



SHIRES MULTI ACADEMY TRUST

Estates Manager



ABOUT THE TRUST

The Shires Multi Academy Trust is a family of academies working together to offer our communities excellent educational experiences, so that everyone in the Trust can flourish. We believe that developing an inclusive, proactive and dynamic culture, supports our staff and pupils in achieving what they are capable of.

There are currently six schools in the Trust: Webheath Academy Primary School, Feckenham Primary School, Ridgeway Academy, Studley High School, Astwood Bank Primary School and North Bromsgrove High School, all within a fifteen-minute drive of one other.

Shires MAT employs a collaborative approach where schools retain high levels of autonomy, enabling school leaders to focus on making a real difference for their pupils, staff and the wider community. This autonomy is framed by core systems and processes common to all schools which support safeguarding, finance, IT, HR, Health & Safety, SEND and Improvement planning and Quality Assurance.

Our Trust workforce benefits from positive and progressive policies aimed at supporting and developing people in their roles. We are continually looking at ways to improve our provision for both pupils and staff and will always try to provide the best possible environments in which to learn and work.

This is an exciting time to join the Trust, as expansion brings further opportunity for new roles, system development, and the potential to impact positively across the MAT.



Astwood Bank Primary School was opened in 1877 as an all-age school serving the village of Astwood Bank. In the subsequent hundred years the school underwent a number of changes culminating in its redevelopment as a First School during the 1970s, when the three-tier system of education was introduced in Redditch.



RIDGEWAY
SECONDARY SCHOOL

Ridgeway Secondary School is a coeducational secondary school located in Astwood Bank (near Redditch) in the English county of Worcestershire. Established in 1959, it was a middle school for many years, known as Ridgeway Middle School.



Feckenham CE Primary school, a small, rural, inclusive school in Redditch. We serve two small villages: Feckenham and Bradley Green, however we have many pupils from other, larger areas of Redditch and beyond. As well as having the fortune of beautiful surroundings we also have a wonderful Forest School site used by all our pupils all year round.



Studley High School is an outstanding 11 – 16 mixed Academy school with capacity for 850 students. It is a community where students care for one another and staff work tirelessly to support all students as they develop.



North Bromsgrove is an exciting place in which to work and learn. Our recent 'Good' Ofsted Inspection (January 2023) noted 'A calm and orderly culture which helps pupils to feel safe. Leaders have maintained their high expectations of pupils' and 'Teachers use their expert knowledge of their subject to explain new ideas and concepts clearly to pupils.'



Webheath Academy Primary School opened in 1944 in the village hall and moved to the present school building in 1959. We are a happy school and consider ourselves to be a very large and diverse family; here to challenge and support.

WELCOME

Thank you for your interest in the role of Estates Manager with Shires Multi Academy Trust.

We are looking for someone who has the energy, enthusiasm, integrity and ability to think strategically and take our Trust forward for the benefit of all our students, staff and the wider community.

It is essential we employ an Estates Manager who shares our Trust and schools vision and values and demonstrates behaviours consistent with our values.



*'Growing together, guided through
nurture, equity, service and wisdom'*

- **Nurture** – Feeling valued by others for who you are so you can build up personal confidences and step into challenges.
- **Equity** – Understanding that no-one is born successful, but we are all capable of flourishing as individuals at any age, given the right opportunities, support and challenge, within an inclusive environment.
- **Service** – Helping others and being a positive member of society and your community bringing its own innate rewards.
- **Wisdom** – Acquiring knowledge and skills to thrive academically and personally, leading to fulfilment.

To get the right Estates Manager for Shires MAT we are looking for:

- An experienced leader who can bring their knowledge and skillset to the Trust to take forward our ambitious estates plan.
- A leader who can work collaboratively within the Trust and throughout the schools, to ensure clarity of focus on key priorities, whilst managing change effectively.
- A collaborative leader who can recognise their own strengths and areas for development, shaping a plan to deliver estates and facilities excellence across the Trust.
- A leader with the ability to know when to coach and delegate to ensure distributed leadership and shared aims across the Trust.
- A transparent, open and honest leader who can develop a constructive and valuable relationship with colleagues, trustees and the wider community.

Staff are our most valued asset and we aim to support them both in their current role and to develop them for future careers. This opportunity has the potential to shape a career, whilst we are only six schools at present, we have a growth plan that will take us to 20 schools by 2030. Our Trust is set to expand in the next 18 months and the right candidate will join us on this journey to take our Trust to the next level and develop their role as we grow.

We believe you will enjoy working with us and very much look forward to receiving your application and supporting two-page letter.

Kind regards

A handwritten signature in black ink, appearing to read 'Kirsty Anthony'.

Kirsty Anthony
Chief Operations Officer



WHY WORK WITH US

Shires MAT is a small MAT with high ambition to grow and develop as a regional organisation where excellent practice and motivated staff support a caring and high performing environment for all within the Trust.

Our schools are performing well overall but there is more to be done to meet our ambitious 2030 goals linked to outcomes, finances, reputation and sustainability.

Opportunity is very important to the Shires MAT, not only does the MAT promote and encourage cross school interactions and opportunities for pupils but each school also has a diverse and impactful array of experiences available for all pupils. Each school within Shires is working towards ever closer relationships and interactions within the communities they serve, developing as 'anchor' institutions.

If you are someone who values community and understands the benefit of opportunity for all, regardless of background or starting points, and you have a passion for ensuring every pupil and every member of staff should be supported to learn and grow and develop as individuals, then Shires MAT is a place where you could thrive.

This versatility and understanding is important to us and we recognise that to employ and retain high calibre people who will support our Trust vision, always promote high quality provision and have the diligence to always develop and improve both self and others, we need to offer a fantastic place to work with the right culture and additional benefits.

The centralised offer for primary schools is also being expanded with Estates, HR and school relationship managers about to be recruited. This team works closely with staff in each school to help deliver great experiences and opportunities for both staff and pupils.

As we continue to expand our offer, we need to recruit dynamic, forward-thinking people with the skill set and ability to add value to our successful organisation.

We provide high quality CPD (through online platforms or separate courses/events) to enable staff to develop their practice, skills and expertise in their role.

The central team has grown over the past three years to incorporate a chief finance officer, a finance team, a chief operations officer and chief executive officer. This team works closely with staff in each school to help deliver great experiences and opportunities for both staff and pupils. As we continue to expand our offer, we need to recruit dynamic, forward-thinking people with the skill set and ability to add value to our successful organisation.

All Central staff are enrolled into the generous LGPS or TPS schemes with employer contribution rates in excess of 20%. There really are excellent pension options within the Trust.

All staff benefit from;

- Salary sacrifice schemes electric vehicles (some restrictions on use)
- Bike to work scheme
- Free flu jabs
- Employee assistance programme
- Access to mental health first aiders
- Free parking as offices within a school site!
- Wider development programmes and CPD opportunities

We have an excellent track record of developing staff to take on greater responsibility and build their career. In the past three years, ten new roles exist within the Trust, that are helping us shape our current offer and plan for what our future self looks like. As we grow there will be more need for greater responsibilities and also new roles within all sectors of the Trust.



THE ROLE

Estates Manager Job Description

37 hours per week, full year

Responsible to: COO

Pay scale: SCP 35 – SCP 40 (£44,711 to £51,464)

Start date: 28th April 2025

Management responsibility: 4 x Site / caretaking staff, Various estates and facilities related contracts, various site-specific commercial contracts, Trust wide catering contracts

Location: Centrally located, visits to trust sites within 6 mile radius

Overview

This is an exciting new senior role for the Shires MAT. Working alongside the Chief Operations Officer, Chief Executive Officer and our Headteachers, you will provide strategic and operational leadership for the Trust on all matters related to estates development, facilities management and health and safety. You will join the Executive Leadership Team of the central services function, contributing directly to the success of our students, our staff and the Trust as a whole. Shires MAT currently offers a fully centralised service for primary function which will require the Estates Manager to line manage site staff and liaise with headteachers directly whilst being responsible for the full management of the Estates, our Secondary function operates with a business and operations function at school level which will require collaborative working and oversight from the Estates Manager

Purpose

The purpose of the post is to work alongside the COO, to provide strategic and operational leadership for the Trust and all associated schools for all matters as detailed in key responsibilities below:

Health & Safety

- Take the lead on H&S physical environment and provide support on operational practice.
- To work with external auditors and schools on the annual review to determine that the Trust properly discharges its duties under its own health & safety policy; the health & safety at work act; and any other statute, regulation or directive. Ensure each school has a robust plan to action any audit items in a timely manner.
- To develop, implement and communicate policies, procedures and processes concerning Health and Safety (including risk/emergency management).
- To promote and monitor safe working practices within the Trust and to provide regular reports to the COO where required.
- To actively monitor developments and changes in legislation in respect of Health and Safety requirements and advise on appropriate action as required.
- To oversee the training provision for all staff as required on health and safety matters, to include first aid and fire safety.
- To prepare half-termly updates and annual H&S report for Trust Board report



Facilities and Estates

- To lead the development of a programme of capital works across the Trust in line with the Trust 5 year Estates Management Plan, working with specialist consultants, school leaders and site teams to assess need and viability.
- To have Trust wide responsibility for maintaining and developing the 5 year Estate Management Plan and a one year detailed delivery plan; ensuring a rolling programme of maintenance that keeps the estate in good order.
- Overall responsibility for safety management including electrical, fire safety & strategy, mechanical & engineering, water hygiene and asbestos.
- To ensure through audit that regular checks of buildings, cleaning, grounds, furniture, fittings are undertaken by appropriate staff and to take appropriate action, which will include advising senior management on technical issues, financial and budgetary implications.
- To lead the management of implementing statutory building compliance systems across the Trust.
- To maintain oversight and manage as appropriate, the tendering, implementation and snagging of all capital projects so that they are delivered on time, on budget and are value for money.
- To maintain oversight of the security of Trust Estates including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- To manage the oversight of approved contractors and suppliers to the Trust.
- To work closely with other Trust Managers and academy Site Managers to ensure best value and efficiency in all multi location works.
- To manage the Trust asset inventory.
- To lead on the environmental sustainability and energy reduction of the Trust, ensuring best practice of energy conservation in the use of heating, light, water etc. is developed and maintained.
- To have oversight of the cleaning provision across the Trust.
- To work with the COO to manage the school condition allowance allocation to maximise efficiencies, allocating spend against high priority needs and ensuring compliance within the funding guidelines and submit reports to relevant bodies.
- Write outline specifications to enable competitive quotations to be obtained for works for both Building and Mechanical and Electrical works. Liaise with consultants and contractors where site visits are required.
- Condition data portal oversight and leadership.

Compliance, assurance and communication

- To ensure that compliance control systems in Estates, Facilities Management and Health & Safety are managed effectively.
- To ensure there are accurate and up-to-date information/records / reports relating to the areas of Estates, Facilities Management and Health & Safety.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines when necessary and reviewing progress on action taken.
- To undertake relevant due diligence activity appropriate for the remit of the role.
- Finance
- To have responsibility for premises related capital and revenue budgets in primary and make recommendations on the prioritisation of spending plans. To monitor secondary budgets, supporting and challenging the Site Managers and business leads at each school within the Trust.
- To provide relevant information to the CFO/COO to assist with annual budgeting and longer-term financial planning processes.
- Ensure best value is achieved in premises related operational expenditure, including identifying and implementing efficiency savings, obtaining quotes in line with the Trust's financial procedures and ensuring that all premises related service providers are meeting their contractual obligations.

- Review and update the Trust's asset management plan regularly and formally on an annual basis in line with the Trust's financial procedures.
- To explore access to grants / funding streams in relation to the trust estates.

General Duties

- Work flexibly and closely with the Executive team to ensure Trust objectives and KPIs are achieved, which may include external meetings and evening work when required.
- As part of the central team contribute to the success of the Trust and achievement of objectives in relation to finance and property strategy.
- Follow Trust policies and procedures.
- Attend training as necessary relevant to your role and any other training required by the Trust.
- Perform other duties as may be required by the COO / CEO / CFO.

APPLICATION PROCESS & NOTES TO APPLICANTS

Safeguarding

Shires Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction.

Data Protection

As part of our recruitment process, Shires Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit: [Policies & Information | Shires MAT](#)

We hope that after reading the information pack you will want to apply for the post advertised.

Application Process

To apply, please send your completed application form, along with a two page covering letter clearly demonstrating how you meet the requirements set out in the Person Specification to Kirsty Anthony COO: kanthony@shiresmat.org.uk

Closing date for applications: **Friday 28th February 2025 at 10am.**

Early applications welcome. Applications received after this time will not be included. Shortlisting will be finalised and shortlisted candidates notified on as soon as possible.

Please visit our website – Vacancies and download the Application Form here: [Vacancies | Shires MAT](#)

Interviews will take place week on **11th / 12th March 2025**

The interview process will consist of a presentation alongside a formal interview(s).

Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Constructive feedback will be provided for all candidates invited to interview.

Additional Information

If you would like further information, please email Kirsty Anthony who will be happy to organise a telephone call to discuss the role and the immediate priorities.



PERSON SPECIFICATION

Shires MAT is a values driven organisation where **Nurture, Equity, Service and Wisdom** guide our provision as a Trust. Whilst these values act as an overarching guide across our organisation, each school remains unique, and each context has its own set of school values to support pupils in their learning and development. All staff within the MAT follow an appraisal and development approach linked to NESW and as such it is essential headteachers understand and enable the values to permeate through their approaches to staff, pupils and the wider community.

Criteria - These will be assessed through application, interview, references, activities, and presentations

We recognise that individuals working in estates, catering and facilities management come from many different sectors and are keen to hear from anyone working inside or outside of education.

	Required	Desirable
Education, Training & Qualifications		
Undergraduate degree (or equivalent) with evidence of personal development		X
A professional qualification in subject matter related to estates, facilities or health and safety (NEBOSH/ IOSHH / Project management)	X	
Experience		
Experience of working within estates, facilities management, catering or a related field, preferably in a multisite environment	X	
Experience of managing multiple teams and leading transformational change at a senior level	X	
Experience in compliance assurance and regulatory reporting within estates or facilities management	X	
Experience of all areas of contract management, from scope of works to tender process and implementation and quality assurance	X	
Experience of largescale project management, including capital expenditure within an estates context	X	
Experience of bid writing and successfully securing external funding on a project basis		X
Experience or knowledge of implementing sustainability initiatives		X
Skills		
Ability to think strategically and understand the link to the success of a day-to-day operation	X	
Ability to engage and manage different stakeholders in a complex environment	X	
Ability to solve problems via creative solutions	X	
Ability to use information technology and digital systems to design efficient management and reporting systems	X	
Ability to manage complex income and expenditure budgets, using financial reporting tools to make informed decisions	X	

Values & Personal Style		
A pragmatic style of leadership that can balance competing priorities sensitively and demonstrates trust values linked to nurture, equity, service and wisdom	x	
A good listener who can build coalitions amongst individuals who disagree	x	
Resilience and adaptability in managing competing priorities, Commitment to professional growth and continuous learning	x	
A strong communicator – both verbal and written	x	
An empathy for education and the environment in which the Trust operates	x	
A commitment to equality, diversity and inclusion	x	





General enquiries: hello@shiresmat.org.uk
To contact the CEO directly: ceo@shiresmat.org.uk
For teacher training enquiries: traintoteach@shiresmat.org.uk



Shires
Multi Academy Trust

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