



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

Trust Estates Manager





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WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do, and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO

HEAD OF EDUCATION - PRIMARY



We put the quality of education at the core of our vision. Our school improvement strategies provide an excellent framework to deliver a truly broad, balanced and inclusive curriculum with an emphasis on co-curricular activities such as Arts, Music and Sports from age 2 to 18. We believe that every child is a powerful learner.

We are a progressive Trust with an excellent track record of Primary school improvement across our portfolio of 8 schools, 7 of which are Primary schools.

We have strong models of Primary school improvement alongside high-quality implementation and delivery. We have proven able to deliver high standards of education, systematically, through excellent improvement practice that incorporates knowledge building, evidence-informed professional development, and the creation of communities of improvement.



As a successful Trust we deploy the expertise of specialist primary teachers and leaders across our schools to ensure maximum impact.

The goal is for every member of staff, in every classroom to be as **good as they can be** in what they teach (the curriculum) and how they teach (pedagogy), e.g., paired planning time with subject/ teaching expert to develop teacher confidence and pedagogy.

Coaching conversations with teachers/ leaders so that developments come directly from them to motivate and signpost independent improvements through self-study documents such as WALKTHRUS and external courses. This will allow capacity to be enhanced so that teachers can then improve each other and hone/ innovate practice. Once practice is embedded and impactful, we would look to develop leaders of these areas externally to innovate and lead future practice in their school and more widely across the Trust.

We are constantly refining the way we support, challenge, and improve our schools. At the heart of our approach is first-class teaching.

Rob Darling – Head of Education, Primary

ABOUT THE ROLE

Post Title	Trust Estates Manager
Salary Range	Support staff Grade 7 £36,648 - £43,421
Reporting to	Headteacher
Status	Full time, fixed term until 31 st Augst 2025
Flexibility	Flexible hours available

Job Purpose:

- To be an integral part of the executive management team, working with the Head of Operations, to deliver professional and accountable property related services on behalf of the Trust
- To manage the Trust's estate assets, overseeing services, infrastructures and developments through capital investment, planned or responsive maintenance
- To manage and oversee all property related projects and compliances, either through the coordination of professional teams, developments of tendered documentation, appointment of contractor or specialist service provider, or through the Trust's in-house direct maintenance resources
- To manage and coordinate environmental planning, projects and monitoring as part of



the Trust's wider policy with a focus on Environment and Education.

Main Duties and Responsibilities:

- Work closely with the Head of Operations and other senior members of staff as appropriate, to ensure that a qualitative and coordinated Estates and Environmental service is provided across the Trust, to internal, external and other stakeholders.
- Play an active role as a member of the Trust's Executive Team
- To have direct line management responsibilities for the Trust's Health and Safety Manager
- To develop planned maintenance strategies, best practice and environmental initiatives and capital development works in accordance with Trust policies, plans and strategies. Take an active role in team meetings and provide regular updates on progress and initiatives
- Lead, manage and coordinate property and environmental related projects, for the implementation of capital initiatives, planned maintenance strategies, service contracts or responsive best practice maintenance, whilst following the Trust's procurements and safety procedures
- Implement regular reviews of contract documentation and procedure including service level agreements (SLA's). Write and develop technical specifications for contractor activity or projects, individually and in conjunction with other managers/consultants. Develop record drawings as required and maintain the existing Health and Safety files, to ensure accurate and up to date records are available.
- Keep up to date with Regulations and legislation that affect the estate and/or environmental services
- Develop, review and maintain safety policy compliance relating to contractors, including safe working procedures for contractors or specialist service providers. Develop, review and maintain compliance of risk assessments and method statements for task or projected related activity for both external contract appointment or internal direct labour.
- Ensure the service records are maintained on all activities to demonstrate best practice for cyclical maintenance, statutory compliance with Trust policies and procedures including audit transparency.
- Coordinate and manage day to day responsive works through the Every system by liaison with the other site service personnel, to enable clear communication, work processes, acknowledgements and recording of activities within SLA's. Monitor and report regularly on performance against SLA's.
- Coordinate and manage external contractors to carry out building works and specialist services. Manage contractors to ensure they provide all relevant procedural and safety documentation and have received induction training before work commences. Ensure contractors are aware and comply with current Trust policies and current legislation.
- Ensure that statutory compliances, including but not exclusively for, insurance inspections, gas and boiler safety, water hygiene, electrical systems, air conditioning, DEC.EPC, asbestos, planning and building control, CDM, BREEAM, environmental and sustainability requirements, Health and Safety etc. are carried out and monitored.
- Ensure there is clear communication as necessary to ensure that estate teams, Headteachers and other relevant personnel understand the timescale and implications



of any works required/requested. Develop working briefs for each project, to enable understanding and agreement. Develop or obtain feasibilities and costed options for projects or budget planning.

- Work closely with the estate team on energy and environmental projects and promote all areas of sustainability. Manage projects and initiatives for environmental development and improvements
- Be aware and liaise with National or Regional bodies for environmental initiatives and funding opportunities
- Take the lead on sustainable procurement for goods and services
- Take a leading role in developing the Trust's policy on Environmental and sustainable initiatives
- Coordinate and write reports on utilities consumption, energy conservation, carbon reduction planning, air quality, waste management and renewable technologies.
- Comply with all relevant Health and Safety policies, Trust regulations and help to ensure that a safe working environment is provided for all staff and contractors at Trust sites.
- To ensure effective and responsive emergency repair contracts and procedures are in place for all staff and contractors at all Trust sites.
- Coordinate training and development for staff, within your management responsibility, to ensure they have the competence and safety awareness to undertake building maintenance activities
- Carry out performance management reviews on staff within your management responsibility

Other Responsibilities:

- Attend IET and school meetings where appropriate.
- Comply with and assist with the development of policies and procedures across IET.
- Be aware of and ensure equal opportunities for all.
- Contribute to the development and implementation of the vision and values of IET.
- Develop constructive relationships and communicate with other agencies/professionals.
- Take responsibility for your own ongoing personal development and growth of expertise.
- Participate in training and other learning activities and appraisal as required.
- Train and develop other employees, for proper succession planning and risk management.
- Other duties as required by the HOO/CEO within the scope of this post.
- To act as a sounding board and critical friend to the HOO, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism.

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training



- Familiarises themselves with Keeping Children Safe in Education part 1 (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- Carries out any other duties as directed by the Head of Estates that are within the scope, purpose, and spirit of the role
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate



ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is an Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.



Inspire Education Trust

Together we achieve, individually we grow

We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

Inspire Education Trust is made up of 8 schools.

- Arley Primary School, New Arley, Warwickshire (2024)
- Blue Coat Church of England School & Music College, Stoke, Coventry (2020)
- Clifford Bridge Academy, Binley, Coventry (2015)
- Frederick Bird Primary School, Hillfields, Coventry (2024)
- Hearsall Community Academy, Earlsdon, Coventry (2017)
- Stockingford Academy, Nuneaton, Warwickshire (2019)
- Walsgrave Church of England Academy, Walsgrave, Coventry (2015)
- Whittle Academy, Walsgrave, Coventry (2015)

Our Trust Motto encapsulates the beliefs and ideals of our family of schools.

"Together we achieve, individually we grow"

OUR TRUST

- Arley Primary Academy
- Blue Coat Church of England School & Music College
- Clifford Bridge Academy
- Frederick Bird Academy
- Hearsall Community Academy
- Stockingford Academy
- Walsgrave Church of England Academy
- Whittle Academy

KEY FACTS AT A GLANCE

7 PRIMARIES & 1 SECONDARY

MIXED MAT – 2 CHURCH OF ENGLAND SCHOOLS

3,800 PUPILS AS OF JAN 2024

709 STAFF

OPERATING OVER 2 LOCAL AUTHORITIES



OUR VISION

To be the educator and employer of choice, with a first-class education that empowers pupils to flourish, grow and achieve. Where pupils matter to us as much as their academic success and with staff who are valued, supported, and developed. Together, we will live life in all its fullness.

This Vision sets the aspiration for everything we do.

For Our Pupils and Students

- ✓ where all Pupils are valued, respected and experience success
- ✓ where who they are matters as much as their academic achievement
- ✓ where children are encouraged to reach their potential, both academically and socially
- ✓ where we provide a wide range of opportunities / something for everyone
- ✓ where learning is fun
- ✓ where they experience care with high expectations

For Our Staff

an organisation:

- ✓ which prides itself in high quality CPD
- ✓ where staff receive every support to be the best they can be
- ✓ where we endeavour to promote from within, with cross MAT appointments
- ✓ where we try to support staff in achieving a work life balance
- ✓ where all staff are valued, respected and can experience success
- ✓ where people feel supported and want to work
- ✓ where they experience care with high expectations

For Our Parents and Communities

schools where:

- ✓ they are made to feel welcome
- ✓ their ideas are valued
- ✓ we work in partnership
- ✓ they are involved in their children's education
- ✓ where they receive care with high expectations

All our academies have their distinctive vision celebrating the communities they serve.

OUR SCHOOL'S VISION

ARLEY PRIMARY ACADEMY	BLUE COAT SCHOOL	CLIFFORD BRIDGE ACADEMY	FREDERICK BIRD ACADEMY	HEARSALL COMMUNITY ACADEMY	STOCKINGFORD ACADEMY	WALSGRAVE ACADEMY	WHITTLE ACADEMY
							
New beginnings, endless possibilities	Living life in all it's fullness.	See you at the top	Aspire and achieve	Reach your true potential	Nuturing hearts, Inspiring Minds, Shaping Futures.	Together we thrive	Soaring Beyond What We Imagine Possible



OUR VALUES

Our values drive our behaviours, decision making and ambitions:

Inclusive: We celebrate diversity and difference. All are valued as members of our community knowing they belong.

Nurture: We promote positive wellbeing, so all feel safe, cared for and enabled to thrive.

Servanthood: We considerately put the needs of others before our own, recognising that in serving each other we serve all.

Partnership: We work collaboratively, recognising we achieve more together than on our own.

Integrity: We are open, honest and have strong moral principles which we use to guide us.

Respect: We show care, consideration, and courtesy for ourselves and all around us.

Excellence: We always strive to be better in order to become first class in all we do





STAFF WELLBEING & SUPPORT 'THE LITTLE THINGS'

At Inspire Education Trust, we are committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. Our trust leaders aspire that all colleagues are fit, well and content at work. Some of the little but important things we give back to staff are listed below; new ideas are always welcome.



External coffee van visits site for staff use



Flexible and generous approach to family appointments, children's events, nativities, sports days etc



Support for new staff starters who join Inspire Education Trust (e.g buddy pairing)



Opportunities for staff to get involved in sport and physical activity



An annual flu jab for all staff available upon request each winter.



Opportunities for career development always considered



Calendars regularly reviewed with staff workload in mind



Measured approach to lesson drop-ins



No Student or class data collected for data's sake



Staff marking & workload group to guide and develop policy



Prayer and worship time across our CofE schools



Communications protocol which promotes a healthy work life balance



8 free external counselling sessions for all staff



Cycle to work scheme



PPA time designed to promote a healthy work life balance



Approachable Senior Leadership Teams



Dedicated classroom wherever possible for all teaching staff



Staff social events (e.g staff quiz)



Free Wellbeing App Subscription



Staff wellbeing champion network of support



Time off available for staff wellbeing



EAP (Employee Assistance Programme) - Health Assured



Staff wellbeing integral to the appraisal process.



Employer pension contributions of 23% + for teaching and support staff.



Enhanced paternity leave for all staff - 1 week at full pay and 1 week at Statutory Paternity Pay



Generous holiday allowance for all year-round support staff (28 days annual leave, plus 8 bank holidays. Increasing to 33 days after 5 years of service)



Gym and fitness membership discount through partnership with CV-Life (Leisure Company based in the West Midlands)



Access to trained mental health first aiders for all staff



PERSON SPECIFICATION – Trust Estates Manager

		Essential	Desirable
Education and Qualifications	Relevant degree in Estate Management, Facilities Management, Building Surveying, or a related field		✓
	GCSE Grade C/4 or above in English and Mathematics	✓	
	Full clean driving licence		✓
	Professional qualification in a relevant field (e.g., MRICS, IWFM, C&G)		✓
Experience	Significant experience in estate or facilities management.	✓	
	Proven experience in managing property-related projects, maintenance, and compliance.	✓	
	Experience in developing and implementing planned maintenance strategies.	✓	
	Experience in an educational environment.		✓
	Experience with environmental and sustainability projects.		✓
	Experience in managing Health and Safety in a complex estate environment.		✓
Skills and Knowledge	Strong project management skills, with the ability to coordinate multiple projects and teams.	✓	
	Excellent communication skills, both written and verbal, with the ability to communicate complex information to various stakeholders	✓	
	Ability to develop technical specifications and write comprehensive reports.	✓	
	Strong analytical and problem-solving skills	✓	
	Ability to manage budgets and control costs effectively.	✓	
	Strong leadership and team management skills.	✓	
	In-depth knowledge of property management, building regulations, and compliance requirements (e.g., Health and Safety, CDM, BREEAM).	✓	
	Up-to-date knowledge of regulations and legislation affecting estate and environmental services.	✓	
	Knowledge of sustainable procurement practices.		✓
	Ability to liaise with National or Regional bodies for environmental initiatives and funding opportunities.		✓



	Understanding of environmental monitoring and reporting.		✓
	Knowledge of Trust policies and procedures.		✓
	Proficiency in using estate management software (e.g., Every system).		✓
Personal Qualities	High standards of personal integrity, loyalty, discretion, and professionalism.	✓	
	Ability to work effectively as part of an executive management team	✓	
	Strong commitment to promoting equality and diversity.	✓	
	Proactive and self-motivated with a commitment to achieving high standards.	✓	
	Commitment to personal ongoing development and growth of expertise.		✓
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children	✓	
	Awareness of the key safeguarding processes in a school		✓
	Understanding of the requirements of Keeping Children Safe in Education		✓
Professional Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training	✓	



MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the Tes website.

The closing date for applications is 9.00 am on Monday 8th July 2024.

Applicants are advised to contact kelly.tuck@ietrust.org if they wish to organise a visit to the school/s.

Shortlisting will take place w/c 08/07/2024 and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview on Tuesday 16th July 2024.

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting Kelly Tuck – HR Officer – kelly.tuck@ietrust.org.

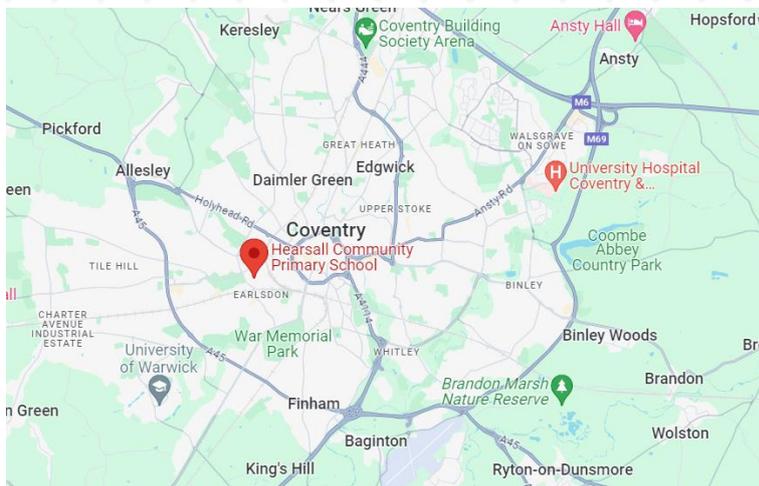
We look forward to hearing from you.





HOW TO FIND US

If you arrange a visit or are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Hearsall Community Academy.



ADDRESS

Hearsall Community Academy
Kingston Road
Coventry
CV5 6LR

A 5-minute drive from Coventry Rail Station, and a 5-minute drive from Coventry city centre.

PARKING

We do not have on-site parking, however being in a residential area the roads surrounding Hearsall Community Academy will have spaces available, which you can park in. See below for guidance.





FREQUENTLY ASKED QUESTIONS?



How do I apply for a vacancy at Inspire?

All applications must be received electronically via our TES page. CVs may be accepted but will not replace the application form.

Top tips for writing my application for Inspire?

Complete the application form as thoroughly as possible, providing comprehensive information about your past employment, training, and any gaps in employment, from leaving school, until the present day. Emphasize your alignment with the Person Specification criteria in your supporting statement, elaborating on why you believe you are the best candidate for the job.

How does shortlisting work?

'Blind' shortlisting is carried out by a panel of staff who will judge the applications based on how closely they match the criteria from the person specification. By 'blind' we do not divulge to the shortlisting panel, certain sensitive information about candidates' protected characteristics.

When will my referees be contacted?

Following KCSIE guidance, we will seek to obtain references for all shortlisted candidates, before the interview. This allows any concerns raised to be explored further with the referee and taken up with the candidate at the interview. With effect of 1st September 2022, following further guidance from KCSIE, there will also be an online search as an additional pre-employment check at this stage. Referees will not be contacted if candidates have not given permission.

How will I be contacted if I am successful?

Successful candidates will be contacted by email after the closing date to invite them to interview with the date, time, and location of the interview. At this stage, you will also be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children.



Whilst we endeavour to inform all candidates of their application outcome, If you have not heard from us within 2 weeks of the closing date, please assume you have not been successful on this occasion.

What is involved in the interview process?

All of our interviews consist of formal, competency-based questions. Additionally, for teaching roles, there will be a lesson observation, and for other key roles, there may be an assessment task (e.g. a presentation, administrative task, data analysis task etc). You will receive information on your invite to interview email which will detail the specifics of the task and what we would like you to prepare in advance.

You will also be asked to bring in proof of identity documents to satisfy a DBS check and qualification certificates, relevant to the role.

Candidates who have a disability or any other needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the selection process.

Is there an onboarding process?

We have an extensive onboarding and induction program which will take you through exactly what to expect before you start your new role, by the end of your first day, by the end of your first week, and by the end of your first month. You will also find important information to online safeguarding training sessions you will be required to complete during your induction.

Is there a probation period?

Yes, there is a probation period of 6 months for support staff. This provides an opportunity for us to put in place a structured plan of CPD and support for new colleagues.



STAFF TESTIMONIALS

Taken from our 2023 staff wellbeing survey

"I work with a wonderful team of colleagues who are supportive and will make themselves available when needed to debrief etc. I feel very blessed that my line manager in particular is very supportive and understanding and takes into consideration any presenting factors which could potentially impact on my wellbeing and workload."



"I find that generally my wellbeing and work-life balance is good. I find that SLT are very supportive of my department and I can talk to other people I work with about any issues. I appreciate that any time there are parents evenings, there is not CPD on a Monday evening. I also like that we have been given other training days as days off, such as September 1st."

"I feel well supported in my role. In particular with regard to flexible working and ad-hoc childcare needs which used to be a big cause of anxiety for me."



"Employee support program is good and helpful to manage life inside and outside school."

"I think the school and Trust does a lot to support wellbeing and workload."

"Wellbeing champions and their supportive work of the staff has been excellent and would continue to help the continual wellbeing of staff. The coffee van is also an excellent little pick-me-up when it's on site."

"The work of the wellbeing champions. It is much appreciated!"

"Deputy head actively shows support, always makes sure we feel seen and heard and checks in regularly to make sure everything is going OK. "





"My Head has been incredibly supportive of my wellbeing and is always willing to stop and listen when I am in need of someone to talk to if things become overwhelming. They have supported with helping to make my workload manageable so I can have a better work life balance. I am really grateful for that. It makes a huge difference."

"I feel our SLT are really approachable and understanding. I think they do a great job at just listening and supporting where needed."



"I feel always cared for by school. It is a really lovely nurturing caring place to work."

"I am very happy at work, I look forward to coming in and the things put in place by the trust after the last survey such as the coffee van visits have made a massive improvement to the enjoyment we collectively have at work."

"I am very happy in my place of work. I feel issues are listened to and management support them as best they can. Thank you."

"I love working at my school! Although it's crazy busy we always work together as a team to support each other. I am always thanked by my direct leadership at the end of each day."



RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST



Inspire Education Trust

Together we achieve, individually we grow

Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contact details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

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 facebook.com/ietrust

 instagram.com/inspire.education.trust

 twitter.com/inspireedtrust

 linkedin.com/company/inspire-education-trust

 tiktok.com/@ietrust



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