



Estates Manager

Dear Applicant,

Thank you for your interest in the post of Estates Manager. You will find further information in this applicant's pack and on the Manor Learning Trust website.

The Manor Learning Trust is at an exciting stage of growth and we hope that you are keen to play a part in this journey. We are currently establishing our central team to enable all of our academies to benefit from a collaborative approach to improving and enhancing the educational provision for the young people in our area.

The Trust's vision 'Success for All' is to provide the best educational experience with a commitment to an all-round education, including developing strength of character. At the same time, we value and recognise that each academy has its own unique character which will be retained as the Trust grows.



We believe the academies in our Trust 'shape the future' for our young people, staff and the communities they serve. We aspire to do this by providing opportunities for good learning and developing life relationships in environments where staff and students feel safe and respected and able to pursue the highest possible progress and academic achievement for all. This will be achieved through our core values of respect, enrich and nurture. All staff members within our trust would be expected to uphold similar values and hold these at the core of all they do.

Please refer to this applicant pack for further information on how to apply. If you are someone that enjoys working at a fast pace with likeminded colleagues then I would encourage you to apply for the role.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chris Hill'.

Chris Hill
CEO

The logo for The Manor Learning Trust. It features a stylized leaf design in shades of purple and pink. The text 'The Manor' is in a light purple serif font, 'Learning' is in a large, bold, pink serif font, and 'Trust' is in a light purple serif font. The leaf design is positioned to the right of the text, with one leaf pointing upwards and to the right, and another pointing downwards and to the right.

Who are we?

The Manor Learning Trust

The Manor Learning Trust is currently a 3-school Trust with one secondary, one primary and one junior school based in and around the town of Raunds. However, we are at an exciting growth phase of our development with two further schools due to join the Trust by September 2018.

At The Manor Learning Trust our mission statement is 'Success for All' and our students are continually challenged to successfully complete their education, to develop self-confidence and self-esteem, and to be proactive in determining their career pathway. We are confident that the challenge and support that The Manor Learning Trust provides for students of all ages and abilities will enable them all to build a successful life.

Work hard and play hard reflects our ethos and ensures we can deliver on our mission statement.

We aim to:

- provide a caring and secure environment in which tolerance, understanding and respect for others is fostered
- help all individuals regardless of their race, gender or disability to acquire the skills and knowledge needed to achieve their full potential in a rapidly changing world
- develop an understanding of, and respect for, a wide range of religious values, languages and cultural traditions and different ways of life, including an emphasis on British values
- encourage an enjoyment of life-long learning
- encourage positive parental and community involvement
- promote healthy lifestyles
- provide a curriculum that is stimulating, broad, balanced, innovative and creative
- celebrate achievement

Manor School Sports College



Manor School is a heavily over-subscribed and growing community 11 – 18 secondary academy serving the town of Raunds in East Northamptonshire. We are proud to be part of The Manor Learning Trust and share a clear vision to encourage all our students and staff to work hard, play hard and achieve; leading to 'Success for All'.

By visiting us and making use of the facts and data readily available online, you'll discover that our students achieve well, levels of attendance and parental support are very good. We are proud of our English provision and outcomes, we promote the STEM subjects with rigour and are unwavering in our support and emphasis on sport and the Arts for which we are locally renowned.

Most significantly, at Manor School we know that we are responsible for education in its widest sense. We encourage and support students to be innovative and creative, to set the bar high in order to excel both academically and in developing the personal characteristics and cultural capital required to be outstanding young adults.

St Peter's C E Academy

St Peter's Church of England Academy is a 'good' school; catering for both boys and girls between seven and eleven years of age.

It has a very long history, stretching back over three hundred years, beginning its life in the Chantry of St Peter's Church in 1704.

Over recent years, St Peter's has been on a rapid journey of self-improvement and development with a sharp focus on pupil achievement, staff wellbeing and development and embedding the Christian ethos; which alongside our vision of 'Unlocking the gates to achievement within the love of the Lord', has created a vibrant school community. We aspire to continue along this journey, seeking new ways to ignite learning and provide enriched opportunities for all our pupils, allowing them to reach their full potential academically, emotionally and spiritually.

The school has received numerous awards for its work including School Games Gold Mark, RE Quality Silver Mark and Active Young Citizens Award.



Stanwick Primary Academy



Stanwick Primary Academy is a local village school where there is a caring, welcoming ethos. Our children learn to be both part of a local, national and global community and they develop the skills to help them contribute as citizens.

Our vision reflects a passionate devotion to every child's learning and recognition of their uniqueness. All that we do promotes the development of each child emotionally, morally, physically, socially, spiritually and academically, providing the appropriate learning environment to achieve this.

Our staff team is committed to achieving high standards and providing the very best opportunities for the children in our care. Our academy continues to develop in many exciting ways, providing even greater enriching opportunities for our children. Staff, supported by governors, work hard to deliver a rich and challenging curriculum; to prepare children for future education; and to help them acquire the skills and enthusiasm needed to pursue learning for the rest of their lives.

.What are we looking for?

The Manor Learning Trust is going through a period of rapid change and development with new schools joining the Trust and plans to further improve the educational experiences and outcomes of the young people in our schools. The creation of an effective and highly skilled Central Services Team is critical in the future development of the Trust.

The Central Services Team will help our schools to succeed by creating an appropriate framework for governance, leadership and performance and developing Trust wide strategies, policies and procedures to create a culture of constant improvement and secure outstanding quality in every aspect of the Trust's provisions.

We are looking for individuals with the necessary skills, creativity, enthusiasm and determination to firmly establish the Central Services Team at the heart of the Trust and:

- promote collaborative approaches to provision and support services
- create a culture that encourages mutual respect, openness and the sharing of ideas
- secure outstanding opportunities and achievements for all our students

Please refer to the following job description and person specification for further information about this specific role.



Job Description

Post Title	Trust Estates Manager
The Manor Learning Trust (MLT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Purpose: <ul style="list-style-type: none"> To contribute to and lead the implementation of an estates strategy for the Manor Learning Trust Working in partnership with the Principals and their staff in each academy, manage all aspects of the Trust estates to include upkeep, care, maintenance, security, health and safety and facilities management To contribute significantly to refurbishment, expansion and other building advancements in terms of bidding, developing, procuring and implementing building projects 	
1. Responsibilities	
<ul style="list-style-type: none"> Take the lead on planned maintenance and capital investment across the Trust's portfolio, developing a strategic approach to reactive and planned preventative maintenance Provide professional property, facilities and health and safety advice, guidance and management to the Trust and academies and ensure the Trust complies with relevant legislation, regulations and guidance To support the CEO and Business and Finance Director in developing and implementing major capital building projects Develop, manage and monitor the Trust's annual planned capital works maintenance and improvement programmes to ensure effective, timely and efficient implementation Liaising with academy staff, commission and manage external contractors and property professionals e.g. mechanical, electrical, structural engineers, quantity surveyors, building project managers Lead on the development and maintenance of a property and land database for the whole Trust; maintain software containing asset management and property condition information, contract management data and H&S data Undertake maintenance audits and inspections across all academies to ensure the buildings, facilities and premises of the Trust are of a consistently high standard, in good working order and faults and repairs are dealt with promptly and effectively Support Principals in developing and implementing estates performance measurement initiatives that will support the monitoring and reporting of staff performance Prepare specifications, tender documentation, manage tendering processes and external contractors, to ensure value for money and quality solutions for a range of building maintenance, refurbishments, improvements Support the Director of Business and Finance to improve the Trust utilities procurement and energy use strategy Identify opportunities for estates-related, shared services across the Trust Establish effective working relationships with all site teams across the Trust and support Principals in the recruitment, management and supervision of their site staff Support senior managers to maintain a positive culture of health and safety awareness and promotion across the Trust and ensure any risks or safety issues are identified and highlighted in good time Provide an overview and monitor security arrangements for all estates across the Trust; provide advice and guidance as required Support the Central Services Team with academy conversions by undertaking estates due diligence checks prior to conversion, including commissioning detailed condition surveys Any other duties commensurate with the grade as appropriate 	

2. Other duties

- The Estates Manager will have a base academy but at times will be required to support other academies in the Trust with weekly and monthly maintenance procedures and adhoc repairs
- To support the functioning of the Trust's central office with general maintenance duties as required
- To play a full part in the life of the MLT community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To promote an environment that enables all students to realise their potential
- To actively promote its corporate policies and procedures, especially its commitment to safeguarding and health and safety
- To support the Trust's performance management process and undertake appropriate training and CPD as necessary
- To be courteous to colleagues and provide a welcoming environment to visitors
- The post holder will work flexibly to attend Director/Member meetings as scheduled
- The post holder will be required to travel to academies in the Trust for business purposes

This is a new role and it is expected that the duties of the post holder will evolve over time and the job description will be reviewed accordingly.

Person Specification

	Essential	Desirable
Education and Experience	<ul style="list-style-type: none"> • Good standard of education to at least GCSE level or equivalent; with English and maths qualifications at GCSE or equivalent • Substantial experience in estates and facilities management role • Knowledge of Health & Safety regulations relating to estate function • Strong project management experience • Experience of formulating and managing planned maintenance activities • Previous experience of managing contractors • Experience in mechanical, electrical and general building maintenance 	<ul style="list-style-type: none"> • HNC qualification in Building Studies or equivalent professional qualification in estates planning, project management and/or building maintenance and management • IOSHH qualification, or ability and willingness to train and achieve the qualification
Leadership and Skills	<ul style="list-style-type: none"> • Well-developed planning, organisational and budget management skills • Ability to use initiative and problem solving skills • Ability to prioritise and meet deadlines • Ability to communicate effectively (verbally and written) and appropriately with senior managers, other staff, external contacts and agencies • Ability to work independently and within a team • Ability to work within teams to motivate, enthuse, motivate and inspire colleagues • Ability to delegate and hold others to account • Familiarity with Microsoft Office applications and to acquire and update skills as the software packages develop • Possess a full driving licence and have use of a vehicle for business purposes and appropriate insurance 	
Attributes	<ul style="list-style-type: none"> • A flexible, positive and enthusiastic attitude towards the role, duties and hours • Committed to the ethos and aims of the Manor Learning Trust • Committed to creating a safe, positive and inspiring learning environment for all our young people • Sets high expectations of self and others; has a clear view of what high standards and performance looks like 	

What can we offer?

We offer the opportunity to:

- help shape the future direction of our Trust
- create outstanding opportunities and impact positively on the achievements of young people in the communities we serve
- lead highly qualified, motivated and talented staff
- work in an organisation that values colleagues and where there is a genuine belief in the importance of staff well-being
- live and work in a semi-rural location that offers competitive house prices, with outstanding leisure and shopping facilities and excellent transport links to all areas of the country
- join our pension scheme

How to apply

Please complete an application form in full in black ink or type. CVs are not accepted and should not be submitted as part of the application.

Your supporting letter should be no more than 2 sides of A4 and should enhance your application by highlighting the specific skills and experience you could bring to the role; particularly your leadership and management experience in the area of Estates, buildings or facilities.

If you have any questions please contact Sarah Charles, HR Director, in the first instance, on 01933 627032 or email scharles@manorlearningtrust.org.uk.

Please return completed applications to this email address or by post to Manor School Sports College, FAO Sarah Charles, HR Director.

The closing date for this post is 9.00am Monday 2 July 2018.



manorlearningtrust.org.uk

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