**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](https://www.shiresmat.org.uk/about/policies-and-information/)

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](https://www.shiresmat.org.uk/join-our-mat/vacancies/)

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.