



Bourne
Education
Trust



Transforming schools... changing lives

Estates Project Manager

Application pack

Bourne Education Trust



Welcome to **BOURNE EDUCATION TRUST**

I would like to express our appreciation for your interest in joining our team. We are pleased that you are considering a role with us and are excited about the possibility of welcoming someone with your experience, passion, and potential to help shape the learning environments across our schools.

At Bourne Education Trust, we believe that the quality of our school estates plays a critical role in delivering exceptional education. Our team is committed to enhancing and sustaining learning environments that empower students and staff to thrive. As a Project Manager, you will be at the heart of this vision helping lead capital projects, drive sustainability initiatives, and ensure we meet the highest standards of safety, quality, and value for money.

Our Trust-wide priorities digital innovation, environmental sustainability, and social equity are interwoven into every area of our work. As part of our Estates & Procurement team, you'll work collaboratively with school leaders, external partners, and central services, supported by a strong culture of shared values and professional development.

The Project Manager role is dynamic and varied, requiring strategic thinking, strong organisational skills, and a proactive approach to navigating challenges and delivering results. It is ideal for someone who thrives in a mission driven environment and is passionate about making a meaningful impact.

We hope that the job description and accompanying materials give you a clear insight into the scope of the role and our ambitions as a Trust. Should you wish to explore the opportunity further, we warmly encourage you to submit an application or reach out for an informal discussion.

We look forward to learning more about you and how your skills and experience align with the needs of this exciting role. Thank you once again for considering Bourne Education Trust as your next professional step.



A handwritten signature in black ink that reads "CHayes".

Claire Hayes
Estates Director



Why choose **BOURNE EDUCATION TRUST?**



✓ **Generous workplace pension**

Local Government Pension Scheme for colleagues (Employer contribution 18.9%)



✓ **Generous holiday entitlement**

We offer 26 days annual leave, plus bank holidays taking your total to **34 days paid leave**



✓ **CPD & Recognition Policies**

Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



✓ **Work-life balance**

Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



✓ **Health and wellbeing support**

24/7 online GP access, Employee Assistance Programme (EAP), free online fitness classes, free flu **vaccinations** and eye tests, **cycle to work** scheme and occupational sick pay



✓ **Staff benefits platform**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



✓ **Free parking**

Free on-site parking is available





Job description

ROLE INFORMATION

Job title: Estates Project Manager

Location: Addlestone, Surrey (regular travel to other school sites is required)

Contract: Permanent, full time (36 hours per week, 52 weeks per annum)

Salary: Surrey Pay Scale 9-10, £40,296 - £49,588

Responsible to: Head of Estates

ROLE PURPOSE

To support the key senior executives of Bourne Education Trust in providing an effective, compliant, and professional procurement and estates management service to the Trust and its constituent schools.





MAIN DUTIES AND RESPONSIBILITIES

To be responsible for:

- Contributing to the Trust-wide long and short-term estates plans and individual estate development plans for each academy.
- Working in partnership with the Head of Estates on the implementation of these plans within the Trust to deliver the objectives for each individual academy and the Trust as a whole.
- The planning, implementation and management of designated centrally and school funded capital projects in conjunction with the Trust's property consultants and key school staff, including the monitoring of consultants and contractors, paying particular attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety, safeguarding and ensuring that value for money can be evidenced in all awarded contracts.
- Implementation of the Trust's Sustainability plan across the estate. Delivering projects relating to sustainability and decarbonisation.
- Consulting with key stakeholders, updating on progress of capital projects.
- Identifying and mitigating project risks.
- Developing and maintaining the trust asset management plan.
- Leading and supporting various estate procurement opportunities and managing the procurement process in line with Academy Trust Handbook and current Procurement Act 2023.

Health and safety:

- Demonstrate a solid understanding of Construction, Design and Management regulations, Health and Safety Executive and Building Control requirements.
- Contribute to the Trust-wide Health & Safety Policy and its implementation.
- Supporting the efficient use of the Trust CAFM across all schools, and being a system master-user.
- Ensure self and colleagues comply with health & safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the well-being of others and develops a positive risk management culture within the Trust.





Budgets and reporting:

- Be responsible for the financial management of assigned capital project budgets, ensuring all are expended in accordance with the requirements of the Trust's Financial Management Manual and Academy Trust Handbook
- Work with the Trust finance team to ensure a strong oversight of individual school estate budgets, and support the budget setting process annually
- Prepare reports for the Head of Estates, BET Finance and relevant external bodies (e.g. Health & Safety Executive, DfE) in all areas relating to the role, as and when required.

Other:

- All leaders in the Trust are expected to contribute to the effective running of the organisation and therefore may be asked to undertake tasks or roles outside their job description commensurate with their level of seniority, skills and/or knowledge.

Person specification

KEY SKILLS REQUIRED:

ESSENTIAL KEY SKILLS

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of children
- Degree or equivalent experience in a project management environment
- Evidence of continued professional development
- Good working knowledge of Microsoft Office 365 applications including strong Excel skills.
- Ability to communicate clearly and effectively both orally and in writing with a range of people at all levels.
- Ability to think strategically and have good decision-making skills.
- Excellent organisational skills and attention to detail.
- Ability to work well under pressure, often to tight deadlines with excellent personal resilience.
- Have a flexible and positive approach to work.
- Ability to work on own initiative and prioritise effectively a varied and demanding workload.





ESSENTIAL KEY SKILLS (CONTINUED)

- Maintain confidentiality.
- Demonstrable experience of coordinating projects in complex and challenging environments.
- An ability to work as part of a team.
- Willingness to share expertise and skills with others.
- Ability to maintain appropriate adult/student boundaries.
- Ability to relate effectively to and earn the confidence of all stakeholders.
- Demonstrate and promote commitment to equal opportunities.
- Be committed to ongoing professional development.
- Willingness to contribute to the overall ethos/work/aims of the Trust.
- To follow Trust policies & procedures especially those relating to Child Protection & Safeguarding.
- To carry out any other tasks as reasonably requested by the CEO or his/her representative.
- Ability to travel to schools across all regions will be required.

DESIRABLE KEY SKILLS

- Project management experience within Education, Not for Profit or Public Sector industries/organisations.
- A qualification in health and safety management (IOSH/NEBOSH) /or significant management experience of health and safety





PERSONAL QUALITIES

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.

YOUR APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **3rd October 2025**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.





Application process



APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact careers@bourne.education





SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



[Click to visit our website for more information](#)

Bourne Education Trust



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