

Estates Partner — Job Description

Job Title: Estates Partner

Grade: P10

Reports to: Head of Estates

Location: Partnership Services Office

Direct Reports: Site Managers, Caretakers and other Estates staff

Job Purpose

Manage the planned maintenance, compliance, sustainability and operational performance of the Trust's estate across assigned schools, ensuring buildings remain safe, warm, compliant and conducive to high-quality teaching and learning.


Operate at Competency Level 3 (Manager), contributing to the asset management plan, delivering estates projects and statutory compliance, and supporting local estates staff.

The role requires a proactive and adaptable approach, responding flexibly to emerging risks, priorities, and operational needs across the schools you support, and undertaking responsibilities that are reasonably aligned with the scope and grade of the post.

Key Responsibilities

Please be aware that this job profile aligns with the accountabilities of THPT Job Families P10

1) Strategic Estate Management

- Contribute to the development and delivery of the Trust's asset management plan (AMP), ensuring condition, compliance, sufficiency and suitability information informs strategic priorities.
 - Support Principals and senior leaders by providing clear insight into estate performance, risks and future needs.
 - Programme and monitor strategic estate activities for assigned schools, ensuring planned work is prioritised, communicated and aligned to Trust objectives.
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- Use estate data and trends to identify opportunities for improvement and inform longer-term investment planning.


2) Planning & Resource Management

- Ensure operational adherence to Trust policies, procedures, delegations and risk management systems.
- Prepare revenue and capital inputs for budget planning, meeting all deadlines and supporting multi-year forecasting.
- Monitor expenditure and deliver value for money by challenging waste, inefficiency and poor performance.
- Ensure procurement is compliant, value-driven and aligned with Trust processes; manage supplier performance and ensure clear specifications and service expectations.
- Support the implementation and testing of business continuity and emergency plans, ensuring estates roles are understood and rehearsed.

3) Land, Buildings & Data

- Maintain accurate asset registers, property records, condition data, compliance logs and statutory documentation, ensuring they are current, auditable and accessible.
- Coordinate the collection, analysis and interpretation of condition, suitability and sufficiency data to prioritise maintenance and AMP projects.
- Ensure data management systems are used consistently and effectively across assigned schools, enabling evidence-based decision making.
- Provide clear reports, dashboards and recommendations to senior leaders on estate condition, utilisation, compliance and planned works.

4) Sustainability

- Monitor, analyse and report energy and water consumption by building or area, identifying inefficiencies and opportunities for reduction.
 - Deliver local plans to reduce emissions, consumption and resource use, supporting Trust-wide sustainability objectives and net-zero ambitions.
 - Promote efficient building operation, including correct use of controls, BMS settings, heating, ventilation and lighting, and support behaviour-change initiatives among staff and students.
 - Coordinate waste-reduction activity, including reduce/reuse/recycle initiatives, sustainable procurement opportunities, and circular-economy practices.
 - Identify and scope opportunities for efficiencies and cost savings, including demand reduction, collective buying and improved asset performance.
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- Ensure sustainability data is accurately collected, recorded and fed into Trust dashboards and reports.

5) Space Planning

- Assess and analyse space utilisation across assigned schools, identifying areas of over or under-use and recommending practical improvements.
- Support the development of localised space plans that align with curriculum needs, sufficiency assessments and pupil-place planning.
- Provide clear data (including pupils/m², room utilisation, timetable demands) to inform both local and Trust-wide strategic planning.
- Work with school leaders to prioritise adaptations, reconfigurations or rationalisation options that improve educational outcomes and operational efficiency.

6) Compliance, Health and Safety

- Ensure a zero-tolerance approach to H&S breaches; lead the implementation and monitoring of statutory and regulatory requirements across assigned schools.
- Manage and review all compliance logs, permits, RAMS, statutory inspections, certifications and action plans.
- Oversee the investigation of incidents and near-misses, maintaining evidence portfolios and monitoring progress against required actions.
- Support termly H&S Steering Groups and review local operational arrangements, risk assessments, emergency procedures and training compliance.
- Liaise with competent external specialists, ensuring high-risk statutory testing is delivered to the correct standard.

7) Maintenance (Safe, Warm & Weatherproof)

- Manage the delivery of condition surveys, technical assessments and planned and reactive maintenance programmes.
- Develop maintenance plans based on up-to-date data, ensuring high-risk and business-critical items are prioritised.
- Oversee service level agreements, asset registers, and the completion of O&M documentation for all maintained assets.
- Conduct termly quality-assurance inspections, identifying issues, escalating risks and minimising disruption to school operations.

8) Estates Projects



- Develop briefs with stakeholders, prepare business cases and coordinate project governance, reporting and compliance documentation.
- Manage projects to scope, cost, quality and timescale, ensuring minimal disruption to teaching and learning.
- Lead change control processes, track benefits, and manage communications with school leaders and contractors.
- Ensure thorough project handover, including manuals, warranties, training and lessons-learned processes.

9) People Leadership & Stakeholder Engagement

- Line-manage and develop Site Managers and Estates Staff, setting objectives, monitoring performance and identifying training needs.
- Facilitate knowledge-sharing, consistent standards and capability development across assigned schools.
- Build strong relationships with Principals, school leaders and Trust colleagues, providing professional advice and clear reporting on estate performance.
- Represent estates functions at school-level meetings, ensuring operational needs, risks and statutory requirements are understood.

10) Finance & Procurement

- Manage allocated revenue budgets, ensuring accurate monthly monitoring and reporting.
- Provide input to capital planning and support financial colleagues in budget reviews.
- Ensure procurement and contract management activities comply with Trust and statutory requirements, prioritising value for money and performance.
- Support long-term investment planning with accurate data, forecasts and project proposals.

The post-holder may be required to undertake additional tasks that are reasonably commensurate with the role, grade and evolving needs of the Trust, reflecting the flexible and responsive nature of estates management.