



Consilium
Academies

BUILD YOUR DREAM CAREER

Join our Team!



RECRUITMENT PACK

Head of Estates & Operations

Central Office, Manchester or North East

EXCELLENCE AND EQUITY WITH INTEGRITY



Dear Candidate,

Thank you for your interest in the position of Head of Estates & Operations at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy
Chief Executive Officer of Consilium Academies.



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equity with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equity, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equity, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

BENEFITS



As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



JOB DESCRIPTION



JOB TITLE:	Head of Estates & Operations
REPORTS TO:	Chief Operating Officer
BASED AT:	Northwest & Yorkshire Hub Academies
CONTRACT:	Permanent
WORKING PATTERN:	36 hours, All year round
GRADE:	NJC Extended Scale Points 52 -56
ACTUAL SALARY:	£65,532 - £72,073

MAIN PURPOSE OF THE ROLE

The Head of Operations & Estates provides strategic leadership and operational oversight across a variety of operational services, holding accountability to ensure schools are safe, compliant, efficient and high performing.

Initially the successful candidate will be required to assist the Chief Operating Officer in strengthening and embedding operational systems, operational excellence and developing robust processes and systems of assurance and controls across the Trust.

The role integrates:

- Operational delivery academy services (IT, catering, admin, service standards)
- Estates and asset management (maintenance, compliance, capital planning)
- Health & Safety leadership across all Trust activities

The postholder ensures:

- A safe, compliant built environment for pupils and staff
- Efficient, standardised operations across schools
- Strong service performance and value for money
- Continuous improvement, risk reduction and consistency across the Trust

The postholder will lead these teams through a combination of direct line management and delegated supervision through the Operations Managers they lead.

The post holder exercises very wide discretion across a Trust Wide portfolio, shaping how policies are translated into operational delivery.

However, this is not a purely strategic or management role. The successful candidate will be expected to contribute directly to operational delivery where necessary and appropriate. This may include investigating issues, obtaining quotations, planning works, managing contractors, undertaking inspections, developing procedures, supporting events, and personally leading improvement projects. The role requires a practical, proactive and solution focused approach, with a willingness to take ownership of problems from identification through to resolution.

You will be based predominantly within your hub schools to support colleagues and provide day-to-day quality assurance on activities.

This role will work closely with the Chief Operating Officer to drive Trust-wide improvement. We anticipate appointing two Head of Operations and Estates: one based in the North East and one covering the North West and Yorkshire hubs. You will have day-to-day responsibility for operational oversight within your hub while supporting the strategic implementation of the Good Estates Management Standards and Operational Excellence. Depending on your skills and capacity, you may also take lead responsibility for specific operational areas across the entire Trust as directed and agreed with the Chief Operating Officer.

CORE RESPONSIBILITIES & TASKS

Reporting to the Chief Operating Officer, you will provide day-to-day strategic leadership, assurance and accountability for Estates and Operations across your school environments ensuring that operational needs are met through the services you lead and through close working partnerships with other Central Team staff.

Estates

Health, Safety & Compliance

As Head of Operations and Estates, you will be accountable for health, safety and compliance across the Trust, ensuring statutory duties are met and organisational risks are effectively managed.

- Lead the delivery of the Trust's health and safety strategy, including risk management frameworks, incident reporting and investigation, audits, inspections and compliance assurance.
- Maintain oversight of estates and operational risk registers, compliance systems and reporting arrangements.
- Ensure all schools operate safely across premises, staff working practices and student activities.
- Support with the leadership and operational delivery of the Estates Vision, Estates Strategy and Asset Management Plan, reporting to the Chief Operating Officer.
- Lead the development, implementation and continuous improvement of the Trust's Health and Safety Strategy and culture.
- Act as the Trust's responsible lead for Health and Safety Management, ensuring statutory compliance across all schools and activities, both on and off site.
- Provide strategic leadership and expert advice on health and safety matters, appointing specialist support where required.
- Manage and oversee the Trust's Health and Safety service, delegating responsibilities appropriately to the Site Team and school leaders.
- Ensure effective operation of Health and Safety Committees and provide analysis and reporting on Trust-wide trends and performance.
- Lead accident and incident reporting, investigations and the RIDDOR process, identifying trends and implementing corrective actions.
- Develop and maintain robust systems for health and safety data collection, monitoring, auditing and reporting.
- Ensure staff receive appropriate health and safety training and competency development in partnership with the People team.
- Oversee the implementation of risk assessments, workplace inspections and contractor vetting processes, ensuring actions are completed promptly.
- Maintain statutory documentation, policies and records relating to Health and Safety compliance and the built environment.
- Lead audits, site inspections and investigations, managing relationships with the Health and Safety Executive and other regulatory bodies.
- Manage the Trust's Assets and Compliance Risk Register.
- Hold responsibility for Fire Safety, Asbestos and Legionella management across the Trust.
- Support the management of workplace stress, emergency planning and business continuity arrangements to ensure organisational resilience.
- Promote a proactive safety culture that minimises risk and safeguards staff, students, contractors and visitors.
- Provide professional health and safety advice to schools and central teams, escalating issues and seeking specialist expertise where necessary.
- The postholder is accountable for decisions that directly impact the safety, wellbeing and educational environment of all pupils and staff across the Trust.
- The postholder is responsible for determining and implementing Trust-wide approaches to safeguarding environments, health, safety and welfare provision.
- The post holder makes decisions may materially affect the wellbeing, safety and experience of large populations of pupils, staff and visitors.
- The post holder leads the development of systems that directly influence the long-term wellbeing and working environment of staff and pupils

Estates & Asset Management

Provide strategic leadership and accountability for asset management, maintenance and estates strategy, ensuring effective planned preventative maintenance and responsive reactive maintenance arrangements are in place. Lead the effective delivery and continuous improvement of the estate's helpdesk service.

- Lead capital planning, SCA programmes and other estates projects in line with Trust priorities and expectations.
- Budgets that are planned, aligned to Trust priorities and tracked in line with DfE expectations and Trust financial requirements.
- Provide strategic leadership and direction for Asset Management and Hard Services across the Trust's estate, ensuring buildings are safe, compliant, well maintained and fit for purpose.
- Develop, implement and manage the Trust's Asset Management Plan, establishing a proactive and fully compliant maintenance service that delivers best value and operational efficiency over the next 3 – 5 years.
- Lead the delivery of Planned Preventative Maintenance (PPM) programmes, overseeing remedial works, associated budgets and lifecycle maintenance activities in line with industry best practice.
- Manage the responsive maintenance and estates helpdesk services, ensuring repairs are delivered promptly and minimising disruption to schools.
- Introduce and embed an asset management approach across the Trust, developing 3–5-year maintenance and investment plans to support long-term estate sustainability.
- Prioritise estate expenditure, challenge value for money and implement consistent procurement practices to maximise service quality and cost effectiveness.
- Produce annual departmental budgets in partnership with the Chief Operating Officer and Chief Finance Officer, monitoring expenditure against agreed financial plans.
- Lead aligned procurement activities for estates services across the Trust to secure efficiencies and best value from suppliers and contractors.
- Work collaboratively with colleagues across Estates and Operations to ensure maintenance activities support operational and capital delivery requirements.
- Ensure the built environment is maintained effectively and remains compliant with all statutory and regulatory requirements.
- Maintain policies, procedures and governance arrangements necessary for the effective management of the estate.
- Provide oversight, support and challenge to local teams through audits and performance monitoring to ensure maintenance standards are consistently achieved.
- Supply asset condition and maintenance information to support capital investment planning and prioritisation.
- Undertake contract administration responsibilities, including change control, contractor performance management and payment authorisation in accordance with contractual requirements.
- Proactively manage emerging maintenance issues and risks to prevent disruption, delays and cost escalation.
- Ensure local teams are informed of maintenance activities and adequately prepared to operate and maintain completed works effectively.
- Responsible for long-term financial planning across estates and operational services, including reshaping budgets to meet strategic priorities
- Essentially, all of this is to ensure that buildings are:
 - Safe, compliant and well maintained.
 - Fit for purpose for teaching, learning and wider school use.

PFI Monitoring and Delivery (where applicable)

Lead the oversight, monitoring and delivery of PFI arrangements to ensure effective contract performance, statutory compliance, value for money and high-quality service standards.

- Ensure facilities management, lifecycle works, planned maintenance, statutory compliance and service standards are delivered in line with PFI contractual requirements.
- Monitor lifecycle obligations to ensure they are planned, delivered and evidenced effectively.
- Lead, monitor and challenge PFI partners and other stakeholders to ensure performance, costs, compliance, lifecycle delivery and value for money are actively managed.
- Identify, report and manage risks promptly, ensuring clear, solution-focused mitigation plans are in place.

Operational Services

The postholder leads operational services under the direction of the Chief Operating Officer. You must ensure you meet the needs of the school as determined by the Principal and ensure school specific strategic and

operational needs are met.

- Lead all operations and estates services across the Trust, ensuring consistent, high-quality delivery.
- Develop and Implement Trust wide operational and estates strategies, policies and systems, including our desire to achieve consistency across the Trust and Operational Excellence.
- Establish clear standards, accountability frameworks, and performance expectations.
- Ensure operational service align with Trust priorities and support overall school improvement.

Catering & Food Provision

Lead Trust-wide catering provision, including procurement, strategy, systems and training, to ensure best value, compliance, high standards of presentation and strong customer satisfaction.

- Policy for all areas of service
- Ensure compliance with food safety, allergen management, health and safety, and all relevant statutory requirements.
- Maintain nutritional standards and robust quality assurance arrangements.
- Ensure effective cost control, budget management and value for money.
- Monitor external catering contracts and support Operations Managers to deliver services in line with operational, regulatory, statutory and legal requirements.
- Drive improvement where service quality, standards or provision require action.
- Ensure cashless catering systems operate effectively across all sites.

Financial & Procurement Leadership

- Provide strategic oversight of significant estates, operations, catering, IT and facilities budgets, ensuring spending supports Trust priorities and delivers value for money.
- Work with the Trust Finance Team to lead Trust-wide procurement within your areas of responsibility, securing best value and ensuring compliance with procurement guidance, financial regulations and the scheme of delegation.
- Lead contract management, including supplier performance monitoring, relationship management, cost challenge and effective negotiation.

Operational Teams Leadership & Capacity Building

Provide line management, leadership and development for Operations Managers; supporting their development so that they manage and lead their own teams effectively, including Site teams, Catering teams, IT services teams and other support staff, where agreed.

Build high-performing teams through:

- Coaching and professional development
- Effective performance management
- Succession planning and talent development
- Ensuring teams have the capacity and capability to deliver consistent standards.

Risk Management & Governance

- Lead operational risk management across the Trust, ensuring audit readiness and robust governance reporting.
- Provide timely reports to the Executive Team, giving clear assurance on compliance, operational performance and key risks.
- Translate recommendations from audits, inspections, surveys and external reviews into timely, monitored action plans.
- Escalate significant operational, compliance, safeguarding, health and safety or budgetary risks promptly to the Chief Operating Officer, with clear mitigation plans.

Stakeholder Engagement and Commitment

Work closely with Principals, Central Teams and external partners to ensure schools receive high quality, responsive operational direct and hold staff, contractors and services to account.

Intervene directly where performance or compliance is weak to provide immediate support and assurance, including where deadlines for project delivery or performance require improvement.

Regularly required to influence senior leaders, principals and external partners on complex, high-risk or contentious issues

Leads resolution of highly sensitive or disputed matters relating to compliance, safety, funding and service delivery and Exercises very high-level negotiation and influencing skills, often where agreement is not initially aligned

Strategic and Project Leadership

Working with the wider central team, deliver projects and improvement programmes within your schools that improve condition, improve efficiency and meet local need.

Drive organisation wide transformation, standardisation and improvement

Lead major change programmes, including service redesign and outsourcing where identified and agreed

CORPORATE RESPONSIBILITIES

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

PERSON SPECIFICATION



Training and Qualifications		
Level 6 - Leadership & Management (or equivalent experience)	A	E
School Business Management Qualification (or willingness to obtain once in post)	A,I	E
Site/Premises Management qualification i.e IOSHH/NEBOSH (or willingness to obtain once in post)	A,I	E
Relevant estates / FM professional accreditation (IWFM / RICS / CIOB or equivalent)	A,I	D
Contract management qualification (or equivalent)	A,I	D
Relevant first aid qualification (or willingness to obtain once in post)	A	E
Suitable qualifications in Maths, English equivalent to GCSE.	A	E
Experience and Knowledge		
Previous experience in a similar role within education, leading wide-ranging services across an organisation or multiple sites with proven results.	A,I	E
Previous experience of working within a multi-academy trust.	A,I	D
Excellent numeracy / literacy / ICT skills	A,I	E
Experience of managing school facilities	A, I, R	E
In depth knowledge of school safeguarding, health and safety, fire procedures, risk assessments, COSHH, EVC, administrative systems, associated policies and codes of practice and an understanding of relevant legislation	A, I, R	E
Proven track record of successfully managing, leading, organising, deploying and motivating a team.	A, I, R	E
Prioritise, plan and organise direct and co-ordinate the work of others; build, direct and hold account and provide strategic direction high performing teams	A, I	E
Experience of relevant contract management	A, I	E
Sound knowledge or experience in procurement to secure best value	A, I	E
Experience of managing, monitoring and forecasting budgets	A, I	D
Experience of carrying out health and safety checks and implement corrective measures and maintain relevant records	A, I	E
Well-developed understanding of school IT needs	A,I	D
Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out set standards and provide a role model for pupils and staff	A,I	E
Skills and Abilities		
A positive 'can-do- approach to solving problems, ensuring a solutions focused outlook.	A, I	E
Approachable and amenable with good communication skills.	A, I	E
Full clean driving license and access to a suitable vehicle to visit other Trust sites as required.	A, I	E
Clear communication skills and ability to relay important messages in a way that resonates with school leaders.	A, I	E
Ability to prioritise and manage time to meet school and trust requirements	A, I	E
Good organisation skills that direct and hold account the juggling of multiple priorities and responsibilities concurrently.	A, I	E
Ability to carry out general repairs and instruct others	A, I	E
Ability to follow and comply with instructions on equipment and/or materials usage	A, I	E
Willingness to work as part of a team	A, I	E

A self-starter with initiative to succeed within the broad parameters of the role and Trust policies.	A, I	E
Ability to work to deadlines	A, I	E
Ability to manage own work effectively	A, I	E
Ability to maintain strict confidentiality of information received and processed as part of the job role		
Personal Aptitudes		
Willing to be flexible and work outside of normal hours if required	A, I	E
Willing to undertake relevant training	A, I	E
Willingness to travel to other academies and attend meetings	A, I	E
Ability to relate well to children and adults and demonstrate very good communication skills both verbally and in writing	I	E
Deal sensitively with people and resolve conflicts	I	E
Open – minded and receptive to new ideas, approaches and challenges	I	E
Understand and behave in line with the Nolan Principles of Public Life at all times.	A, I	E
English Fluency		
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognised institution abroad	A	E
Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad.	A	E

Measurements: A=Application, I= Interview, R=Reference, T=Task