



GREENSHAW
LEARNING TRUST

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RECRUITMENT PACK

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Dear Candidate

Thank you for your interest in the role of Regional Estates Manager at Greenshaw Learning Trust. Greenshaw Learning Trust has at its heart effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for pupils. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The Trust and our school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information at recruitment@greenshawlearningtrust.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Will Smith, CEO



ABOUT OUR ESTATES DEPARTMENT

The estates team is a critical function within Greenshaw Learning Trust’s Shared Service. Our primary mission is to support Headteachers in achieving their educational objectives by effectively delivering the Trust’s estate vision, strategy, and business plans. We are responsible for maintaining high standards and ensuring statutory compliance across all GLT school buildings. This includes the rigorous management of all Health and Safety matters, statutory compliance schedules, and conducting essential audits to provide a safe learning and working environment. We work closely with other specialists in Shared Services to ensure we provide the very best learning environments for all of our students.



TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, points 40 - 44

- National: **£51,356 - £58,461** per annum
- Fringe: **£52,085 - £56,268** per annum
- Outer London: **£54,267 - £58,461** per annum

Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

36 hours per week, Monday to Friday, all year round

PLACE OF WORK

The postholder will undertake the vast majority of work in nominated GLT schools located across the Surrey/Berkshire region. However, the post holder will also have a base in the Shared Services offices currently located in Gloucester, Plymouth or Sutton. Travel to all GLT locations is required on occasions.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

The annual holiday entitlement is 26 days plus 2 extra-statutory days

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Regional Estates Manager
Responsible to:	Head of Estates / Senior Regional Estate Manager
Responsible for:	Site Manager(s)

ROLE OVERVIEW

The Regional Estates Manager (REM) will work closely with other REMs across the schools in the South East region to support the Head of Estates in the development of the GLT estates strategy.

MAIN DUTIES AND RESPONSIBILITIES

- support the Head of Estates with the delivery of the GLT estates vision, strategy, and business plan, across GLT schools in the Berkshire and Surrey region.
- support the Headteachers in the delivery of the educational objectives of GLT
- lead in the management of GLT's regional contracts, taking accountability for operational performance.
- provide expert input into technical reviews and contract interpretation, through holding a deep understanding of the operation
- support the Head of Estates in ensuring the GLT Estates and Facilities policies, procedures and risk assessments are updated to; reflect best practice, ensure compliance with all statutory regulations, and include all relevant health and safety guidance, policies and laws, conducting regular audits to check compliance
- provide inspirational leadership to site managers and school site teams under your line management, including carrying out performance management.
- provide support to all estates staff across the Trust, leading by example at all times.
- support with the recruitment and training of site staff, ensuring the Estates Team are responsible for their continuing professional development, identifying training needs and facilitating or delivering training opportunities.
- provide specialist input into working practises to ensure the school buildings are maintained to a high standard
- provide expert estates and facilities knowledge and support on areas such as:
 - Green technologies (biomass, solar, ground source heat pumps, heat recovery, LED lighting, EV charging systems)

- o Mechanical systems such as heating, drainage & ducting
- o Electrical systems installations
- o Fire detection systems
- o Building Statutory compliance to SFG20 standards
- o building regulations
- o Maximum occupancy and site capacity audits
- o Support with generating income from school buildings – maximising lettings
- promote the role of Safeguarding within the context of Estates and Facilities in schools, and the wider context across the Trust
- establish strong relationships within shared services to integrate the work of the Estates team and support the development of regional based groups of schools working together to share knowledge, resources and services to increase capacity, reduce costs and provide better levels of service to schools

STRATEGIC ESTATE MANAGEMENT

- ensuring the GLT Estates Strategy contains a detailed budgeted site development strategy for each school within your region, this will include:
 - o proposals for facilities alterations to accommodate forecasted changes to pupil population
 - o capacity for introducing new teaching and learning practices
 - o plans for addressing condition and suitability issues
- ensure the GLT Estates Strategy has fully involved and incorporated all stakeholder perspectives, through maintaining excellent levels of communication, including regular scheduled meetings with Headteachers
- maintain and audit the estates building information database for the schools within your region, update all building condition surveys and other condition assessments such as roofing, mechanical and electrical, drainage systems as needed
- ensure that each building element in the Every database has a cost estimate based on the Building Cost Information Service (BCIS) indices
- ensure that each building element in the Every database has a cost estimate based on the Building Cost Information Service (BCIS) indices
- support the Site Managers to carry out other regulatory body surveys as and when required, such as ESFA asbestos and fire assurances, fixed wiring, land and building surveys

ESTATE PLANS AND RESOURCES

- create or support schools to develop annual facilities plans and programme of works for each school from within their own school budget, incorporating a planned maintenance schedule, and a schedule of statutory compliance activities, and which is aligned to and directly supports the achievement of strategic objectives of the GLT Estates Strategy

- manage the contract administration of building management services within schools including lettings, grounds maintenance, cleaning, and other services contracts that would normally form part of soft and hard facilities management
- ensure all schools have adequate staffing levels and resources allocated to Estates and site work
- manage programmes of works included multiple related projects and dependencies
- working with Headteachers and shared service staff to agree Estates related annual budgets, financial strategies for maintenance and metrics for performance management of budgets
- holding regular scheduled meetings with Headteachers and provide updates on progress against annual facilities plans and programmes of work, including monitoring against agreed budget, and providing options appraisal for any changes
- working with the Head of Procurement to ensure all estates expenditure including facilities contracts are in accordance with the GLT Procurement Policy and provide value for money
- when applicable, establish productive working relationships with stakeholders and ensure the clear allocation and understanding of PFI contractual responsibilities, negotiating on behalf of GLT to influence outcomes in line with business objectives
- to lead the day-to-day relationship with key stakeholders to ensure facilities management works are completed to time, budget and standards, and delivery is compliant with the Project Agreement and with all statutory regulations
- to ensure there are robust processes in place to monitor the project delivery against performance standards, identifying trends, analysing, and resolving any issues, and providing regular reports to Headteachers
- the embed best practice PFI contract management initiatives to drive operational efficiencies.

MAINTENANCE

- ensure that each school has a planned preventative maintenance schedule of activities, which is incorporated into their annual facilities plan and programme of works
- line manage the site managers to deliver the plan, assisting site teams to understand the importance of small repairs and maintenance scheduling to reduce long term failure of buildings
- provide specialist advice and input for schools on activities to maintain the integrity of building warranties and guarantees, maintaining a record of activities
- support Headteacher's decision making process, through providing site managers with advice relating to reactive repairs, sourcing and reviewing performance of contractors that can quickly remedy issues and/or advise on diagnosing issues with building control systems, attending site if required.

PROJECT MANAGEMENT

- support the Head of Estates with the project management and delivery of school and capital funded programmes that are designed to repair, refurbish or replace building stock, including:

- support scoping and drafting briefs for new projects
- Identify and develop contacts with a range of local and national suppliers in disciplines required to support building projects for the Trust
- undertaking contract administration activities
- supporting the delivery of the projects, and providing advice and guidance on how to manage contractors on site and how to resolve any issues that may arise
- preparing detailed regular reports on project delivery progress including an analysis of issues and risks with mitigation strategies.

HEALTH AND SAFETY

- ensure each school in your region is compliant with all legal and statutory regulations and have a statutory compliance schedule of activities recorded on the 'Every' system, and up to date General Risk Assessment
- carry out regular site security audits that align with the school and GLT policy and national guidance on safeguarding. Make recommendations on improvements, seek approvals and oversee works to address risks
- work with the shared service staff and site manager to oversee all Health and Safety school related matters, and resolve issues
- ensure the annual Fire & Asbestos Risk Assessments and audits monitor compliance and rectify against the findings
- ensure all work that is undertaken across the GLT Estate adheres to HSE guidance including Construction Design Management (CDM) and hot works

SCHOOL ENVIRONMENT AND SUSTAINABILITY

- actively support the Head of Estates in achieving environmental and sustainability objectives through proposing effective solutions to maximise energy efficiency within the schools in your region
- support schools to identify, analyse and evaluate current and future issues, from an environmental and sustainability perspective, and drive efficiency initiatives through helping schools to interpret the half hourly gas/water/electricity data (online dashboard), and identify the cause of abnormal readings

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.

- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Formal qualification in Estates Management (or equivalent experience)	x	
NEBOSH / IOSH / COSHH qualification or willingness to achieve	x	
Membership of a relevant H&S or Estates professional body, or working towards		x
Skills and experience		
Proven experience in an operational, estates, or facilities management role	x	
Experience managing facilities management contracts and outsourced service providers, including procurement and contract performance	x	
Experience managing budgets and delivering value for money	x	
Strong knowledge of health and safety, fire safety, statutory compliance, risk management, and building maintenance (including mechanical and electrical systems)	x	
Experience in asset and facilities management, including building condition surveys	x	
Experience leading and developing teams, including performance management	x	
Proven ability to lead complex projects from planning through to successful delivery	x	
Ability to review, improve, and implement systems and processes	x	
Strong analytical, organisational, and problem-solving skills, with the ability to interpret data and present findings clearly	x	
Excellent communication, stakeholder management, influencing, and relationship-building skills	x	
Ability to work independently, prioritise competing demands, and meet deadlines while maintaining high standards	x	
Proficient in Microsoft Office (particularly Excel) and facilities, compliance, or finance management systems (e.g. Every or similar)	x	
Experience working within a school or multi-site organisation and interpreting relevant legislation		x

Experience delivering training to individuals and groups		x
Personal attributes		
Professional, resilient, and adaptable, with a positive and collaborative approach	x	
Strong interpersonal skills, including the ability to influence, negotiate, and manage conflict effectively	x	
Demonstrates a commitment to equality, diversity, inclusion, and safeguarding	x	
Flexible to travel regularly between Trust sites, including occasional overnight stays, with a full UK driving licence and access to a vehicle	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on **17th August 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on 20th August 2026. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you will be asked to undertake a virtual practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



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