



Head of Estates

Information for
Applicants

May 2026





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About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

Peter Marchant

Chief Executive Officer (CEO)

About Cavendish School

Cavendish School was established on this site in 1979, but the building was first opened as a girls' high school in 1939. An extension was built in 1982 and further programmes of building and refurbishment have been completed in the intervening years. The school opened as a 5-16 all through school in 2015, with two reception classes. The major extension for the primary phase was opened in 2016.

Today Cavendish is an oversubscribed School, catering for the 2-16 age range. We have a planned admission number of 60 in each year group in the primary phase and 180 for each year group in the secondary phase. The pre-school has 30 spaces available on each school day.

Pupil outcomes in both phases are consistently significantly above national averages for attainment and progress. The school has been named in the Times newspaper "Best 500 schools nationally". OFSTED noted "the ethos, combined with the very effective education provided here, enables pupils to achieve exceptional well"

In 2025, Cavendish School proudly achieved OUTSTANDING ratings from Ofsted in all areas. Inspectors noted at the time, "The school developed a highly ambitious curriculum. It took full advantage of the all – through model by setting out what pupils should learn from the early years to Year 11.' This recognition highlighted our commitment to a seamless and exceptional educational journey for every pupil."

Staff development and wellbeing is a priority of the Trust and was again noted by Ofsted. "The schools leadership is highly strategic". Teachers are proud to belong to the school and feel valued because of the priority it places on their professional development"



Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





JOB DESCRIPTION

JOB TITLE	Head of Estates
SCALE	Single Status 11
RESPONSIBLE TO	Chief Operating Officer (COO)

JOB PURPOSE

The Head of Estates is a key member of the Cavendish Education Trust (CET) team and will;

- Be responsible for the Trust's school sites ensuring efficient management, operation and maintenance to ensure safe working environments for pupils and staff
- Be responsible for the health and safety across the school sites
- Lead on building project development/refurbishment across the Trust
- Lead on the planning, development and management of site staff resources and will ensure that all statutory and compliance requirements are met across the Trust in accordance with strategic plans.
- Lead on Trust contractual services such as utilities and grounds maintenance and the Trust's environmental and sustainability plans

KEY TASKS

Staff Management

- Responsible for the appropriate deployment of site staff across all Trust schools,
- Lead and develop site staff to ensure the Trust has an effective, engaged and high performing team to deliver a high-quality premises and estates management service and to manage the performance and appraisal of site staff.
- Support the recruitment process and provide quality induction and on-the-job training to members of the team and to ensure team members receive adequate training.
- To cover for site staff if required to ensure schools and Trust buildings are opened and secured as necessary.

Resource Management

- Responsible for Premises budgets and management, ensuring the internal procurement process is followed for all purchases.
- Lead on the development and implementation of a Trust premises and site maintenance and repairs programme. Draft a 5-year Premises plan to maintain and enhance the school environments for review with the COO
- Have oversight of all estates and facilities paperwork to ensure this is kept up to date .
- Identify, negotiate, manage and review procurement or contract renewals in relation to the Trust's schools in line with financial policies and procedures.
- Lead on the preparation of contract specifications, development of service contracts and estate and facilities related policies and procedures.
- Ensure premises work including programmes of renewal/redecoration are completed, with strict adherence to Health and Safety regulations
- Be responsible for monitoring the quality and specification compliance of premises contracts
- Ensure statutory compliance across the Trust is maintained such as meter readings, water temperature inspections, fire extinguishers and maintenance schedules meet contractual warranty and insurance requirements

Premises Development and Project Management

- Working in conjunction with the Chief Operating Officer, plan maintenance and work programmes.
- Ensure planned preventative maintenance and reactive repair programmes are completed
- Write and support any building funding bids to address key building priorities.
- Responsible for ensuring contractor compliance on school sites and ensuring all necessary paperwork is in place
- Act as the Trust's lead on building projects (rebuilt/refurbishments), attending contractor meetings and liaising with contractors on the Trust's behalf and report back to relevant staff as necessary.
- Present project and building management information to Senior Leaders and staff as required
- Ensure asset management plans are completed and maintained for inspection across all Trust schools
- Ensure any recommendations from inspections are reviewed and a planned programme implemented to fix/repair according to priority
- To lead on the Trust's sustainability plan by developing, maintaining and reviewing action plans

Health & Safety

- To be the Trust lead for managing health and safety matters within the Trust including reviewing H&S around the schools, evacuation and emergency planning, legal compliance and staff training.
- Liaising with designated staff within Trust sites that are responsible for aspects of Health & Safety and ensuring that documentation is up to date.
- To lead on Health and Safety meetings with Governors and Staff presenting a strategic overview on all H&S matters.
- Ensure all estates risk assessments and COSHH assessments are completed and reviewed and stored safely for inspection purposes
- Ensure all sites comply with Health & Safety legislation and any practices and procedures meet the H&S requirements. This will include attending H&S meetings
- To lead on all health and safety audits across the Trust schools and ensure all recommendations are completed and systems updated as required
- Lead on all Estates related statutory compliance and risk management, ensuring full adherence to fire safety, building regulations and environmental laws. This includes;
 - o Fire safety and security (all systems regularly maintained and tested and records kept)
 - o Risk assessments and training
 - o Legionella and water safety
 - o Asbestos and hazardous materials
 - o Electrical and Gas safety
 - o Plant and equipment
 - o Building integrity and security

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- *This job description sets out the duties of the post at the time it was published.*
 - *The hours and the job description may be modified depending on the needs of the Trust*
 - *The post holder may be required from time to time to undertake other duties within the trust as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*
 - *Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the trust*

**CAVENDISH EDUCATION TRUST (CET)
PERSON SPECIFICATION**

JOB TITLE: HEAD OF ESTATES

KEY SKILLS AND ABILITIES

Essential Criteria

- Management of building refurbishments/projects
- Understanding of the principles of health & safety in a school environment
- Communicate concisely, to convey clear messages at all levels within the Trust.
- Be able to question, influence and negotiate.
- Manage own workload and delegate effectively including the ability to focus on conflicting priorities.
- Strong leadership and organisational skills and able to work on own initiative.
- Have a positive and calm manner and can deliver effectively under pressure.

Desirable Criteria

- Budgeting and financial analysis skills
- Excellent application of ICT to support efficient ways of working.

EDUCATION, QUALIFICATIONS & TRAINING

Essential Criteria

- IOSH Managing Safely or equivalent
- Management experience
- Evidence of regular training and development

Desirable Criteria

- NEBOSH certificate
- Project management certificate
- Relevant degree eg IWMF

KNOWLEDGE & EXPERIENCE

Essential Criteria

- Supervision and performance management of staff including the appraisal process
- Experience of monitoring and liaising with contractors and suppliers.
- A working knowledge and understanding of health & safety requirements in an organisation
- Detailed knowledge of security and management of assets.
- Experience in setting up systems and procedures
- Experience in being able to follow policies and writing procedural documents
- Good general understanding of issues facing schools

Desirable Criteria

- Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector

PERSONAL ATTRIBUTES

Essential Criteria

- Team orientated, with a commitment to working as a positive and constructive team manager
- Resilient with the ability to work effectively under pressure and to show integrity, confidentiality and sound professional judgement
- Willingness to initiate and contribute to new developments
- Commitment to continuous professional development and self-improvement.

OTHER

Essential Criteria

- Able to meet any travelling requirements of the role

Staff Testimonials

From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.

- Primary Teacher

Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.

- Secondary Teacher

The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.

- Teaching Assistant



How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email hr@cet.uk



Cavendish School

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