



Job description: Head of Estates and Sustainability

Location	Home based, with frequent travel to all of our schools (Thames Valley, London and East Midlands) and Head Office in London.
Contract term	Permanent
Full time/term time	Full time
Pay range	SCP 50 £63,472 – SCP 53 £68,051
Reporting to	Director of Projects

Role purpose

The Head of Estates and Sustainability operates across our multi-academy trust of 15 schools and provides strategic, proactive and positive leadership for estates, facilities, health and safety statutory compliance, capital planning and environmental sustainability. The postholder is the Trust's Sustainability Lead, responsible for embedding sustainable practice into decisions and delivering the Trust's Climate Action Plan and decarbonisation priorities.

The role ensures that all schools operate from safe, compliant, sustainable and high-quality learning environments that support excellent teaching and learning, underpinned by strong governance, data-led prioritisation and demonstrable value for money.

Key Accountabilities and Deliverables

- A clear and ambitious 5-year Estates and Sustainability Strategy, with measurable milestones and annual priorities linked to the Trust's strategic plan and strategic Estate Development Plans for every school.
- A robust statutory compliance framework supported by digital systems, clear ownership, routine assurance checks, and timely closure of actions.
- A prioritised, costed 10-year capital investment plan and rolling 12–24 month delivery programme (capital, maintenance and decarbonisation).
- A Trust-wide estates and sustainability performance dashboard (KPIs, compliance, condition, energy/carbon, project delivery and contract performance).
- A commercial and contract strategy that delivers quality, value for money and—where appropriate—income generation (e.g., lettings, energy savings).
- Strong relationships with Headteachers and senior leaders with an established rhythm of clear communication and updates on estates and sustainability.
- Positive and supportive leadership of the estates team.



Main duties and responsibilities

Strategic Leadership & Planning (5 Year Roadmap)

- Develop, implement and keep under review a Trust-wide Estates and Sustainability Strategy and a 5 year delivery roadmap, aligned to the Trust's education vision and growth plans. This is to include strategic and ambitious Estate Development Plans for every school.
- Lead the development and annual refresh of a prioritised 10-year Capital, Maintenance and Decarbonisation Plan, using condition and risk data to support transparent decision making.
- Provide estates and sustainability advice, risk and strategy updates to the Executive Team and Trustees, presenting clear options, implications, benefits and mitigations.
- Establish Trust-wide estates standards, service expectations and key performance measures, ensuring consistency of practice across all schools.

Sustainability Leadership (Trust Sustainability Lead)

- Own and deliver the Trust's Sustainability Strategy and Climate Action Plan, coordinating school-level sustainability leads and eco champions, working closely with the ACC Sustainability Champions.
- Lead decarbonisation planning (heat, fabric, lighting, controls, renewables) and prioritise interventions based on carbon, cost and operational impact.
- Establish Trust-wide processes for carbon measurement, energy monitoring and reporting, ensuring consistent data quality and credible baselines.
- Identify and secure external funding and partnerships for sustainability and energy efficiency, producing compelling investment cases and bid submissions.
- Embed sustainable procurement and lifecycle value principles into estates purchasing, contracts and project specifications.

Statutory Compliance, Health & Safety and Risk

- Ensure Trust-wide compliance and best practice with statutory and regulatory requirements including (but not limited to) fire safety, asbestos management, legionella/water hygiene, gas safety, electrical safety, building safety, security and emergency planning.
- Maintain an effective estates compliance framework (policies, schedules, assurance checks, escalation routes) and ensure timely closure of remedial actions.
- Lead the Estates and Sustainability risk register, ensuring clear mitigation plans, ownership and Board-level reporting where appropriate.
- Commission, manage and quality assure condition surveys, fire risk assessments and other statutory inspections; translate recommendations into funded action plans.



Capital Program, Projects and Development

- Plan, procure and deliver capital projects across the Trust estate, ensuring robust governance, stakeholder engagement, quality assurance and benefits realisation.
- Act as the senior project lead for major works, managing consultants, contractors and professional advisors.
- Ensure projects are delivered to the agreed scope, program and budget, with appropriate risk controls, change control and post-project evaluation.
- Lead due diligence on estate condition, compliance and capital liabilities for any new schools joining the Trust and support integration planning.

Operational Estates Management

- Oversee day-to-day estates standards across all schools, ensuring appropriate maintenance, security, cleanliness, accessibility and site presentation.
- Strengthen planned preventative maintenance (PPM) and asset lifecycle planning to reduce reactive works and improve reliability.
- Provide escalation support for urgent incidents, coordinating response and recovery to maintain safe operations and continuity of education.

Digital Estates Systems, Data and Performance Reporting

- Own the Trust's approach to estates and compliance systems (e.g., CAFM/compliance platforms), ensuring consistent adoption, data quality and audit readiness.
- Maintain accurate Trust-wide asset and compliance records, including evidence libraries, statutory certificates and remedial action tracking.
- Develop and maintain a Trust-wide estates dashboard/reporting suite (KPIs, SLAs/OLAs, compliance status, project delivery, energy/carbon performance and contract KPIs).
- Use data to drive prioritisation, ensure performance, and identify efficiency and risk reduction opportunities.

Financial Management, Commercial Strategy and Contracts

- Manage estates and sustainability budgets, forecasting accurately and ensuring spend aligns to approved priorities and delivers value for money.
- Lead procurement and contract management for key estates services (e.g., M&E, compliance servicing, grounds, security, waste), setting meaningful KPIs and monitoring supplier performance.
- Oversee complex contractual arrangements where relevant (e.g., multi-site frameworks, leases/land matters, third-party facilities, PFI-style arrangements where applicable).

- Identify opportunities for efficiencies and appropriate income generation in collaboration with Headteachers and leaders (e.g., lettings optimisation, energy savings programmes), ensuring alignment with educational priorities.
- Ensure that all eligible estate-related incidents and remedial works are correctly claimed through the Trust's insurance providers, and secure reimbursement where appropriate, including the coordination, evidencing and submission of all required documentation.

Governance, Assurance and Stakeholder Management

- Provide timely, high-quality assurance reporting to the Executive Team, Trustees and relevant committees (e.g., Audit & Risk), including evidence of compliance, risk and mitigation.
- Build trusted relationships with Headteachers and school leaders, providing clear advice, challenge and support to drive consistent standards.
- Support internal and external audit activity by ensuring documentation, evidence and remedial action plans are robust and easily accessible – leading on estates and sustainability audits and action completion.

Leadership, Team Structure and Succession

- With a positive leadership style, lead, support, motivate and develop estates colleagues across multiple regions, promoting a positive culture of professionalism, high standards, accountability and continuous improvement.
- Clarify role expectations and capability across school-based premises teams, including training on compliance and safe systems of work.
- Build capacity and succession within the estates function through coaching, talent development and clear career pathways.

Safeguarding and Professional Standards

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder must operate at all times with safeguarding as a core consideration and comply with Trust policies and procedures, including safer recruitment, data protection and professional standards.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

The successful candidate will have a right to work in the UK.

Person specification: Head of Estates & Sustainability

Qualifications and Professional Standing <i>Evidenced through: Application</i>	Essential	Desirable
Degree or equivalent professional qualification/experience in estates/facilities management, construction, building surveying, engineering or a closely related discipline.	✓	
Relevant H&S qualification (e.g., IOSH/NEBOSH) and commitment to ongoing CPD.	✓	
Sustainability/Net Zero or carbon literacy training (or clear commitment to undertake within the first 12 months).	✓	
Professional membership/qualification such as IWFM, RICS, IEMA (or equivalent).		✓
Project management qualification (e.g., PRINCE2/APM).		✓
Asbestos Duty Holder training and/or fire safety management qualification.		✓
Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Significant senior experience leading estates/facilities functions across a complex multi-site organisation.	✓	
Proven track record of managing statutory compliance and risk, including oversight of specialist surveys and remediation programmes.	✓	
Demonstrable experience delivering capital works and improvement projects, including procurement and contractor management.	✓	
Experience developing and delivering multi-year estates strategies/roadmaps, including prioritisation methodologies and governance reporting.	✓	
Experience managing complex contracts and supplier performance, evidencing value for money and service improvement.	✓	
Experience using CAFM/compliance software and/or developing estates dashboards and performance reporting.	✓	
Experience within education (school/MAT), local authority or similarly regulated public sector environment.		✓

Experience leading sustainability and decarbonisation programmes (energy management, carbon reporting, funding bids, behavioural change).		✓
Experience of PFI/lease/third-party facilities arrangements, commercial lettings, or property transactions (where relevant).		✓
Experience supporting due diligence for new sites/schools and delivering integration plans.		✓
Professional Knowledge, skills and competencies <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Strong knowledge of estates statutory compliance requirements and the practical application of safe systems of work.	✓	
Ability to interpret technical information and translate it into clear, risk-based decisions and advice for non-specialists.	✓	

Strong procurement and contract management capability, including supplier performance management and dispute resolution where needed.	✓	
Strong project governance skills (scope, programme, budget, risk and quality assurance).	✓	
Excellent communication and influencing skills; able to build trusted relationships and provide constructive challenge.	✓	
Strong analytical skills with confidence using data to track performance, compliance, condition and sustainability outcomes.	✓	
Working knowledge of carbon accounting principles and Net Zero pathways relevant to schools estates.		✓
Knowledge of estates systems implementation and continuous improvement (process design, training and adoption).		✓
Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Credible and professional leader with resilience, integrity and sound judgement.	✓	
Strong alignment with the Trust's values and commitment to safe, inclusive learning environments.	✓	



Solutions-focused, highly organised and able to prioritise across competing demands.	✓	
Collaborative approach with the confidence to challenge constructively and drive improvement.	✓	
Visible commitment to sustainability and role-modelling positive environmental behaviours.	✓	
Self-motivated, pro-active and resilient, with a “can do” attitude	✓	