



Trust Estates Manager

Application Pack





Dear Applicant,

Thank you for taking the time to look through the following information about our Trust. We very much look forward to hearing from you as you progress your interest in the post to an application.

For more details, or to arrange an informal discussion about the role, please contact admin@princeregenttrust.co.uk

Kind regards.

A handwritten signature in black ink that reads 'Julia Armstrong'.

Mrs Julia Armstrong
CEO



Contents

1. Trust introduction and information
2. Job role and description
3. Person specification



About us

Founded on the principles of the primary curriculum, the Prince Regent Street Trust is a group of six primary schools with a common purpose; through a vision centred on excellence, opportunity and partnership our children receive the educational experience they so richly deserve. The Prince Regent Street Trust is fundamentally one of sustainable school improvement.

At Prince Regent Street Trust, we recognise that every child is a unique individual and that every school serves a unique community. Developing and understanding the vision, values, strategy and culture of each school enables us to work in partnership with each member of the school community to ensure a bespoke, aspirational, effective and sustainable approach to school improvement. Every decision we make is for our children! They are at the heart of everything we do and they influence the decisions we make. Our staff and leaders work tirelessly to ensure every child receives the educational experience, and opportunities that they so richly deserve; as a result they acquire the rich foundations which prepare them for future learning.

We strongly believe that every child has the right to the highest quality education. Successful schools and their leaders hold the responsibility to work alongside other schools to support improvement. Leaders have a collective responsibility for improving the whole system for mutual benefit. We are in such a privileged position as we have the power to influence; and to change lives for the better. A culture of partnership working, accessing quality opportunities and striving for educational excellence is well embedded and is at the heart of all we do.

It is important that our Trust is an organisation of choice and that all stakeholders are proud to be part of it. Our Trust recognises and rewards the efforts and commitment of its staff ensuring they are valued and appreciated. Promoting and establishing an appropriate work-life balance empowers staff. We need to invest in our staff so that they are fully-equipped to succeed.

Positive, trusting relationships are key to the success of any trust. Our Trust central team invests time in getting to know and gaining the trust of all members of staff to create a culture of support, challenge and accountability.

All of our schools achieve strong outcomes, yet are very different in so many ways. We feel that having such a variety of different sizes and school contexts enhances our capacity to support and develop other schools, impacting across the Tees Valley and northern regions.



Schools in our Trust

We are family of six primary schools across Stockton on Tees and Middlesbrough in Teesside. We hope to grow further throughout the region aiming for between 10 and 16 primaries, having over 3000 pupils in order to access additional Department for Education capital funds and ensuring that all Headteachers, alongside our central team, can regularly meet around a table, sharing best practise and collaborating. It is also essential the members of the central team maintain close relationships and are knowledgeable of each school to provide the continued level of services which are currently on offer.

Hartburn Primary School



Hartburn Primary School is a highly effective organisation. The school is forward facing and determined to provide a bespoke curriculum to meet the needs of the children it serves. Every child deserves to maximise their full potential. This is proven through consistently high outcomes which have been sustained over the last five years. Our bespoke Hartburn curriculum is underpinned by three main principles: High Expectations, Resilience and Local & Global Responsibility. It fosters positive character qualities which are encompassed in our Hartburn Hopes; children at Hartburn endeavour to be courageous, honest, compassionate, respectful, resilient, and ambitious and they understand the importance of these virtues.



Village Primary School



At Village, our school motto is '*Explore, Dream, Discover*'. This demonstrates our love of learning and our belief that children should explore new concepts, objects and ideas in a variety of hands-on ways. We have high aspirations and encourage our children to work towards any career goal that they set their mind towards. This motto runs throughout our curriculum and delivery of subjects. Our challenge is to achieve awe and wonder through new learning with a passion for lifelong development. Our children enjoy an engaging curriculum filled with real-life experiences which foster independence, collaboration and a determination to succeed. It is our job to help children become ready for the next phase in their education, equipped for the 21st century and the global world that we occupy. The staff have an in-depth understanding of the needs of the pupils and work co-operatively towards shared goals that always have children at their heart.





Wolviston Primary School



At Wolviston Primary School, our motto of: *'Small School, Big Dreams: Learning, Caring, Succeeding Together'* is well embedded. Wolviston Primary School is one where everyone takes care of themselves, each other and our school.

All children succeed and develop their ability to think independently. Our staff and governors go above and beyond expectations. Our children are actively encouraged to make their own choices, knowing that they are in a safe and supportive environment. Children feel confident to take risks and make mistakes, and we celebrate achievement, and understand the importance of rules.



Barley Fields Primary School



At Barley Fields Primary School, we are a family: a family built on positive relationships between school, children, parents/carers, governors, the local community and the wider world. We aim to create a warm, safe and happy environment, where children feel valued and inspired to learn. We safeguard the needs of all children and promote their mental health and emotional wellbeing. We nurture self-respect, courtesy, good manners and a caring attitude, and we encourage all of our children and families to celebrate and value diversity and difference.

We believe in high standards of education and behaviour. We offer high standards of teaching and strive to achieve excellence in all aspects of school life. We are deeply committed to working with parents to help children achieve to the best of their ability and seek to work in partnership from the very beginning of every child's time here.





Kader Academy



At Kader, developing the whole child is at the centre of all of our decision making, impacting our curriculum provision and is at the heart of our school vision. Kader Academy aims to develop little people who feel safe and happy. We want them to develop a strong sense of pride, not only in themselves, but in their local area and its heritage.

We value the importance of strong relationships with our families and our sense of community is at the heart of all we do. We know that our diversity is our strength and we will strive to ensure that the children's compassion and kindness makes the world a better place. We will inspire curiosity through engaging experiences that promote a profound love of learning. We want our children to know that their learning knows no bounds and with self-belief and determination, anything is possible.



Oxbridge Lane Primary School



Oxbridge Lane Primary School is a highly ambitious and nurturing community. The school is forward-thinking and committed to providing a rich, carefully designed curriculum that reflects the needs, interests, and aspirations of the children it serves. Every child is encouraged and supported to achieve their very best. This commitment is reflected in strong, sustained outcomes and a learning culture built on high standards for all. At Oxbridge Lane, we place great importance on the holistic development of every pupil. Our staff team is dedicated to creating a warm, caring environment where children feel safe, valued, and are able to flourish academically, socially, and emotionally.

This nurturing ethos helps pupils develop positive character qualities, captured in our Oxbridge Values; children strive to be respectful, resilient, reflective, inclusive, and aspirational, understanding the role these virtues play in their personal growth and future success.





Trust Estates Manager

Prince Regent Street Trust wishes to appoint a Trust Estates Manager to join the Trust Central Team.

Salary Scale

Full-time position: 52 weeks a year, 37 hours per week

25 days annual leave entitlement, increasing to 30 days after 5 years service

2025 NJC SCP 30-40 (£40,777 – £51,356) *dependant on experience and qualifications, five-point scale range to be agreed with successful applicants*

Contract Details

Required for 1st April 2026 or soon after

Disclosure

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check.

Prince Regent Street Trust requires an Estates Manager to join our Central Trust Team. We are a growing Multi Academy Trust comprising of six primary schools across two local authorities. As a Trust our main priority is to provide the very best education to the pupils in our schools. We work closely together as a group of schools to achieve this aim and also in partnership with a number of outside agencies. The post holder will take a lead in all areas of schools facilities, estates and health & safety management, providing operational and strategic support to both the Trust Executive and School Leadership teams, including Headteachers, School Office Managers and School Site Managers. Ensuring compliance and sustainability within each school will be a crucial aspect of this role, as well as, ensuring capacity for future growth. This is an exciting opportunity to take on an active role within a dynamic and ambitious organisation where you will be able to make a meaningful contribution to the continued expansion of the Trust and the futures of the children in our care.



JOB DESCRIPTION

Status of Post

This is a senior post within the Trust's staffing structure, which carries with it membership of the Central Team. This post holder is accountable to the Chief Executive Officer, with day to day line management from the Chief Finance Officer. The post will require you to be highly personable and approachable as you will be required to work in partnership with a broad range of individuals and organisations. Significant relationships will include: the School Leadership Teams notably the Headteachers and School Office Managers; leading the School Site Managers providing direction where necessary; liaising with other staff across the Trust at all levels and external providers and contractors, ensuring best value on any procured services.

Main purpose of the job

The Trust Estates Manager will support the Trust Executive Team in the management of all Prince Regent Street Trust estates and facilities matters. The post holder will lead and manage all related matters, including significant repairs or maintenance, health & safety, statutory compliance, cyclical maintenance and capital projects (including the support with applications). They will ensure adherence to all statutory and legal requirements as well as best practise recommendations from the Department for Education. They will lead and manage the Trust's facilities teams, and third-party service providers.

Place of work

- A central office base will be provided and there is an expectation that the individual will spend time at each of the schools.
- The post holder may be required to work in schools and fill in for absent School Site Managers.

Hours of Work

- Hours of work are currently 37 hours per week
- Work patterns are negotiable providing the needs of the Trust are met.
- The post holder may be required to work outside of normal hours on occasion, with due notice.
- The post holder may be required to undertake call-out responsibilities and be a designated key holder for all sites.



Key Tasks

The following list is not exhaustive but serves as an indication of what the role encompasses:

Leadership Support

- Develop, maintain and update Trust Estates vision and strategy, including asset and sustainability plans, utilising DFE Education Estates Strategy (February 2026), School Estates Management Standards (April 2025), Estate Management Competency Framework (June 2023), the Good Estates Management for Schools (GEMS) toolkit and ISBL's professional standards including Operational Excellence framework.
- Contribute to senior leadership team meetings and attend Trust business meetings as required
- Actively contribute to the development of the organisation by sharing good practice across the Trust, providing Trust templates of documents required to ensure consistency and efficiency
- Prepare termly updates and annual Estates report for Trust Board reporting on information compiled from all schools.
- Ensure estates and health & safety policies and procedures are up to date.
- Assist schools with preparation for external audits and maintain schedule of audits due.
- Being responsible for the development, implementation, statutory compliance, monitoring and evaluation of Trust health & safety, estates-related employee well-being, fire and security policies and procedures to ensure legal compliance, including the identification of health & safety staff training.
- Ensuring that health & safety, fire and security risk assessments are completed, communicated, evaluated, reviewed and recorded effectively in line with legal and Trust requirements and that a culture of positive risk management is embedded across all areas.

Estates Management

- Liaise with each school to communicate, develop and establish effective operating procedures for all maintenance works, preparing, implementing and recording appropriate testing schedules, including an agreed disaster recovery and business continuity plan.
- Being responsible for monitoring the quality and specification compliance of estates contracts and service providers; liaising with the appropriate person or service to ensure a high quality service that is in line with budget requirements and is fit for purpose.
- Oversee and manage cyclical maintenance across the Trust, ensuring that all estates records are completed, organised effectively and are up to date.
- Managing the day-to-day work on Trust sites undertaken by estates staff and contractors, dealing with any issues arising.
- Ensuring that any estates works are completed on schedule, to the required standard and are within budget.
- Undertake all aspects of the annual ESFA Land and Buildings Collection Tool return



Estates Development

- Leading on the development and review of estates related policies to ensure Trust compliance and integrity at both a national and local level.
- Leading on the development and implementation of a costed Trust estate asset plan incorporating the development and maintenance of each site taking into consideration the needs of the schools, curriculum, and health & safety. Ensuring that such works meet contractual or insurance requirements.
- Being responsible for drawing up outline specifications for estate development projects; seeking tenders, including the submission of planning applications and compliance with building regulations. Liaising with contractors, architects and design teams, and effective project management of all works ensuring that any necessary temporary measures are instituted to maintain educational provision and continuity.
- Acting as the Trust's lead representative at design team/contractor meetings and report back as necessary.
- Actively develop the lettings of premises to external organisations.

Health & Safety, Fire and Risk Management

- Working with the Trust's current external provider the post holder will act as the Health & Safety Officer and Fire Officer, taking the lead to ensure that the Trust meets all its health & safety responsibilities and that regular review and monitoring is in place
- Ensuring that all fire and security systems are regularly maintained and tested, and appropriate records kept.
- Responsible for ensuring that all estate critical assets (e.g. electrical and gas services, boiler plant, water storage and distribution systems, and firefighting equipment) are maintained, safe and compliant with current relevant legislation.
- Being responsible for the management and legislative compliance in relation to asbestos, legionella, and gas and electrical installations across all Trust sites.
- Take responsibility for the administration and securing appropriate licences, warranties and insurance for the Trust
- Being responsible for the development and management of appropriate measures for the security of the Trust's sites and buildings and the prevention of theft or damage to Trust property.
- Ensuring that accident/near miss incidents are effectively investigated and appropriately reported.
- Liaising with designated personnel and/or providers that are responsible for identified aspects of risk management and ensuring that related documentation is up to date.
- Ensuring that First Aid arrangements are in place for pupils and staff.



Operational Excellence

- To have an overview of the management of the catering arrangements across all schools.
- With Chief Finance Officer, determine budget and organise condition surveys to inform the estates strategy
- Working in conjunction with the Chief Finance Officer, agree and manage budget priorities, and prepare maintenance and capital expenditure programmes in line with the asset plan and the Trust financial policies and procedures.
- Identify and source additional funding opportunities for Trust and school development projects
- Provide advice to schools/Trust and support the project management of major and minor building project/repair work across the estate including CIF/SCA, self-funded and new build projects
- Establish and maintain a Trust-wide contracts register.
- Be responsible for the tendering of services (i.e. catering, cleaning, utilities etc) and for monitoring tendered and other providers of estate services
- Working with the Executive Leadership Team to effectively procure estates related contracts, goods and services, and provide technical advice where necessary.
- Support the external IT Manager regarding tendering and procurement of other contracted services such as telephony, IT and reprographics equipment, and building infrastructure including door entry, sign-in systems and network wiring

Line Management Responsibilities

- Oversee and manage the cleaning and caretaking arrangements across the Trust.
- Undertake effective line management and professional development reviews and training of all School Site Managers.
- Cleaners will also fall under line management remit, however, they are supervised by Site Managers and Head Teachers

Trust Growth

- Assist in the due diligence process in respect of schools or academies potentially joining the MAT.



General Requirements, all Trust staff are expected to:

- Undertake any other duties that are reasonably in line with the general nature of this job description
- Ensure all work is undertaken in line with Trust policies, procedures and guidance documents including (but not limited to); child protection, health, safety, equality, security and confidentiality
- Pay particular attention and adhere to the Information Governance Policy and its subsequent policies and the guidance within, in relation to keeping information and data safe and understanding your individual and collective responsibilities
- Take responsibility for reporting and acting upon any personal concerns held for the safety, security and appropriateness of data and information storage or processing
- Ensure compliance with the Trust's Equality Policy at all times and promote the Trust value of equality and treat all employees and colleagues in a professional and respectful manner at all times.
- Maintain confidentiality according to organisation and legal requirements
- Uphold policies, routines and codes of conduct as set out in the staff handbook or other documentation made available
- Work towards and support the Trust's vision and objectives
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with all stakeholders
- Engage actively in the performance review process
- Show a willingness to undertake training and professional development either in-house or externally



Why Prince Regent Street Trust?

At Prince Regent Street Trust we are always looking to take on talented and impassioned individuals who align with our values of Excellence – Opportunity – Partnership. There are many reasons to choose our Trust as a great place to start or continue your career. We recognise the importance of a happy, healthy, rewarded and well-motivated workforce. Whether you are a senior leader, teacher or a member of our support staff, we care about your career and want to help you feel valued and supported in your job. We are fully committed to supporting your career and professional growth. We offer extensive professional learning opportunities for all employees through a range of routes both across the Trust and from external partners.

Our offer

'I have made so many new friends and colleagues since being part of Prince Regent Street Trust. I feel well supported by others and there is always someone to share ideas with.'

- High quality professional development opportunities for all members of the school community
- Opportunities for collaboration at all levels for all staff through Trust wide working parties and peer networks
- Experienced, education-focussed Trust Central Team offering support across all areas of school
- Trust wide documentation to ease workload
- Union Representatives invited into school
- Wesleyan Local Government and Teachers Pension Advisory Services
- Well-being days / Golden Ticket Days for all staff
- Trust Wide Celebrations
 - End of Term Events
 - Termly Pupil Events such as Sports, Music, Maths and a number of others
- Education Mutual membership:
 - Physiotherapy services
 - Mental Health services (counselling and menopause support)
 - Surgical assistance program
 - Financial wellbeing coaching
 - Flu jabs
 - 24/7 GP service
- HR Alchemy Professional Support
 - RewardMeNow app, including savings at Costa, ASOS, B&Q and Deliveroo
 - Occupational Health services

'The GP contact was an efficient and extremely professional service. They were able to diagnose and prescribe medication during school hours and I was able to choose a convenient location to collect my prescription'



Person Specification Trust Estates Manager

Category	Essential	Desirable	Identified
Application	<ul style="list-style-type: none"> Fully supported in references Well-structured application indicating a detailed understanding of the management of facilities in a multi academy trust 	<ul style="list-style-type: none"> Knowledge and understanding of current education issues and their relevance for our Trust 	Application / References
Qualification	<ul style="list-style-type: none"> Hold or willing to acquire a number of the following qualifications <ul style="list-style-type: none"> IOSH Managing/Leading Safely NEBOSH National General Certificate ISEP Foundation Certificate in Sustainability and Environmental Management ISEP Pathways to Net Zero ISEP Environmental Sustainability Skills for Managers 	<ul style="list-style-type: none"> Multi skilled/trades operative Hold or willing to acquire a number of the following qualifications <ul style="list-style-type: none"> NEBOSH Certificate in Fire Safety Recognised facilities management qualification Recognised contract management qualification Recognised project management qualification Recognised certificate in risk assessments 	Application / Certificates



PRINCE REGENT
STREET TRUST

Category	Essential	Desirable	Identified
Experience	<ul style="list-style-type: none"> • Experience of line management of estates and facilities teams in an education environment. • A high level of experience and commercial awareness in the built environment. • Experience of managing third-party service contracts • Experience of delivering large capital maintenance and build projects. • Have a detailed knowledge and understanding of: Building Regulations, The Health & Safety at Work Act (and derived legislation) including Electrical, Gas, Fire Safety and Asbestos Control. 	<ul style="list-style-type: none"> • Experience of remotely managing teams in a multi-site setting. • Knowledge and understanding of academy structures. • An understanding of the key issues facing schools and academies. • Knowledge and ability to use EVERY by IRIS • Knowledge and ability to use Evolve Accident Book 	Application / Interview
Professional Development	<ul style="list-style-type: none"> • Evidence of relevant CPD 		Application
Skills and Knowledge	<ul style="list-style-type: none"> • Leadership: Demonstrated leadership skills with the ability to motivate and manage teams. • Ability to work with colleagues and contractors from a range of backgrounds. • Strategic Thinking: Ability to contribute to strategic planning and implementation. • Organisational Skills: Excellent organizational and time-management skills. • Highly developed organisation skills managing time well to meet competing priorities. • Communication: Strong written and verbal communication skills. • Ability to communicate at all levels both verbally and written. • Problem Solving: Ability to analyse issues, think critically, and develop solutions. • An ability to work proactively to ensure that actions are followed up • Ability to be an autonomous practitioner and to ensure that decisions implemented are in the best interest of the Trust. 	<ul style="list-style-type: none"> • Financial Acumen: Strong understanding of financial management, budgeting, and accounting principles. 	Application / References / Interview tasks



PRINCE REGENT
STREET TRUST

Category	Essential	Desirable	Identified
	<ul style="list-style-type: none"> • Attention to Detail: High level of accuracy and attention to detail in all aspects of work. • ICT Proficiency: Proficiency in the use of financial management software, spreadsheets, and other ICT tools. 		
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • High level of personal and professional integrity • Values diversity and the opinions of others, adapting approach to meet individual needs • Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk • Able to maintain confidentiality when dealing with sensitive or confidential matters • Personable with a high level of professional generosity i.e. demonstrating a willingness to share knowledge with others • Demonstrates a proactive approach taking responsibility for areas of work and finding solutions • Is adaptable to, anticipates and embraces need for change, proactively introducing systems/procedures to bring about improvements in effectiveness and efficiency • Takes quick and effective action, acting with pace and urgency when required whilst remaining calm under pressure • Self-motivated to seek opportunities to increase job knowledge and understanding and develop skills • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills 		<p>Application / References / interview</p>