



# Recruitment Pack

## Estates Manager



# Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



**Owen McColgan**  
Chief Executive  
The Howard Academy Trust



# THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme &amp; Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Located in Rainham, Kent



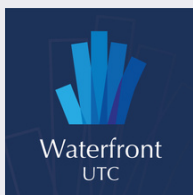
**Temple Mill Primary School**  
240 Pupils on Roll  
Located in Strood, Kent



**Deanwood Primary School**  
230 Pupils on Roll  
Located in Rainham, Kent



**Thames View Primary School**  
450 Pupils on Roll  
Located in Rainham, Kent



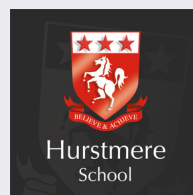
**Waterfront UTC**  
370 Pupils on Roll Rated  
Located in Gillingham, Kent



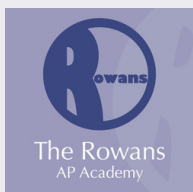
**Miers Court Primary School**  
410 Pupils on Roll  
Located in Rainham, Kent



**The Abbey School**  
1,100 Pupils on Roll  
Located in Faversham, Kent



**Hurstmere School**  
960 Pupils on Roll  
Located in Sidcup, London



**The Rowans AP Academy**  
93 Pupils on Roll  
Located in Chatham, Kent

# Welcome to THAT Central Team

Thank you for your interest in working as part of our Trust Central Team. We are a forward-thinking and welcoming central team, and whilst we are comprised of multiple functions, we pride ourselves of working as one team.

Our Central Team is based at Waterfront UTC, in recently refurbished open plan offices. The site offers free parking, a canteen and is situated in an area with local shops and plenty of outdoor space for lunch times. We are pleased to offer hybrid working, which means that staff can work from home on Wednesdays and Fridays. We are a flexible team and are open to flexible conversations.



Our Central Team is ambitious, with a drive to provide the best service possible for our schools. We are keen to hear from individuals who want to be part of our vision and will exhibit our Central Team values. As an organisation, we invest in our people to be the best they can be, through professional qualifications, regular CPD and supportive line management. We look forward to receiving your application.

## About Our Estates Department

- We have a small, successful Central Estates team that supports our schools, and in-school Estates staff
- We currently deliver around £1.5m of capital projects each year for our schools
- We are actively working to create a more sustainable organisation



# Job Description

<b>Job Title:</b>	Estates Manager
<b>Department:</b>	Estates
<b>Contract Type:</b>	Full time, Permanent
<b>Remuneration:</b>	NJC PO2 point 32-39

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Director of Finance and Operations and the Line Manager. The post-holder is required to fully support the vision, ethos and policies of the Trust.

## THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

### **Personal and professional conduct**

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

### **Purpose of the Job:**

The Estates Manager is responsible for the Estates function for a hub of schools, under the direction and guidance of the Head of Estates.

### **Key responsibilities:**

- Implementation of the Estates Strategy Plan for your hub of schools, ensuring all aspects of the properties upkeep, care, maintenance, security, health and safety and facilities management are compliant with statutory and regulatory requirements.
- Establishing, executing, and regularly updating a planned maintenance programme for your hub of schools.
- Initiating ideas for improvements and exploring ways to achieve more efficient and economic methods of maintaining the premises and grounds.
- Ensuring that all buildings comply with current fire and health and safety regulations, in consultation with the Head of Estates.
- Ensuring that all testing and remedial work required either by statute or relevant guidelines is undertaken at appropriate intervals (e.g., PAT, fixed appliances, lifts, pressure vessels, lightning conductors, asbestos, Legionella etc).
- Assisting with the preparation of plans for building refurbishments and developments, including obtaining relevant approvals (e.g., Building Control, planning permission) for smaller projects that do not have a professional design team.
- Acting as Project Manager on building projects for schools within your hub.
- To work closely with the Head of Estates, Trust SLT, EFBMs & school leadership teams to ensure that the sites and facilities of the schools within your hub provide an effective and high-quality environment in which the MAT can achieve its objectives.
- To ensure that the school buildings and site are clean, safe, secure and accessible.
- To promote teamwork and to motivate staff to ensure effective working relationships.

### **Health & Safety:**

- As a competent individual for health and safety, to ensure that the relevant legislation and good practices are continually observed.
- To hold delegated responsibility for leading, developing, implementing, auditing and reviewing the MAT health and safety management systems, and provide advice to ensure that pupils, staff and visitors are provided with facilities that are safe and fit for purpose.

- To promote and monitor safe working practices within the MAT and to provide regular reports to the Head of Estates.
- To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required.
- To ensure the security of MAT resources and accommodation including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- To establish, monitor and evaluate risk assessments within the areas of specific responsibility.
- To manage effectively the duties of Site Maintenance for a hub of schools.

### **Capital Works & Maintenance:**

- To be involved in the development and implementation of the MAT-wide estate development strategy for your hub.
- To prepare and manage an effective Planned Preventative Maintenance programme across your hub.
- To establish, monitor and review a list of contractors for minor works including the provision of predetermined pricing/specifications as appropriate.
- To monitor compliance utilising the Trust CAFM system, including regularly reporting on compliance for schools within your hub.
- To work with the Facilities Managers/Site Operatives to ensure that maintenance works are undertaken within the recommended periodicity and effectively, with paperwork uploaded to the CAFM system.
- To develop, alongside the Head of Estates, a project plan for the SCA projects taking place each year, generally developed using the information from the Condition Surveys for each school, with additional projects completed where possible.

### **Finance & Management:**

- Line management of the Facilities Managers/Site Operatives for your schools, including regular line management meetings and setting of targets and development plans each year.
- Ensuring appropriate training is arranged where necessary for Facilities Managers/Site Operatives.
- To plan, monitor, and approve the expenditure of the relevant allocated budgets.
- To ensure that regular checks of buildings, grounds, furniture, fittings are undertaken and to take appropriate action, which will include advising Senior Management on technical issues, financial and budgetary implications.
- To obtain financial estimates relating to necessary work and advise Head of Estates accordingly.
- To ensure that orders placed for approved site works/services are in accordance with approved procedures, specifications, timescales and that the work is supervised and completed satisfactorily.

### **Administration:**

- Complete relevant premises documentation.
- To use IT equipment and software packages (Outlook, Word, Excel) to assist in delivery and management of site services and develop its provision. To use additional software packages such as the Trust CAFM system for compliance management, and Monday.com for project management.
- Control the budgets allocated for repairs and maintenance, tools and equipment, cleaning materials and toilet requirements (other than those used by the cleaning contractors) and ensure adequate stocks of materials and equipment for carrying out the various elements of school housekeeping.
- Complete purchase order request forms for materials and external services required for the Trust sites.
- To advise on staffing needs, creation of job descriptions, person specifications and participate in the recruitment of relevant staff.

### **Line Management:**

- This post manages Facilities Managers and Site Operatives within your hub of schools.

### **Additional duties:**

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

*This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.*

*An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the line manager to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*

# Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>• A*-C Grades in English and Maths GCSE, or equivalent</li> <li>• IOSH Managing Safely Level 3</li> </ul>	<ul style="list-style-type: none"> <li>• NEBOSH General Certificate</li> <li>• Other Estates related qualification</li> <li>• Relevant experience in an Estates/Facilities Management role</li> <li>• Experience of working within an academy or education sector</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• At least 2 years' experience of managing teams effectively in an Estates environment with a track record of delivering strategic and operational goals</li> <li>• Ability to procure contract services, evaluate performance and negotiate solutions with suppliers</li> <li>• Full clean Driving Licence</li> <li>• Project management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the academy or education sector</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• Good understanding of the maintenance industry</li> <li>• Ability to manage time effectively to complete tasks to a high level</li> <li>• To undertake any training relevant to the role</li> <li>• Good IT skills</li> <li>• Strong interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding policies</li> <li>• Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards</li> </ul>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"> <li>• A personable nature to build effective working relationships</li> <li>• Availability to work at required times.</li> <li>• A self-assured team player</li> <li>• Ability and keenness to promote the Trust's positive culture and ethos</li> <li>• A high level of integrity, confidentiality, and discretion</li> <li>• Desire to undertake professional development within the role</li> </ul>	



**THE HOWARD**  
Academy Trust