



**Bedford Inclusive Learning
and Training Trust**

Achieving • Believing • Collaborating

JOB DESCRIPTION

Job Title:	Trust Estates Lead – Full Time, 37hours per week year-round plus Trust Board/ Governor meetings as required.
Responsible to:	CEO
Pay Range:	Competitive – based on skills and experience
Date Prepared:	May 2026

Overview of the Role

The role of Trust Facilities Manager is to oversee the maintenance and operation of the Trust schools/premises and physical assets, ensuring that all environments are safe, efficient, and cost-effective. The postholder will lead facilities operations across multiple sites, manage site agents, and ensure statutory compliance through robust systems and procedures.

Key Responsibilities

- Deliver and monitor the planned and preventative maintenance programme and establish and maintain effective procedures and systems to record and facilitate this.
- Oversee maintenance, grounds, and estates operations across all Trust premises, ensuring consistency and quality.
- Manage site agents and premises staff across locations, ensuring effective communication, accountability, and performance.
- Ensure that all works involving Trust facilities comply with current Health & Safety and other relevant legislation and codes of practice, including COSHH and risk assessments.
- Liaise with contractors and monitor progress of works contracts across the Trust, ensuring timely delivery and quality assurance.
- Develop, document, and maintain comprehensive Standard Operating Procedures (SOPs) to ensure consistency and operational efficiency across all departments.
- Maintain detailed logs of all statutory compliance activities, using a digital compliance system to ensure timely documentation and adherence to legal requirements.
- Coordinate and oversee contractor visits related to statutory obligations, including health and safety inspections, fire risk assessments, and equipment servicing.
- Ensure all contractor documentation (e.g., certifications, risk assessments) is reviewed and filed in accordance with regulatory standards.
- Track and manage compliance schedules, flagging upcoming deadlines and ensuring no lapses in statutory obligations.
- Attend and contribute to project progress meetings, representing facilities and maintenance interests.
- Establish suitable maintenance records for Trust assets and keep up-to-date plans of services, isolation points, emergency access processes, and embed this knowledge within the team.
- Review contracts for services/maintenance with external bodies to ensure best value for money.
- Provide strategic input into capital projects, site development, and emergency planning.
- Demonstrate flexibility in visiting multiple sites and responding to operational needs across the Trust.
- As part of the Centralised Senior Leadership Team (SLT) – attend Trust Board/Governor meetings as required to present reports, data and Estates maintenance plans.

Skills and Experience

- Experience of coordinating teams to provide excellent services across multiple sites.
- Experience of multi-trade and building works.
- Experience of planning preventative maintenance and delivering the plan to time and budget.
- Experience of managing external contracts and service level agreements with external partners and stakeholders.
- Experience of using compliance management systems to monitor statutory obligations and operational performance.
- Good IT skills with excellent verbal communication and written skills.
- Good organisational and time management skills, with the ability to prioritise across competing demands.
- Knowledge of Health and Safety issues including COSHH, risk assessments, fire safety, and emergency protocols.
- Facilities management qualification at management level.
- Ability to work flexibly across multiple sites and adapt to changing operational needs.
- Understanding of capital project planning and emergency response coordination.

The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after discussion, to meet the changing needs of the Trust.



Bedford Inclusive Learning and Training Trust (BILTT)

Registered Office: Manor Drive, Kempston, Bedford, MK42 7AB

BILTT has exempt charitable status, Company No: 08156641

PERSON SPECIFICATION – Trust Facilities Manager

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Facilities Management qualification at management level (e.g., IWFM Level 4 or above) • Health & Safety qualification (e.g., IOSH Managing Safely or NEBOSH) 	<ul style="list-style-type: none"> • Evidence of continued professional development in estates, compliance, or project management
Experience	<ul style="list-style-type: none"> • Proven experience coordinating facilities and estates teams across multiple sites • Experience in multi-trade and building works across varied sectors (e.g., education, commercial, public sector) • Demonstrable experience in planning and delivering preventative maintenance programmes on time and within budget • Experience managing external contractors and service level agreements 	<ul style="list-style-type: none"> • Experience using digital compliance systems to monitor statutory obligations and operational performance • Experience contributing to capital projects, site development, and emergency planning.
Knowledge & Skills	<ul style="list-style-type: none"> • Strong understanding of Health & Safety legislation including COSHH, risk assessments, fire safety, and emergency protocols. • Knowledge of statutory compliance requirements for educational settings (e.g., water hygiene, asbestos, electrical safety) • Ability to develop and implement Standard Operating Procedures (SOPs) • Excellent IT skills, including use of compliance tracking software, spreadsheets, and reporting tools. • Strong verbal and written communication skills, with the ability to liaise effectively with contractors, staff, and senior leaders. • Good organisational and time management skills, with the ability to prioritise competing demands. 	<ul style="list-style-type: none"> • Ability to interpret technical documentation, plans, and contractor reports.
Personal Attributes	<ul style="list-style-type: none"> • Professional, proactive, and solution-focused approach to facilities management • High attention to detail and commitment to safety, quality, and compliance • Flexible and responsive to the needs of multiple sites and emergency situations • Strong leadership and team coordination skills • Commitment to safeguarding and promoting the welfare of pupils and staff 	

	<ul style="list-style-type: none"> • Ability to work independently and collaboratively across departments • Resilient and calm under pressure, with a practical and hands-on mindset. 	
Other Requirements	<ul style="list-style-type: none"> • Full UK driving licence and willingness to travel between Trust sites. • Willingness to work flexibly, including occasional out-of-hours response. • Commitment to the values and ethos of the Trust. 	

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The Trust provides an open, welcoming and safe environment for all its students, employees and visitors.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, social media checks, enhanced DBS, probationary period & health clearance.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).



Bedford Inclusive Learning and Training Trust (BILTT)

Registered Office: Manor Drive, Kempston, Bedford, MK42 7AB
 BILTT has exempt charitable status, Company No: 08156641

