted to extend a warm welcome to all potential candidates interested in joining the River Tees Multi-Academy Trust. Our organisation is dedicated to fostering an inclusive and dynamic educational environment that prioritises the growth and success of both our learners and staff.

River Tees Multi-Academy Trust was established with the mission of providing exceptional educational opportunities across our diverse network of schools. We believe in nurturing talent, promoting well-being, and maintaining high standards of academic excellence. Our core values are centred around character, community, and curriculum.

We envision a future where every learner is equipped with the knowledge, skills, and confidence to succeed in a rapidly changing world. By championing innovative teaching methods and personalised learning experiences, we are committed to making this vision a reality.

We offer extensive training programs and career advancement opportunities to support your professional growth. Our trust is built on mutual respect and inclusion, ensuring a welcoming environment for all. We value teamwork and collaboration, providing a supportive network to help you thrive. Join us in making a significant difference in the lives of our learners and the broader community.

River Tees Multi-Academy Trust encompasses several schools, each with its own unique character and strengths. We pride ourselves on our ability to cater to a broad spectrum of educational needs. Our schools are committed to providing a safe, engaging, and stimulating learning environment for all learners.

We are excited to learn more about you and your potential contribution to our team. We look forward to welcoming dedicated and enthusiastic individuals who share our commitment to educational excellence.

Thank you for considering River Tees Multi-Academy Trust as the next step in your career. Together, we can empower education and inspire futures.

Christina Jones OBE
CEO

About the Role

Application closing date	21 August 2026, by close of day
Interview Date/s	21 September 2026
Location	This post will be trust wide, travel to all sites will be essential.
Salary	SCP 39-43 £50,269 - £54,495 (FTE) <i>Negotiations regarding the April 2026 pay increase are ongoing. The current recommendation is 3.3%, which is not reflected in the salary range shown above.</i> You will also be enrolled in the Local Government Pension Scheme.
Contractual hours	37 hours These can be negotiated, can offer term time working with additional weeks.
Working Hours	Monday to Thursday: 08:30 – 16:30 Friday: 08:30 – 16:00 Reduced working hours may be considered for a suitable candidate.
Basis	Permanent

Our Trust celebrates the diversity of our school communities. We actively encourage visits to our school sites – once you see our work in practice, we are certain you will be committed to joining us in Changing Lives.

Why work for River Tees Multi-Academy Trust

This is an exciting opportunity to join a Trust with a clear moral purpose and a strong commitment to changing the lives of vulnerable learners. The successful candidate will be part of a supportive and values-led organisation where staff are encouraged to develop, contribute ideas and make a meaningful difference across our schools.

- Access to the Local Government Pension Scheme.
- A supportive Trust culture that values professional development, wellbeing and collaboration.
- Opportunities to work across a range of specialist settings and make a visible impact.
- A relational, values-driven approach to working with staff, learners and communities.
- A flexible and supportive approach to working patterns where this meets the needs of the role and the Trust.

You are welcome to contact Helen Stokes, COO – Helen.Stokes@rtmat.org.uk for an informal discussion about this post prior to application. The Job Description and Person Specification set out the full requirements of the role and can be found within this pack.

Key working relationships

The postholder will work closely with the Chief Operating Officer, the central Trust team, Headteachers, school leaders, premises managers, school-based administration and business support teams, external contractors, professional advisers and relevant Trust committees. The role will require strong working relationships across all sites, providing clear advice, constructive challenge and practical support to ensure estates, compliance, sustainability and capital planning priorities are understood, well managed and aligned to the Trust's wider objectives.

What success will look like

During the first 6 to 12 months, the successful candidate will be expected to develop a clear understanding of the Trust estate, its schools, compliance position and sustainability priorities. Success in the role will include establishing strong relationships with school leaders and premises teams, developing a clear Trust-wide estates and sustainability action plan, strengthening compliance assurance and reporting arrangements, reviewing key contracts and maintenance priorities, and identifying the immediate risks, opportunities and investment needs that will inform longer-term capital and decarbonisation planning.

Selection process

Shortlisted candidates will be invited to take part in a selection process designed to explore their experience, technical knowledge, leadership approach, values and suitability for the role. This may include a formal interview, a task or presentation linked to estates, compliance or sustainability planning and safeguarding-related questions. Full details will be provided to shortlisted candidates in advance of interview.

How to apply

Applicants should complete the Trust's application form in full and must ensure they clearly detail how they meet the specific requirements of the role. CVs will not be accepted. Completed applications should be submitted by the advertised closing date. Late applications will not be considered.

Reasonable adjustments

We are committed to ensuring that our recruitment process is accessible and inclusive. Candidates who require reasonable adjustments at any stage of the application or selection process are encouraged to contact the Trust so that appropriate arrangements can be considered.

This post is subject to an Enhanced DBS check, Social Media check and satisfactory references.

Pre-employment checks

Any offer of employment will be conditional upon the completion of all required safer recruitment and pre-employment checks. These will include, where applicable, an enhanced DBS check, online and social media checks, satisfactory references, verification of right to work in the UK, confirmation of qualifications and employment history, and any other checks required for the role in line with statutory guidance and Trust policy.

Final candidate checklist

- Application form completed in full.
- Full employment history provided, including explanations for any gaps.
- Referee details provided in line with the application requirements.
- Relevant qualifications and professional memberships included.
- Application submitted before the closing date.

Job Description

Purpose of the Role

The Trust Estates and Sustainability Lead is responsible for providing strategic leadership and operational oversight of the Trust's estate, ensuring that all schools benefit from safe, compliant, sustainable and well-maintained learning environments. As a brand-new role, the postholder will establish and lead a Trust-wide estates and sustainability function that supports educational delivery, manages risk, informs investment priorities and drives long-term improvement. The role will lead the development of estates strategy, capital planning, statutory compliance, environmental sustainability and performance reporting, while working closely with school leaders and the Executive Team to ensure the estate is managed effectively, efficiently and in a way that supports the Trust's wider vision and future growth.

Key Responsibilities

Strategic leadership and planning

- Develop, implement and regularly review a Trust-wide estates and sustainability strategy, together with a five-year delivery framework aligned to the Trust's educational vision and growth plans, including ambitious strategic estate plans for each school, and informed by the DfE's Education Estates Strategy and related national expectations for a safe, suitable, sustainable and sufficiently sized estate.
- Lead the development and annual review of a prioritised 10-year capital, maintenance and decarbonisation plan, informed by condition and risk data.
- Provide the Executive Team and trustees with clear estates and sustainability advice, including risk and strategy updates that set out options, implications, benefits and mitigations.
- Set Trust-wide estate standards, service expectations and key performance measures to ensure consistent practice across all schools.

Sustainability Leadership

- Lead and deliver the Trust's sustainability strategy and Climate Action Plan, coordinating school-based sustainability leads and eco champions.
- Lead decarbonisation planning, prioritising interventions by carbon impact, cost and operational effect.
- Establish Trust-wide processes for carbon measurement, energy monitoring and reporting to ensure consistent data quality and robust baselines, building on current support provided by Planet Mark.
- Work with the COO to secure external funding and partnerships for sustainability and energy efficiency by developing strong investment cases and bid submissions.
- Work with the COO to embed sustainable procurement and lifecycle value principles into estates, purchasing contracts and project specifications.

Statutory compliance, health and safety and risk management

- Lead Trust-wide assurance for key statutory and regulatory areas, setting standards and overseeing compliance across fire safety, asbestos, legionella and water hygiene, gas and electrical safety, building safety, security and emergency planning, with premises managers responsible for day-to-day site compliance checks and local implementation.
- Maintain the Trust's estates compliance framework, including policies, schedules, assurance checks and escalation routes, and work with premises managers to ensure local procedures are followed, records are maintained, and remedial actions are completed or coordinated at school level.
- Lead the Estates and Sustainability risk register, ensuring clear mitigations, named ownership and Board-level reporting where needed, with premises managers contributing local risk information and updates for their schools.
- Maintain Trust-wide oversight of condition surveys, fire risk assessments and other statutory inspections, ensuring findings are reviewed, prioritised and reflected in clear action plans.

Capital Programme, Projects and Development

- Lead the planning and governance of capital projects across the Trust estate, commissioning external project managers where appropriate for larger schemes and ensuring robust stakeholder engagement, quality assurance and benefits realisation.
- Act as the Trust's senior client lead for major works, overseeing consultants, contractors, professional advisers and any appointed external project managers.
- Ensure projects are delivered to agreed scope, programme and budget, with effective risk management, change control and post-project review.
- Work with the COO to support due diligence on estate condition, compliance and capital liabilities for any new schools joining the Trust and contribute to integration planning.

Operational Estates Management

- Support school premises managers to maintain day-to-day estates standards across all schools, ensuring appropriate maintenance, security, cleanliness, accessibility and site presentation.
- Work with school premises managers to strengthen planned preventative maintenance (PPM) and asset lifecycle planning, reducing reactive works and improving reliability.
- Provide escalation support for urgent incidents, coordinating response and recovery to maintain safe operations and educational continuity.

Digital Estates Systems, Data and Performance Reporting

- Oversee the Trust's estates and compliance systems, ensuring they remain fit for purpose, meet the needs of the Trust and its schools, are used consistently, and support high-quality data and audit readiness.
- Maintain Trust-wide oversight of asset and compliance records, ensuring school premises managers keep local compliance records, statutory certificates and remedial action tracking accurate and up to date.
- Work with the COO to develop and maintain a Trust-wide estates dashboard and reporting suite covering KPIs, SLAs, compliance status, project delivery, energy and carbon performance, and contract KPIs.

- Use data to inform prioritisation, monitor performance, and identify opportunities to improve efficiency and reduce risk.

Financial Management, Commercial Strategy and contracts

- Work with schools to support effective management of estates and sustainability budgets, forecasting accurately, aligning spend to approved priorities, and ensuring value for money.
- Lead procurement and contract management for key estates services (e.g., M&E, compliance servicing, grounds, security, waste), setting meaningful KPIs and monitoring supplier performance.
- Oversee complex estates-related contractual arrangements where needed, including multi-site frameworks, leases and land matters, third-party facilities, and any PFI-style arrangements.
- Identify opportunities to improve efficiency and generate appropriate income in collaboration with Headteachers and Premises Managers, for example through energy savings programmes, while ensuring alignment with educational priorities.
- Work with the Premises Managers to ensure all eligible estate-related incidents and remedial works are correctly claimed through the Trust's insurance providers, securing reimbursement where appropriate and ensuring claims are supported by the required evidence and documentation.

Governance, assurance and stakeholder management

- Provide timely, high-quality assurance reporting to the Executive Team and relevant committees when requested.
- Build trusted relationships with Headteachers and Premises Managers, providing clear advice, challenge and support to drive consistent standards.
- Support internal and external audit activity by ensuring documentation, evidence and remedial action plans are robust and easily accessible – leading on estates and sustainability audits and action completion.

Leadership, Team Structure and Succession

- With a positive leadership style, lead, support, motivate and develop estates colleagues across multiple sites, promoting a positive culture of professionalism, high standards, accountability and continuous improvement, and, where necessary, having difficult, evidence-based conversations with team members at all levels.
- Clarify role expectations and capability across school-based premises teams, including identifying CPD needs across the whole team and commissioning or delivering training (e.g., for new legislation), alongside training on compliance and safe systems of work.
- Build capacity and succession within the estates function through coaching, talent development and clear career pathways.

Safeguarding, Conduct and Corporate Responsibilities

- Promote and uphold the Trust's commitment to safeguarding and the welfare of children and young people.
- Comply with the Trust's Safer Recruitment Policy, Child Protection and Safeguarding Policy, Staff Code of Conduct, financial procedures and all other relevant policies.

- Maintain high standards of integrity, confidentiality, professional conduct and public accountability.
- Promote equality, diversity, inclusion, health and safety, and the Trust's values of integrity, ambition and inclusion.
- Engage in continuing professional development and keep up to date with estates management, sustainability, health and safety, compliance, governance and wider sector developments.
- Undertake any other duties commensurate with the seniority and scope of the role.

Personal Specification

Essential

- Degree, equivalent professional qualification, or proven experience in estates/facilities management, construction, building surveying, engineering or a closely related discipline.
- Relevant H&S qualification (e.g., IOSH/NEBOSH) and commitment to ongoing CPD
- Experience leading estates/facilities functions across a complex multi-site organisation.
- Proven track record of managing statutory compliance and risk, including oversight of specialist surveys and remediation programmes.
- Demonstrable experience delivering capital works and improvement projects, including procurement and contractor management.
- Experience developing and delivering multi-year estates strategies/roadmaps, including prioritisation methodologies and governance reporting.
- Experience managing complex contracts and supplier performance, evidencing value for money and service improvement.
- Experience using compliance software and/or developing estates dashboards and performance reporting.
- Strong knowledge of estates statutory compliance requirements and the practical application of safe systems of work.
- Ability to interpret technical information and translate it into clear, risk-based decisions and advice for non-specialists.
- Strong procurement and contract management capability, including supplier performance management and dispute resolution where needed.
- Excellent communication and influencing skills; able to build trusted relationships and provide constructive challenge.
- Strong analytical skills with confidence using data to track performance, compliance, condition and sustainability outcomes.
- Solutions-focused, highly organised and able to prioritise across competing demands.
- Collaborative approach with the confidence to challenge constructively and drive improvement.
- Visible commitment to sustainability and role-modelling positive environmental behaviours.
- Self-motivated, proactive and resilient, with a “can do” attitude.

Desirable

- Experience within education (school/MAT), local authority or similarly regulated public sector environment.
- Experience leading sustainability and decarbonisation programmes (energy management, carbon reporting, funding bids, behavioural change).
- Experience of PFI/lease/third-party facilities arrangements, commercial lettings, or property transactions.
- Experience supporting due diligence for new sites/schools and delivering integration plans.
- Strong project governance skills (scope, programme, budget, risk and quality assurance).
- Working knowledge of carbon accounting principles and Net Zero pathways relevant to schools' estates.

- Knowledge of estates systems implementation and continuous improvement (process design, training and adoption).

Other

- A full UK driving licence is required, along with the ability to travel to Trust academies and other locations as needed.

The Trust is committed to investing in the training and development of its staff to ensure they possess the necessary skills for their roles. If you identify any gaps in your experience, please mention them in your application and express your readiness to acquire these skills.

Safeguarding, Equality and Safer Recruitment

We are dedicated to safeguarding and promoting the welfare of children and young people, and all staff members are expected to uphold this commitment. The successful candidate will be required to obtain enhanced DBS clearance, provide satisfactory references, undergo online searches, and complete other pre-employment checks in accordance with the DfE's guidance on Keeping Children Safe in Education.

We are an equal opportunities employer and encourage applications from all suitably qualified individuals, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation.

Applicants must possess the legal right to work in the United Kingdom.

All personal information provided as part of the application process will be handled in accordance with data protection laws and our privacy policy, ensuring your information is processed lawfully and fairly.