

St Oscar Romero Catholic Academy Trust



Estates Manager

Candidate Information Pack



www.OscarRomero.co.uk



St Oscar Romero Catholic Academy Trust is recruiting:

ESTATES MANAGER

Contract Length: Permanent

Salary Range: £63,966 - £74,802

Location: Flexible. The nature of work will largely involve the post-holder carrying out work at different schools within the Trust. There is also a Head office at Shirley Court, Croydon, CR9 5AS.

Accountable to: Chief Operating Officer

We are looking for an exceptional individual to join the Central Services team at St Oscar Romero Catholic Academy Trust, as our Estates Manager. We currently have four secondary schools and twelve primary schools. We are a growing Trust and are supported by the Archdiocese of Southwark to grow to thirty-five schools over the next three to five years.

The Estates Manager will play a crucial role in the strategic leadership of Trust-wide estates and site development, health and safety and compliance across the trust. We are seeking an individual who possesses not only exceptional knowledge of these areas and acumen but also a passion for fostering a positive and innovative environment where both students and staff can thrive. Our Catholic ethos and mission is at the heart of everything we do and we expect candidates to share and embrace those values.

The ideal candidate will:

- Have extensive previous experience of working across multiple sites, developing and implementing estates strategy through development and management of asset management plans
- Have experience of working on school estates, and an understanding of relevant requirements in terms of Annual Land and buildings Collection Tools and Capital spend Survey
- Extensive experience of Health and Safety, with previous experience of Health and Safety management across multiple sites
- Experience of procuring suppliers and project managing the supply and implementation of capital projects
- Align to the mission, vision and values of St Oscar Romero and the Diocese.

In return we offer:

- The opportunity to work within a highly skilled and supportive team.
- A commitment to continue with national pay, terms and conditions.
- Access to the generous Local Government Pension Scheme.
- Staff benefits, including a cycle to work scheme.
- Opportunities for personal and professional growth and access to our Training Portal
- The opportunity to join a growing Trust.

Closing date: 9am. Monday 6th July

Interview date: week of 13th July

Start date: To be agreed

Please also see the Annual report and Financial Statement booklet and further information on our website:

www.OscarRomero.co.uk

Advert

Welcome from Clare Verga, Chief Executive Officer St Oscar Romero Catholic Academy Trust



Dear Prospective Colleague,

Thank you for your interest in the role Estates Manager at St Oscar Romero Catholic Academy Trust and for taking the time to consider this exciting opportunity.

As Chief Executive Officer, I am honoured to have the privilege to serve our school communities and work alongside dedicated and inspiring colleagues. Our focus is on enhancing the opportunities that Trust membership delivers to each distinctive school community. Through collaboration, partnership, support and challenge, we strengthen the capacity of individual schools to serve as beacons of learning and love.

A group of sixteen schools, we are made up of four secondaries and twelve primaries. We are on an exciting journey. A journey of growth that has as its goal, our determination to provide the young people in our schools the very best that Catholic education has to offer. Sponsored by the Archdiocese of Southwark, the development of our Trust is key to our Archbishop's education strategy for the future. As such, we are growing our Trust to become a group of thirty-five Catholic schools over the next three to five years.

Our commitment is guided by the teachings of Christ and His Church. We care for, support and educate our children and young people to the highest possible standards. Our schools are inclusive and are driven by a passion to do the very best for every child and young people in our care. Every day we strive to add value to our schools to ensure they are vibrant, exciting, welcoming places, so our children and young people learn, grow and flourish.

Information about the role can be found in this candidate information pack and further information about the Trust can be found in the Annual report and Financial Statements booklet. If you would like to arrange a visit to meet our Chief Operating Officer at our Central Services office or have a telephone appointment to discuss the role, please contact our COO – Penny Pemberton by email at ppemberton@oscarromero.co.uk

Completed applications should be submitted by 9.00am on Monday 6th July. Interviews are set for the week beginning 13th July.

We hope this exciting opportunity and joining our Trust is of interest to you and we look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Clare Verga'.

Clare Verga
Chief Executive officer
St Oscar Romero Catholic Academy Trust





Estates Manager

Accountable to: Chief Operating Officer

Post Type: Permanent

Salary: Highly competitive + benefits

Working Pattern: Full time

Location: The role will be based at our Head office at Shirley Court, Coloma School, but will involve carrying out work at different schools within the Trust, across South East London.

Disclosure Level: Enhanced DBS

Purpose:

To develop, implement and manage a comprehensive Trust Estates Strategy (3-5 year plan) ensuring compliance, efficiency, commitment to sustainability and improving energy efficiency.

Lead and maintain a detailed Trust-wide Asset Management Strategy, including the asset register and condition database

Lead annual condition surveys and ensure alignment with DfE Good Estates Management for Schools (GEMS) principles

Be responsible for Health and Safety Compliance and Management across the Trust.

Act as the Trust's principal authority and adviser on estates, compliance and capital planning

Build a consistent, high quality estates service that supports schools now and as the Trust continues to expand.

Job Description:

Duties that may be carried out in this role include, but are not limited to:

Health and Safety

- To maintain oversight of Health & safety across the Trust Estate, acting as the Trust's Health & Safety Co-Ordinator for Construction Design Management projects, Asbestos Control Manager, lead on fire safety and Legionella Control Manager
- To carry out an annual review to determine that the Trust properly discharges its duties under its own health & safety policy; the health & safety at work act; COSHH regulations; and any other statute, regulation or directive.
- To develop, implement and communicate policies, procedures and processes concerning Health and Safety (including risk/emergency management).
- To promote and monitor safe working practices within the Trust and to provide regular reports to the COO, CEO and Trustees where required.
- To actively monitor developments and changes in legislation in respect of Health and Safety requirements and advise on appropriate action as required.
- To oversee the training provision for all staff as required on health and safety matters, to include first aid and fire safety.
- To oversee the training provision for all staff as required on health and safety matters, to include first aid and fire safety
- To carry out H&S audits, prepare termly updates and annual H&S reports for Trust Board

Estates and Facilities

-
- To have Trust wide responsibility for the creation, development and implementation of an Estate Management Plan; ensuring a rolling programme of maintenance keeps the estate in good order.
- Completion of the annual Land & Buildings Collection Tool and Capital Spend Survey
- To ensure through audit that condition of schools is documented and inputs into the Asset Management plan
- To support the schools in implementing a Trust wide compliance system and condition surveys and tracking
- To carry out risk assessments and ensure all documentation is in place including but not limited to; pregnancy, DSE, working at heights etc.
- To write bids, maintain oversight and manage if appropriate, the tendering, implementation and snagging of all capital projects so that they are delivered on time, on budget and are value for money.
- To work alongside the COO to ensure that SCA is applied strategically, in line with need and the Trust Estates Strategy
- To ensure that orders placed for approved site works/services are in accordance with approved policies, procedures, specifications, timescales and that the work is supervised and completed satisfactorily.
- To maintain oversight of the security of Trust Estates including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- To manage the oversight of approved contractors and suppliers to the Trust.
- To work closely with school site staff to ensure best value and efficiency across the estate.
- To manage the Trust asset inventory
- To support the COO in maximising opportunities to bid for additional capital funding that supports the Trust ambitions.
- To work alongside the COO on the procurement of best value for money contracts.
- To perform due diligence on schools prior to joining the Trust to assess condition.

Compliance Assurance

- To ensure that compliance control systems in Estates, Facilities Management and Health & Safety are managed effectively.
- To ensure there are accurate and up-to-date information/records / reports relating to the areas of Estates, Facilities Management and Health & Safety including accident reporting and first aid.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines when necessary and reviewing progress on action taken.
- To undertake relevant due diligence activity appropriate for the remit of the role.

Finance

- To own and maintain the estates risk register, ensuring that risks are identified, mitigated and escalated in line with the Trust Governance arrangements.
- To monitor premises related to capital spend and support the prioritisation of capital spending across the estate in line with trust policy
- To ensure best value is achieved in premises related expenditure, obtaining quotes for services and repair work required in line with the Trust's financial procedures and ensuring that all premises related service providers are meeting their contractual obligations
- Review and update the Trust's asset management plan regularly and formally on an annual basis in line with the Trust's financial procedures.
- Work with external auditors and CFO to confirm year end position with SCA and DFC

General responsibilities

- Manage and ensure compliance with the policies, ethos and aims of the Trust, as well as the policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection.
- Alert the school leadership and the CEO where there are serious concerns in any school of any nature.
- Take personal responsibility for integrity, propriety and regularity in the management of public funds and in the day-to-day operations of the organisation.
- Attend staff meetings and training courses, conferences, seminars or other meetings, as required by own training needs and the needs of the Trust.
- Any other duties commensurate with a leader senior as directed by the COO or other Senior Leadership Team members.
- The duties and responsibilities in this job description are indicative and may vary over time. The role has been established on this basis.

Safeguarding Children

- The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. We also expect full compliance with all statutory policies and procedures on safeguarding and child protection.

Confidentiality

- We expect all staff ensure that confidentiality is maintained and work in line with agreed Trust policies and protocols. Staff are also expected to maintain statutory responsibilities e.g. Data Protection and Freedom of Information.

General

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. Undertaking any other duties which may be reasonably assigned and regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.
- The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with the CEO and Directors.

Person Specification

Training and Qualifications	Essential	Desirable
NEBOSH General Certificate (or equivalent) in Health & Safety	Y	
A recognised professional qualification in a related area.	Y	
Membership of a professional body related to the post.		Y
Project Management Qualification e.g. PRINCE2, APM)		Y
Faith Commitment	Essential	Desirable
Practicing Catholic.		Y
Understanding of Catholic values and empathy working for the Catholic church.	Y	
Experience and Knowledge	Essential	Desirable
Significant experience managing estates and facilities across a multi site organisation, ideally within education or the public sector	Y	
Demonstrable experience leading estates-related statutory compliance including fire safety, asbestos management, legionella, gas and electrical safety.	Y	
Experience of estates or facilities project management.	Y	
Significant facilities management experience in a similar role	Y	
Experience in Health & Safety management, operations and responsibilities including COSHH, RIDDOR etc	Y	
Experience of working with a range of contractors on capital and/ or maintenance projects	Y	
Experience of designing and managing a rolling programme of maintenance	Y	
Experience of delivering capital projects across multiple sites	Y	
Practical building or maintenance skills		Y
Experience planning, procuring and delivering capital works and maintenance programmes, balancing cost, quality and operational continuity.	Y	
Experience within a multi-academy trust, local authority, NHS or similarly regulated environment.	Y	
Experience contributing to sustainability or energy-reduction initiatives.		Y
Strong knowledge of estates-related legislation, compliance and risk management.	Y	
Strong financial and commercial awareness, including procurement and contract management.	Y	
Other Skills	Essential	Desirable
Ability to communicate at all levels both verbally and written.	Y	
Ability to relate to and communicate with a wide range of people (staff, external contractors, stakeholders etc.) with a calm and courteous manner	Y	
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	Y	
Resilience and perspective		
Problem solving and analytical approach.	Y	
Excellent interpersonal skills, the ability to develop and maintain effective relationships, and to work collaboratively.	Y	
Ability to travel around the Trust area through the use of own vehicle, and a clean full driving license.	Y	



How to apply:

The deadline for receipt of applications is **9am Monday 6th July**

If you would like to arrange a visit or have a or have a telephone appointment to discuss the role with Penny Pemberton, Chief Operating Officer, please contact Penny on ppemberton@oscarromero.co.uk

Applicants should complete the Catholic Education Service Leadership form, available in supporting documents. Please use the personal statement in your application form to demonstrate how you meet the person specification, with evidence provided wherever possible of outcomes and positive impact.

Candidates will be shortlisted on how well they demonstrate the knowledge, skills and attributes set out in the job description and person specification.

Completed forms should be submitted to: HR@OscarRomero.co.uk Should you have any queries please contact HR on 0207 202 8199.

Shortlisted candidates will be invited to interview in the week commencing on 13th July.

The interview process will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the role. Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout the day.

Safeguarding: St Oscar Romero Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory shortlisting and pre-employment checks, including an Enhanced DBS check

St Oscar Romero Catholic Academy Trust

