

## Candidate Briefing Pack

### Cluster Estates Manager: Midlands Secondary Cluster



**George Eliot  
Academy**



Dear Applicant

Welcome to the Midlands Secondary Cluster of United Learning and thank you for your interest in the role. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being (as evidenced by our benefits below), we encourage you to apply.

This is a leadership role in which you would report directly to the Executive Business Manager; it is a fantastic opportunity for you to shape and support the successful futures of our four new academies within the Midlands Secondary Cluster: George Eliot Academy, Hartshill Academy, Heath Lane Academy and Nuneaton Academy.

The four schools are coming together to be four academies as part of United Learning at the end of 2023 to form the 'Midlands Secondary Cluster'. We look to 'cluster' academies to share resources and expertise and to give staff local opportunities to develop further. Whilst there is commitment to nurturing the unique ethos of each school, our common mission in bringing out the 'Best in Everyone' shines through. We aim to offer more to both colleagues and young people than any single school could offer alone.

Strong relationship building and providing outstanding customer service to all stakeholders will be vital for this role. We require a strong and capable leader and manager equipped to provide the level of support and challenge needed for our schools. The role will involve line management; therefore you will need to be able to evidence development in leading your own team to excellence.

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across the wider group and ample opportunities to network; we recognize the powerful impact that collaboration and partnership have on colleagues. The Group's aim is to ensure that the estates, technology, finance, HR, and data support is provided more effectively and efficiently than would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions you may have ahead of submitting your application.

The information below includes information about:

- United Learning
- Our 4 "cluster" of schools
- Job Description/Person Specification
- How to apply

We very much look forward to hearing from you.

Homeira Zakary  
**Principal**  
**George Eliot Academy**

Lorraine Taylor  
**Principal**  
**Hartshill Academy**

Mark Trimingham  
**Principal**  
**Heath Lane Academy**

Mark Dalton  
**Principal**  
**Nuneaton Academy**

## About United Learning

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

## Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ underpinned by our core values:

**AMBITION** – to achieve the best for ourselves and others.

**CONFIDENCE** – to have the courage of our convictions and to take risks in the right cause.

**CREATIVITY** – to imagine possibilities and make them real.

**RESPECT** – for ourselves and others in all that we do.

**ENTHUSIASM** – to seek opportunity, find what is good and pursue talents and interests.

**DETERMINATION** – to overcome obstacles and achieve success.

## Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

- **THE BEST FROM EVERYONE**
- **POWERFUL KNOWLEDGE**
- **EDUCATION WITH CHARACTER**
- **LEADERSHIP IN EVERY ROLE**
- **CONTINUOUS IMPROVEMENT**

## Continuing Professional Development

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out ‘the best from everyone’. You will work closely with your Executive Business Manager to set personal and meaningful development objectives and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities.

## About the Midlands Secondary Cluster (our group of schools)

### George Eliot Academy

George Eliot Academy is a rewarding and professionally stimulating place to work. George Eliot Academy is a mixed secondary school where pupils feel a real sense of belonging and there is a culture of mutual respect. We are passionate about our vision to develop successful pupils who are independent, well-rounded, behave well and with integrity and live happy and fulfilled lives.

Our Ofsted Good (September 2021) academy vision is “we aim for excellence and improve pupils’ achievement, through an inclusive academic culture based on high aspirations and expectations. Our excellent daily practices embed our culture of kindness, gratitude and hard work; our STAR values and family ethos shape the character of our pupils.” If you share our vision and would like to work in our close knit and family-orientated school, we would be delighted to hear from you.

Our offer:

- You will be working in an academy that “....places kindness alongside ambition in the values it promotes” (Ofsted 2021)
- You will be working within an experienced, ambitious, forward thinking and highly effective team
- You will have the opportunity to work collaboratively with other United Learning schools
- We will support your ongoing continuing professional development
- You will be fully supported by your colleagues within the school to ensure you have the tools to deliver success and reduce your workload

### Hartshill Academy

Hartshill Academy is a 11-16 comprehensive school on the edge of Nuneaton in North Warwickshire. Hartshill Academy has a strong sense of community in its staff and in the community it serves. At Hartshill Academy we have high expectations of ourselves. We practice kindness and gratitude every day. Our HART values of Heart, Ambition, Respect and Tenacity underpin everything we do. We take time to reflect on our HART values and how we can develop each day. We want to ensure we are always challenging ourselves to be even better today than yesterday. We strive to practice perfect in everything we do. We know that our daily practices become our habits, our habits become our character and our character is who we are.

This is a very exciting time for Hartshill Academy as we prepare for the move to our new building in November 2023. We are very fortunate to be one of the 50 schools chosen nationally as part of this project and we are all looking forward to the new opportunities this will bring.

Hartshill is just at the beginning of the next stage of its journey. We will ensure that every Hartshill Academy pupil has the opportunity to develop their HART values, their knowledge and their understanding of their subjects but also of all the wonderful opportunities available to them. We want every pupil to have the knowledge, skills and qualifications to be able to make informed decisions about their future. A future where they can be confident and successful individuals who in turn can make a positive contribution to their community and the lives of those around them.

### Heath Lane Academy

Heath Lane Academy offers a vibrant, caring and aspirational learning environment for the young people of our community.

Our mission is to 'develop good people' and we pride ourselves on the high expectations we have of our students in everything that we do. Our school has improved significantly in recent years and our pupil numbers continue to grow as a result. Our school culture, based on our values of Work Hard, Be Kind and Be Respectful, demands that students are well behaved and demonstrate a positive attitude to their education. Students and staff understand that our strong culture gives our students the best possible chance to be successful in their lives and make a positive contribution to our community and wider society.

We prioritise academic success for all of our students and we are excited to be joining United Learning Trust, one of the most successful Trusts in the country. We deliver an aspirational knowledge rich curriculum which is designed and implemented to ensure all of our students 'graduate' to aspirational destinations. Our staff work collaboratively to innovate and plan exciting and inspiring learning, enabling our students to leave Heath Lane Academy with a lifelong love of learning.

We are passionate about our students learning beyond the classroom to develop a holistic education and strong character. These opportunities include volunteering in our community, Sports, Art, Drama, Music and much more.

Our school is proud to be at the centre of our community and our dedicated staff work incredibly hard to serve our young people for the benefit of our community. The quality of what we can offer can be judged by coming to visit us and seeing for yourselves.

### Nuneaton Academy

The Nuneaton Academy is committed to providing the best possible education for our young people, through high quality teaching and learning and excellent pastoral support.

We deliver an academically rich curriculum in modern state of the art school facilities. We believe that all pupils benefit from an ambitious and stretching curriculum, full of knowledge. We clearly define the key knowledge that our pupils will acquire in all pupils and we share this with them so that they can check their understanding, revise and prepare for the next topic. Our curriculum is structured carefully from year 7 right through to Year 11 so that pupils are constantly exposed to new knowledge during their time with us, whilst also revisiting knowledge to ensure that it is retained and built upon.

Staff at the Nuneaton Academy work tirelessly to ensure that lessons are well planned and provide effective feedback to pupils on what they need to do to make more progress in their learning. The main aim for us is to ensure that our pupils have high expectations and aspirations for the future, and in delivering this we are committed to provide good advice, guidance and pastoral support to ensure that they are happy and prepared for the world beyond school.

## Job Description – Cluster Estates Manager

**Directly reporting to:** Executive Business Manager

**Indirectly reporting to:** Principals

**Responsible for:** School based Estates Staff

### Overall Job Purpose:

- To provide a comprehensive support service to Nuneaton Academy, Hartshill Academy, George Elliot Academy and Heath Lane Academy including leading on health and safety for the schools.
- To work with the Senior Leadership Teams to ensure that all estate-related matters are dealt with in an effective and consistent manner, providing services, advice and guidance regarding policy and industry best practice.
- To support the EBM in ensuring that the estate is safe, well maintained, and where relevant, competent contractors engaged to provide services.

### Key responsibilities:

- Being responsible for the operational management and day to day deployment of the premises team that support the Academies.
- Being responsible for the strategic direction of estates across the Cluster including preparing Building Development Plans with Central Office to define capital priorities.
- Line management responsibility for all Premises Support staff, including preparing and maintaining duty rosters where relevant, providing appropriate guidance and supervision, assisting in the training and development of staff as appropriate and performance management.
- Supporting the adoption and review of all premises and health and safety related policies.
- To ensure value for money across the Cluster wherever possible, including Cluster wide contracts for sites and premises where applicable.
- Act as a Key holder and maintain the key register.

### Qualifications and Experience

- Educated to degree level or equivalent.
- English and Mathematics GCSE or equivalent
- Experience of working in a site manager role or similar
- Technical expertise for the role
- Highly self-motivated with the ability to work independently and effectively.
- Exemplary communication skills.
- Excellent letter and report writing skills.
- Excellent attention to detail and presentation.
- Ability to use own initiative and to respond to changes proactively and positively.

## Specific Duties

**This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling across the Site Teams rather than restrictive.**

### Health and Safety

- Actively monitor Academy and United Learning legal responsibilities for health and safety developing relevant health and safety procedures and ensure that all staff are aware of and follow appropriate practice, to maintain safe working environments.
- Arrange for regular inspections in line with legal requirements for all relevant areas of compliance pertaining to the estate, for example fire safety inspection.
- Complete the IOSH Managing Safely course
- Ensure all Academies have an appropriate accident reporting system in accordance with legislative requirements.
- In liaison with senior leaders investigate site related accidents and incidents and prepare reports as required. Assess and respond immediately to health and safety hazards.
- In liaison with senior leaders play an active role in fire evacuation duties. Act as a fire warden and lead the team of officers.
- Ensure that policies and procedures for the team are regularly reviewed and put into effect.
- Carry out risk assessments (preparation and review) and maintain a record of COSHH assessments and monitor any new hazardous substances being brought into the Academy schools.
- Act as Health and Safety lead for the schools including preparation of reports to central office and the Local Governing Board.

### Estates On-site and Help Desk Support

- Implement an online helpdesk for estates queries.
- Ensure that the online helpdesk is managed, and jobs reviewed, actioned, and cleared in a timely manner. Analysis of the support logs to produce detailed management reports and help plan future support service developments as required.
- Give appropriate advice based on school policies or, where not available, best practice.

### Site and Building Specific Responsibilities

- In liaison with the EBM manage, prepare, and regularly review a planned preventative maintenance schedule for the building and grounds and ensure that repairs are properly and promptly carried out.
- Maintain processes to ensure that all school buildings and grounds are secure, reporting breaches of security and ensuring that any resultant damage is repaired, or fault rectified properly and promptly.
- Manage any portering and administrative duties required.
- Oversee relevant health and safety regulations and codes of practice for visitors including contractors.
- Ensuring that the Academy's systems and procedures are up to date with the latest legislation.

### **Vehicle management**

- Ensure that vehicles are managed and maintained in line with guidance.
- Manage the online vehicle booking system to ensure that vehicles are available to support teaching and learning needs.
- Maintain a register of approved drivers including arranging training where required.
- Ensure annual review of mandated driver forms is up to date.

### **Asset Management Procedure**

- Manage the creation of an accurate inventory of all physical assets.
- Ensuring all assets are disposed of, in agreement and signed off by a member of Senior Management.
- Create and manage a system which identifies loaned equipment and when returned.

### **Continuity, Maintenance and Security**

- In partnership with the EBM, maintain and regularly review business continuity and disaster recovery plans.
- Implement and monitor appropriate physical security systems to protect each Academy.
- Maintain the CCTV service and review periodically to ensure that the needs of the school are being met and the service complies with GDPR legislation.
- Act as the lead for CCTV queries.
- Maintain a register of key holders.

### **Lettings**

- Working with the Finance Assistant, overseeing the booking of rooms, halls and equipment and their set up.
- Periodically review options for enhancing the lettings offer and tariffs.
- Review access arrangements to ensure site is secure.

### **Cleaning**

- Provide line management and guidance to cleaning staff.
- Ensure cleaners are appropriately trained in accordance with best practice.
- Monitor and ensure all school buildings and grounds are cleaned to agreed standards and specifications, including responding promptly to issues raised.
- Maintain a rota for staff which allows for seasonal deep cleans of all areas.

### **Internal Support Arrangements and External Contracts**

- Report on and monitor progress against agreed service levels (both internal and external).
- Act as the principal point of contact for contractual issues with regard to premises related contracts such as those for grounds maintenance, plant maintenance and CCTV/alarm/door access. Arrange regular meetings with company management to discuss performance and any matters of concern.

- Assess needs and recommend external and internal support arrangements and contracts required to deliver an effective estates support service in the Academies, for hard and soft services.
- Undertake an annual review of all operations contracts to secure ongoing value for money.
- Work with other academies in the cluster to secure a list of preferred providers at negotiated rates.

### **Strategy and Planning**

- Have an overall view of the capabilities of the Academies' services and contribute to continuous improvement to meet future needs.
- Work with the EBM to draft a 5-year capital programme to address backlog maintenance and also support the School Development Plan
- Plan for major developments of the Estate and project manage their implementation.
- Prepare and monitor planned and preventative maintenance schedules for each site in line with United Learning policies.
- Help implement Academy quality procedures and adhere to those.

### **Budget and People Management**

- Manage the allocated operational and capital budgets.
- Manage all projects in a cost effective and timely manner and to a high standard using available resources e.g., finance, other internal departments, and external contractors where necessary.
- Understand and interpret the appropriateness of national, ULT and local framework contracts.
- Adhere to the United Learning procurement policy and other relevant policies.
- Constantly review activities to identify possible cost saving opportunities on each site.

### **General**

- Advise senior staff and governors on current and future legislative issues/developments that will impact on the estate.
- Negotiate with suppliers.
- Document systems and procedures.
- Actively seek to maintain and extend expertise in appropriate areas, including health and safety and legislative areas affecting the premises activities.
- Regularly access key estates and education web sites to keep abreast of changes and development that will affect the Estate and inform others as appropriate.
- Adhere to Academy and United Learning policies.

### **Professional Responsibilities**

#### **Performance Development**

- Take part in the Academies performance development programme by participating in training and professional development including personal development.
- Actively engage in the Performance Management Review process.

## OTHER DUTIES

The post holder may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.**

## Cluster Estates Manager Person Specification

App – Application Form

Int – Interview

	Essential	Desirable	Method of Assessment*
<b>EDUCATION/QUALIFICATIONS</b>			
GCSE English and Mathematics or equivalent	✓		App
Educated to degree level or equivalent	✓		App
Possess a full valid UK driving license	✓		App
A record of Continuing Professional Development activities	✓		App
First Aid Qualification		✓	App
<b>KNOWLEDGE AND EXPERIENCE</b>			
Experience of site manager role or similar	✓		App/Int
Technical expertise required for the job function	✓		App/Int
Demonstrable experience of working in a customer facing role and delivering excellent standards of service	✓		Int
Excellent letter and report writing skills	✓		App/Int
Supervisory experience	✓		App/Int
Working in an educational environment		✓	App
Effective budget management and managing contract services		✓	App/Int
Able to understand and apply regulations e.g. health and safety (health and safety qualification) and completing risk assessments	✓		App/Int

Ability to understand everyday issues relating to the post, identify faults, be proactive, and impart knowledge to other team members	✓		Int
<b>SKILLS, BEHAVIOUR AND QUALITIES</b>			
Excellent written and verbal communication and interpersonal skills	✓		App/Int
Time Management, work planning, duty assignment, rotas, to include prioritising own work as well as the teams' workload, able to carry out general handyman tasks, being flexible in working practices	✓		
Ability to understand everyday issues relating to the post, identify faults, be proactive, and impart knowledge to other team members	✓		
Excellent attention to detail and presentation	✓		App/Int
Ability to use own initiative and to respond to changes proactively and positively	✓		Int
High level of confidentiality always required.	✓		Int
Ability to lead and work as part of a team	✓		Int
Tactful and diplomatic when dealing with sensitive matters	✓		Int
Leads positively by example and can inspire and motivate others with passion and energy	✓		Int
Ability to be flexible where necessary, including out of hours working, weekend work when asked and any other reasonable times	✓		Int

## How to Apply

Please complete an online covering letter (you will be prompted to do so after completing your profile) explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

The deadline for receipt of applications is **9am on Thursday 30<sup>th</sup> November 2023**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post, therefore *we encourage you to apply as soon as possible*.

### Further information

We encourage informal discussions regarding the role. If you are unsure about the role, have more questions please email Deputy Director of Estates Fay Hayward ([fay.hayward@unitedlearning.org.uk](mailto:fay.hayward@unitedlearning.org.uk)) or the HR Business Partner ([jo.molyneux@unitedlearning.org.uk](mailto:jo.molyneux@unitedlearning.org.uk)). If you would like to visit one of the schools before applying, please contact Business Manager ([josh.riley@midlandat.co.uk](mailto:josh.riley@midlandat.co.uk)).

### Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

- **Location:** You will split your time between the four schools as required but there will also be opportunities to work from home each week.
- **Working hours:** Monday to Friday, 37.5 hours per week. The hours are to be negotiated, dependent on the individual's circumstances, but generally we would look to cover the hours of 08:00 – 16:30 with an hour unpaid for lunch. We are open to requests for flexible or part-time working.
- **Start date:** As soon as possible.
- **Starting salary:** £47,000 - £50,000 p.a. - This is negotiable and dependent on your skillset and previous experience.
- **Ill Health Pay:** Our Policy allows for a five-year sliding qualification period, at the end of which, you will be entitled to full pay for 50 working days and half pay for 50 working days.
- **Pension Scheme:** You are eligible to be a member of the Local Government Pension Scheme which currently has a 19% employer contribution.

In addition to the above, we are also committed to providing exciting employee benefits, for example a Cycle 2 Work Scheme and a Car Lease Scheme. We also give you access to Perkbox; a scheme that offers a huge range of perks including discounts and meaningful resources, for example workout videos and sleep stories; a scheme designed to add value to every lifestyle.