



## St Ralph Sherwin Catholic Multi-Academy Trust

### Job Description

#### Regional Estates Manager

St Ralph Sherwin Catholic Multi Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

<b>Reporting to:</b>	Head of Estates and Facilities
<b>Grade/Salary:</b>	Band 5 SCP 19 - 24
<b>Contract Type:</b>	Full time, permanent
<b>Hours:</b>	37 hours per week, 52 weeks per year. <i>Due to the nature of the role certain tasks may need to be undertaken out of hours and at weekends. A certain level of flexibility is required.</i>
<b>Location:</b>	The postholder will be required to work closely with Trust Academies and will be based at different Academies throughout the week but will be required to work over multiple sites within regional areas of the Trust.

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#### Main purpose

As a Regional Estates Manager, you will work with the Head of Estates and Facilities on the strategic and operational management of estates and facilities across a designated region. This is a leadership role that demands a proactive, solutions-focused, and highly collaborative approach. You will work closely with the Estates team, school leaders, and wider Trust colleagues to ensure that all schools are safe, compliant, and well-maintained.

This role is not just about overseeing sites, it is about leading a team of professionals, building strong relationships, and embedding a culture of teamwork, trust, and continuous improvement.

#### Duties and responsibilities

##### Leadership and Team Development

- Inspire, lead, and support a team of Regional Facilities Leads, Premises Officers, and Apprentices, fostering a collaborative and solutions-focused culture.
- Be a role model for teamwork, ensuring that everyone feels valued, supported, and empowered to contribute to the team's success.
- Encourage shared learning and best practice across the Estates team, ensuring continuous professional development.



- Facilitate regular team meetings and one-to-one coaching to ensure alignment, clear communication, and proactive problem-solving.
- Support succession planning, identifying talent within the team and providing opportunities for career growth and development.

### **Collaborative Estates and Facilities Management**

- Work closely with school leaders, staff, and stakeholders to understand their needs and deliver a responsive, high-quality estates service.
- Ensure proactive and planned maintenance, reducing reliance on reactive repairs and external contractors.
- Champion a problem-solving approach, encouraging teams to take ownership and work collaboratively to find solutions.
- Develop a team ethos where knowledge, expertise, and support are shared freely.
- Collaborate with other Regional Estates Managers and the Senior Regional Estates Manager to ensure consistency across the Trust.

### **Health, Safety and Compliance**

- Ensure compliance with all health and safety legislation, statutory requirements, and Trust policies.
- Embed a culture of safety across the Estates team, ensuring all staff understand their responsibilities and have the tools and training to maintain compliance.
- Work with school staff to develop emergency response plans, ensuring schools are prepared for incidents and can respond effectively.
- Ensure estates records and risk assessments are kept up to date and shared transparently across the team.

### **Financial and Resource Management**

- Manage regional estates budgets responsibly, ensuring that spending aligns with strategic priorities.
- Promote cost effective and sustainable estate management, reducing external costs by building in-house expertise and leveraging the skills within the team.
- Secure the best-value contracts and partnerships that benefits the Trust.
- Ensure apprenticeships and internal training programs are used effectively to develop a strong pipeline of skilled estates professionals within the Trust.



## Sustainability and Long-Term Planning

- Develop a regional estates strategy that balances operational needs with long-term sustainability.
- Lead on energy efficiency projects, ensuring schools meet sustainability targets while reducing operational costs.
- Ensure best practice in environmental management, including waste reduction, water efficiency, and carbon footprint reduction.
- Support school leaders in making informed decisions about estate investment and development.

## Wider Responsibilities

- Be aware of and comply with the school's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the line manager
- Comply and assist with the development of policies and procedures as required.
- Develop effective professional relationships with colleagues.
- Be aware of and support differences and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Cover for other colleagues at the direction of the Head of Estates and Facilities/Senior Regional Estates Manager.

The Regional Estates Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



**Person Specification**

**Regional Estates Manager**

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
<b>Qualifications and Training</b>	High standard of literacy and numeracy	✓		A&I
	Professional qualifications such as NEBOSH, IOSH, or membership in relevant bodies (e.g., BIFM, RICS).		✓	A&I
<b>Experience</b>	Experience in estates or facilities management, ideally within the education sector or a similarly complex environment.	✓		A&I
	Excellent leadership skills, with experience in mentoring, coaching, and developing teams.	✓		A&I
	Financial and budget management experience, with a focus on delivering value for money.	✓		A&I
	Experience working within a Multi Academy Trust or educational setting.		✓	A&I
	Experience managing sustainability initiatives in estates and facilities.		✓	A&I
<b>Skills and Knowledge</b>	A strong team player and collaborative leader with a proven track record of leading and developing high-performing teams.	✓		A&I
	Demonstrated ability to build and maintain strong working relationships with colleagues, school leaders, and stakeholders.	✓		A&I
	Strong knowledge of health and safety regulations and estates compliance requirements.	✓		A&I
	Highly proactive and solutions-focused, with strong problem-solving skills.	✓		A&I



	Strong IT literacy, including the use of estates management software and Microsoft Office Suite.	✓		A&I
<b>Personal Qualities</b>	Flexible in terms of working hours and duties	✓		A&I
	Able to communicate effectively	✓		A&I
	Uphold and promote the Catholic ethos and values of the school	✓		A&I
	Commitment to maintaining confidentiality at all times	✓		A&I
	Commitment to safeguarding, equality, diversity and inclusion	✓		A&I
<b>Other</b>	Full UK driving licence and access to a vehicle.	✓		A&I

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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