



Application Pack

ESTATES OPERATIONS MANAGER



EMMAUS
CATHOLIC ACADEMY TRUST



We would like to take this opportunity to thank you for your interest in the advertised role of Estates Operations Manager with the Central Team. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Estates Operations Manager will contribute significantly to the strategic direction of the CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Central Team and Emmaus CAT headteachers and School Business Manager we are very much looking forward to recruiting an outstanding Estates Operations Manager. The successfully appointed candidate will join our Central Team, working with and supporting our Headteachers in leading their school communities, ensuring that children and pupils get the very best Catholic formation and education for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely



Catherine Anderson
Chair of Directors



Daniel Copley
CSEL/CEO



MISSION

The Diocese provides schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society

VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

We will enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2

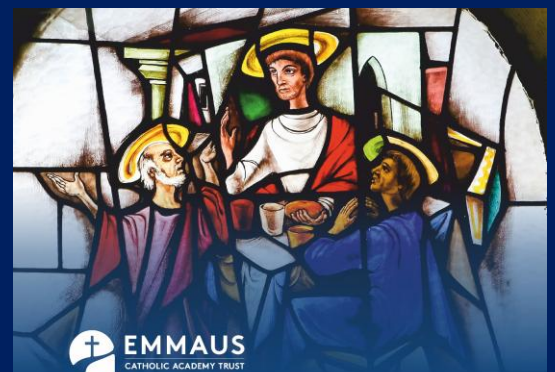
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and
commune with you.
Open our eyes, so we see the signs of your presence around
us;
open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.
Amen.



SALFORD
CATHEDRAL



6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

1) Why do we exist?

Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

2) How do we behave?

Our habitual Virtues are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

Our Vision

To work collegially as a family of great schools, strong in faith, serving society.

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established CAT of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In our CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining our CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.

Emmaus CAT reflects the journey that Jesus made after his resurrection. The Walk to Emmaus offers today's disciples, our whole CAT community, a parallel opportunity to rediscover Christ's presence in our lives, to gain fresh understanding of God's transforming grace, and to form friendships that foster faith and support spiritual development.

We aim to journey together with Christ, to recognise the Lord in our midst and to bear witness to the good news of God in Jesus Christ.



4) How will we succeed?

Our Philosophy – Aligned Autonomy

Our philosophy is aligned autonomy. We are aligned in our mission, vision and virtues as one organisation. We promote autonomy by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of the Emmaus Catholic Academy Trust.

So why then do we retain the term autonomy? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in the Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for the Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned autonomy that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred organisation, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the CAT leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, the CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

Curriculum Knowledge and Academic Rigour

We know our core business. Children and pupils are at the heart of our CAT. Our vision is all focused around children and pupils getting the very best Catholic education and formation. All children are entitled to a rich curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. Our children will leave our schools ready to be of service to society.

Emmaus Talent is Key

At Emmaus CAT we believe talent is key. We want to recruit and retain the best people; leaders, teachers, and staff. We want to ensure we know where our next talented staff are coming from. We fully support and encourage career development opportunities and experiences for our staff. Our talented people are our most significant resource. We want a healthy Catholic organisation where all our staff feel fully valued and excel professionally, personally and in faith.



5) What is most important, right now?

Strategic Priorities–2024/2025

Strategic Focus Area 1:

Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be **strong in faith**.

Strategic Focus Area 2:

Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and **serve society**.

Strategic Focus Area 3:

Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to **serve society**.

Emmaus CAT currently educates approximately 6,050 children, and employs approximately 850 staff.

- St Antony's RC High – 686
- St Anne's RC High – 607
- St Chad's RC Primary – 230 (including Nursery)
- St Matthew's RC High – 1319
- Mount Carmel RC Primary – 455 (including Nursery)
- Holy Family RC Primary School – 214
- St Kentigern's RC Primary School – 454
- St Edward's RC Primary School – 266
- St Mary's RC Primary School – 114
- St Joseph's RC Primary School – 503
- St Francis RC Primary School – 248
- St Stephen's RC Primary School – 410
- St Mary's RC Primary School, Failsworth – 458
- St Patrick's RC Primary School, Oldham – 213
- St Thomas More RC College – 778
- St Dunstan's RC Primary School – 329
- St Margaret Mary's RC Primary School – 342
- St Anne's RC Primary School, Tameside – 227
- St Christopher's RC Primary School – 251
- St Edmund's RC Primary School – 238
- St Patrick's RC Primary School, Manchester – 196
- Our Lady of the Rosary RC Primary School – 235
- St Winifred's RC Primary School – 401
- St Herbert's RC Primary School – 333
- Holy Rosary RC Primary School – 234
- St John Fisher RC Primary School – 246
- English Martyrs RC Primary School – 225
- St Malachy's RC Primary School – 233
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Oldham – 227
- Corpus Christi RC Primary School – 349
- St Anne's RC Primary School, Oldham – 232
- St Teresa's RC Primary School – 162
- St Monica's RC Primary School – 334

With the schools below joining 2025/2026, Emmaus CAT will educate approximately 13,250 children and employ approximately 1,800 staff

- Saint John Henry Newman RC College - 1502

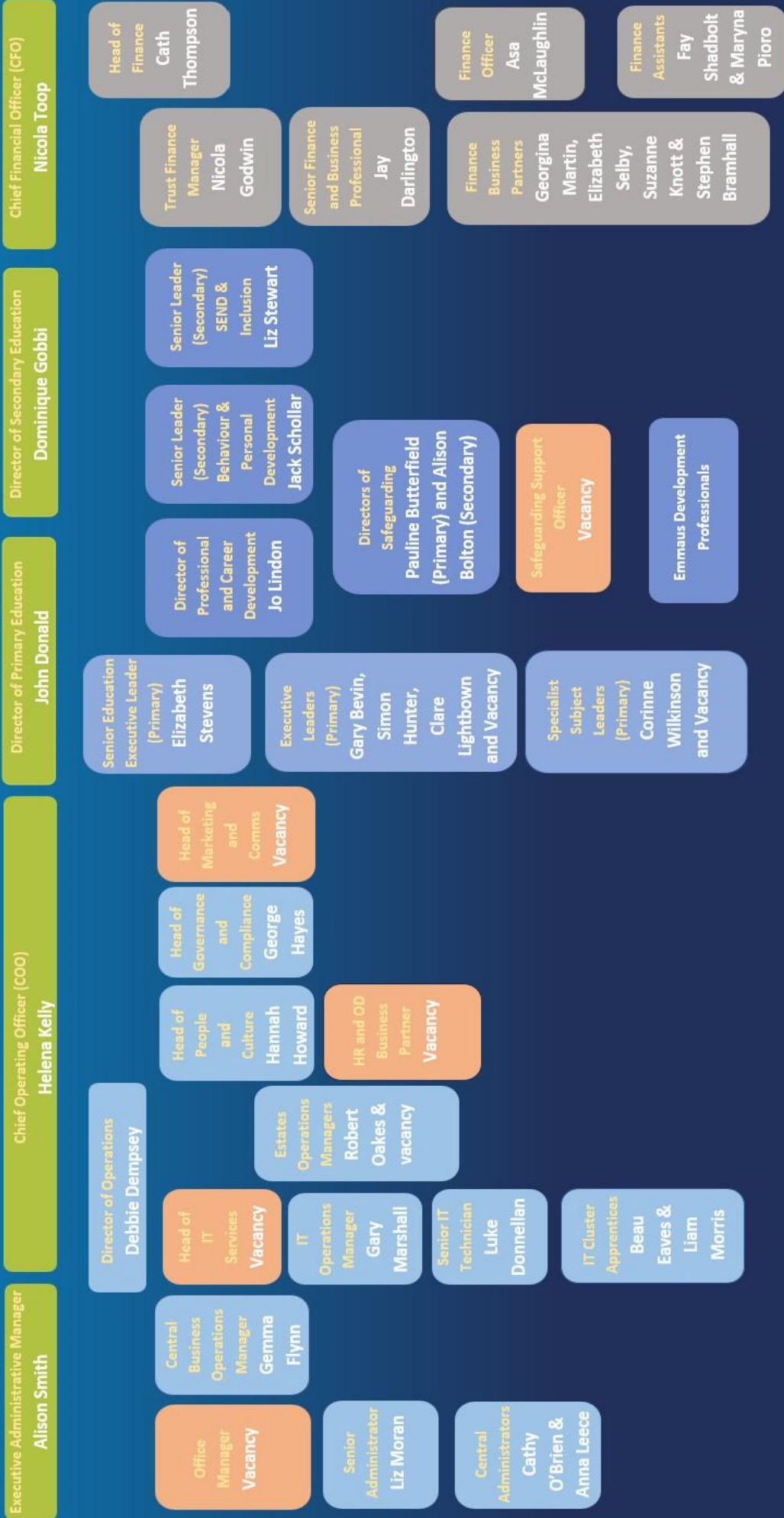


6) Our roles and responsibilities. The Emmaus CAT central team



TRUST CENTRAL 2025 STRUCTURE

Catholic Senior Executive Leader (CSEL/CEO)
Daniel Copley



Estates Operations Manager

Salary: NJC Grade 9 SCP 36 – 40, £45,718 - £49,764

[Local Government Pay award pending]



The Emmaus Catholic Academy Trust is dedicated to providing an outstanding Catholic Education to our children and pupils. We are seeking to expand our central team and appoint an Estates Operations Manager to support our Director of Operations and Estates Team.

As the successful candidate, you will be a humble and credible, outstanding and highly motivated individual who will be a key member of the CAT's Central Team.

This post would be suitable for:

A capable and highly experienced Estates professional who can support the development, maintenance and compliance of the school estate across the CAT and be a leading advocate of our Environment and Estates strategy.

The successful candidate will have previous experience in an estates operations management role, whilst having knowledge of statutory requirements, Computer-Aided Facilities Management systems and Energy Optimisation. Previous experience of working in an educational setting is desirable however, the candidate must have experience of managing a multi-site complex.

The Estates Operations Manager will work collaboratively with our existing Estates Operations Manager to support estates and environment development across our family of schools to enable our CAT to successfully deliver the best education for all our children and pupils.

This is a high-profile role for an inspirational individual. With a flexible and calm approach, you will share best practice across our schools, draw on the talents of staff and build on our many strengths.

Please contact Liz Moran, Senior Administrator via email; liz.moran@emmauscat.com for further details and application form.

Contract/Hours of work: Full-time, 35hrs per week

Permanent, All Year Round

Salary: NJC Grade 9, SCP 36 – 40, £45,718 - £49,764

Location:

Based at the CATs Central Offices in Sale with occasional travel to schools across Greater Manchester.

Our offices are easily accessible from the M60 (J7), the A56 from Manchester City Centre and are within walking distance from the nearest Metrolink Tram station with exceptional amenities.

Line Management:

The Estates Operations Manager will work under the direction of the Director of Operations (DoO) as the Estates team grows, there is potential for the Estates Operations Manager to line manage central estates resources.

Key contacts:

CSEL, COO, CFO, DoO, Directors of Primary and Secondary Education, Headteachers, Emmaus CAT Central Team, CAT Business Managers and Site managers, caretakers, third parties and any other relevant key personnel.

Responsibilities

Working alongside the Estates Operations Manager already in post, CEO, CFO, COO, DoO and Central Team to support our headteachers, leadership teams and school staff.

Closing date for applications: Wednesday 30th April 2025, 9am

Interviews will take place on Friday 9th May 2025 at Jackson House, Sale



Estates Operations Manager

Job Description

The post holder will report directly to the Director of Operations

Main purpose of the role:

The Estates Operations Manager will help to support the strategic and operational delivery of the Emmaus Catholic Academy Trust's long-term vision for its Environment and Estates strategy. The post holder will report to the Director of Operations and will assist with the development, maintenance and compliance of the CAT's estate.

The Estates Operations Manager will be responsible for overseeing all aspects of the Trust's estates which include Health & Safety, planned preventive maintenance and small to medium sized capital projects.

The Estates Operations Manager will work collaboratively with colleagues centrally and in schools to ensure the estate is maintained to the highest of standards. The successful candidate will be responsible for supporting schools in reducing energy consumption through site optimisation visits and ongoing training and development of school teams.

Key responsibilities:

The following is typical of duties the post holder will perform, however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

- Provide support to schools in identifying areas of required improvement, with proposed technical solutions, to ensure compliance.
- Working with schools and the central team to maintain the estate asset management plan and support with lifecycle replacement planning.
- Support schools to develop and implement planned preventive maintenance programs to ensure that the estate remains compliant and maintained to the highest standards.
- Working with schools and the central finance team to ensure suitable estates budgets are in place across all schools.
- Working with the Director of Operations on collating and reporting of energy and carbon usage.
- Supporting all schools on-site and remotely, where possible, in contract review meetings for external service providers within the environment and estate's function.
- Working with schools and external service partners to manage service level agreements including performance management plans, tendering and procurement of new contracts.
- Supporting the Director of Operations in group procurement exercises for new service-level agreements.
- Providing schools with ongoing technical advice and support.
- To maintain oversight and manage, if appropriate, the tendering, implementation and snagging of small to medium-sized capital projects so that they are delivered on time, on budget and value for money.
- Assisting schools in the implementation of and ongoing support of the Trust's CAFM system.
- Supporting schools in the implementation of any trust-wide initiatives, policies and procedures.
- To work closely with School Business Managers and academy Site Managers to ensure the best value and efficiency in all multi-location works.
- Support schools in securing estate improvement grants.
- Provide advice and support to the school site teams and other relevant staff to ensure all statutory servicing and maintenance within their academy is undertaken.
- Support individual schools to ensure the effective management of all other statutory requirements including the Trust's asbestos management plan, Legionella Risk Assessments, COSHH records etc.

- Support the Director of Operations with ongoing capital financial reporting.
- Act as the Emmaus representative at capital project pre-start meetings and ongoing progress meetings where applicable.
- Support the Director of Operations in the implementation of a program of energy optimization throughout the Trusts estate to comply with the DfE Net Zero targets.
- Ensuring ongoing training and development programs are in place for site managers for Building Management Systems.
- Supporting the creation of appropriate Estates policies, standards, processes and procedures to ensure the quality and effectiveness across the CAT.
- Line Management of central estates resources.

Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Occasional travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.

- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding;
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.



General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
Experience or formal qualifications in an area relevant to the role	E
NVQ4, Diploma or equivalent in Building or Facilities Management	D
NEBOSH certificate level or above in general health and safety or fire safety	D
Project Management qualification – PRINCE 2 or similar	D
Evidence of continuous professional and personal development (CPD)	D
Experience	
Experience of the implementation of an Estates Improvement Strategy; ensuring a rolling program of maintenance keeps the estate in good order	E
Experience of conducting energy improvement surveys of the Estates built environment and associated plant and equipment and producing report documents based upon the findings	E
Experience of developing and implementing planned preventive maintenance programs for building fabric, plant and equipment	E
Experience of working with a range of contractors on capital and/or maintenance projects	E
Experience of managing premises in a multi-site group complex organisation	E
Experience working as an Estates Operations Manager in a school or public sector settings	E
Knowledge and understanding of Health and Safety requirements, safe systems of work and standard operating procedures	E
Knowledge and understanding of Building Management Systems, and mechanical and electrical plant	E
Knowledge and understanding of fire life safety systems including working with open and closed protocol systems	E
Experience of CAFM systems operation and implementation in an estate setting	E
Experience of working towards DfE technical building standards	D
Experience of working towards DfE Good Estates Management (GEMs) Framework	D

Experience of working towards the BREEAM framework and standards of sustainability	D
Knowledge and understanding of CDM 2005 regulations and BB100 guidance	D
Experience of creating project scope of works and output requirements	D
Experience of creating, maintaining and quality assuring estates policies, standards, processes and procedures	D
Experience of delivery training to all staff and contractors including the ability to translate health and safety legislation into accessible language	D
Skills and Aptitudes	
The ability to be adaptable and work flexibly across the CAT	E
The ability to demonstrate personal and professional integrity, including modelling values and vision	E
Commitment to promote and support the aims and value partners of Emmaus Catholic Academy Trust	E
Interest in, and commitment to the CAT as a community	E
Commitment to staff development and commitment to multi-disciplinary team working	E
Demonstrate strong communication and stakeholder management skills	E
Confidence to navigate complex contexts creatively and frame decisions to find effective solutions in a fast-paced environment	D
Competent IT skills	E
Ability to line manage technical resources	D
Special Requirements	
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	E
Pre-Employment Health Check	E
An appropriate understanding of child protection and data protection	D
Willingness and ability to travel to schools across the CAT and attend various key events	E
Full driving licence	D



HOW TO APPLY



EMMAUS Catholic Academy Trust
Jackson House, Sibson Road, Sale, M33 7RR

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

X @EmmausCAT

Applications need to be made using the CES application form, available from the [Emmaus CAT website](#).

Closing date: Wednesday 30th April 2025, 9am

We will be shortlisting on Tuesday 6th May 2025 and successful candidates will be informed the following day.

Interviews will take place: Friday 9th May 2025

Please return completed application forms and supporting documents to Liz Moran, Senior Administrator at Emmaus Catholic Academy Trust by email; liz.moran@emmauscat.com

