



The Collegiate Trust  
Exceptional Education for All



## ESTATES MANAGER

The Collegiate Trust  
Central Team



Application Pack

# The Collegiate Trust

## Central Team



Role Location	TCT schools across Croydon and Crawley – with office based at Riddlesdown Collegiate and some flexible working from home		
Salary/Grade	P40 (£50,570pa) – P44 (£54,629pa)		
Details	1 year fixed contract (in the first instance)	Full-time (36 hours per week)	52 weeks per year (including 25 days paid annual leave plus bank holidays)
Start date	September 2025 (or sooner)		
Application Closing Date	9:00am, 14 <sup>th</sup> July 2025		

### A message from the CEO

Thank you for your interest in joining *The Collegiate Trust (TCT)*. I hope that this information pack will help you to learn more about our fantastic family of schools and that you are excited by the prospect of joining us.

*The Collegiate Trust* is a dynamic place to work. Our mission is to collaborate to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 9 schools with c.7000 pupils and 1000 employees. We take our responsibility as an employer very seriously, always striving to do best by our staff and focusing on wellbeing, development and achievement.

Please do not hesitate to get in touch for an informal discussion if you feel that this role and our Trust may be right for you. We would be delighted to receive your application.

Yours sincerely

Mr Soumick Dey  
Chief Executive Officer



## Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits – please click [here](#) to see more details.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our approach to Performance Development ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

We are an inclusive and supportive Trust who understands that our employees have commitments beyond work. We have a generous approach to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us!

## An introduction to the role

We are looking to appoint a highly effective communicator with excellent interpersonal skills to provide effective management of our Trust's estate. The *Estates Manager* will be responsible for the safe and efficient management, operation and development of all Trust sites, related functions and resources. In addition, the postholder will provide support for leaders and managers across the Trust, providing expert advice in estates management and overseeing the work of our school-based Facilities Managers.

This role provides an outstanding opportunity for a developing leader with high quality experience in estates management to make a significant impact by developing our estates and ensuring that the learning environments in our schools facilitate the delivery of an exceptional education for all. The successful candidate will have the ability to make things happen and will be able to demonstrate a track record of impactful estates management and oversight of facilities, together with an understanding of how to effectively deliver capital projects.

A working knowledge of schools and school systems would be an advantage, but is not essential. This post might suit a School Business Manager or an Estates Manager working on one site, possibly outside of education, looking for greater responsibility in a multi-site organisation. The role has the benefit of membership of the Local Government Pension Scheme.

We would be delighted to receive an application from you if, upon consideration, you feel that this role and our Trust may be right for you. If you have any queries or would like an informal discussion about the role, please contact the CEO, Soumick Dey, via his Executive Assistant [Priya.Chandran@tct-academies.org](mailto:Priya.Chandran@tct-academies.org).

# About The Collegiate Trust

## “Exceptional Education for All”

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 9 schools. The new addition of a further secondary school in 2025 has brought our Trust to c.7000 pupils and c.1000 employees.

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Body (LGB) to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Our strong culture of ambition is focussed clearly on **PEOPLE** and **LEARNING**. We ensure that the best interests of all those in our communities are always at the heart of our decision-making.

The work of *The Collegiate Trust* is informed by our core values of **Ambition** and **Collaboration** leading to the intended outcomes of **Achievement** and **Enjoyment**.

There are three particular themes that drive our work and can be described as our *keys to success*:

**Partnership** – We work hard to cultivate strong professional relationships with each other, with our pupils, with their families and the wider community as we see this as the foundation on which our Trust is built.

**Progress** – To us, progress means much more than academic improvement. We place a great focus on personal and professional growth for all members of our community and it is this emphasis on continuous improvement that enables our pupils to fulfil their potential.

**Preparation** – Whether for the next stage of education, for work or for a future that is uncertain, it is our view that the prime purpose of school is to prepare young people for the rest of their lives. It is our intention to prepare all pupils to achieve their goals and to go on to enjoy happy and successful futures.



You can find out more information about our Trust on our website:

<https://tct-academies.org/>

# What will I be doing?

## Job Description and Details

<b>Contract:</b>	Fixed Term for 1 year (in the first instance), Full Time
<b>Salary:</b>	P40 (£50,570pa) – P44 (£54,629pa)
<b>Hours:</b>	36 hours per week, 52 weeks per year (plus 25 days paid annual leave and bank holidays).
<b>Location:</b>	TCT schools across Croydon and Crawley – office based at Riddlesdown Collegiate and some flexible working from home
<b>Reporting to:</b>	Chief Finance Officer

### Main Responsibilities

### Resource Management

- To be responsible for the management of asbestos across all trust sites.
- Identify the need, and be responsible for, securing appropriate licences, warranties and insurance.
- Lead on the development of estate and facilities related policies and procedures.
- Identify, develop, monitor and evaluate key performance indicators and methodologies relating to the condition and cleanliness of Trust buildings and grounds.
- Take a leading role within the Trust for the development and implementation of a Trust premises and site maintenance and repairs programme.
- Ensure planned maintenance activities are completed on schedule and within budget, and that urgent repairs are completed within approved timescales, so that the Trust environment is safe, comfortable and fully functional.
- Ensure maintenance schedules meet contractual warranty and insurance requirements.
- Manage estates and facilities budgets, obtaining best value and in accordance with Trust financial control systems and procedures.
- Be responsible for monitoring the quality and specification compliance of the cleaning and catering services to include liaising with the contracted service providers and/or direct management and supervision of Trust staff delivering such services.
- Procure goods and services in relation to estates and facilities functions across Trust sites.
- Review and make recommendations to the Trust with regard to the Trust's energy supplies.
- In conjunction with school Facilities Managers, be responsible for the use of the Trust estate outside of core hours including site security and safety, income generation.

### Premises Development and Project Management

- Effective management and delivery of all projects on Trust sites including tendering and appointment of contractors, taking responsibility for the temporary realignment of service provision while works are in progress.
- Draw up outline specifications for estate development projects; seeking tenders, including the submission of planning applications and compliance with building regulations. Liaising with contractors, architects and design teams.
- Act as the Trust's representative at design team/contractor meetings and report back as necessary.

### Health and Safety

- To be responsible for managing all aspects of health and safety matters within the Trust including risk assessments, health and safety policy, fire safety and emergency planning.

- Responsible for the development, implementation, monitoring and evaluation of Trust health and safety plans to ensure legal compliance, including health and safety, strategic development and staff training.
- Ensure general and specific risk assessments are carried out and recorded in line with all health and safety requirements and that a culture of positive risk management is embedded across all areas.
- The undertaking of Health and Safety audits across all areas of the Trust.
- Liaising with designated personnel within Trust sites that are responsible for aspects of Health and Safety and ensuring that their documentation is up to date.
- Risk and COSHH Assessments.

### **Fire and Security**

- Ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated.
- Be responsible for the development and management of appropriate measures for the security of the Trusts sites and buildings and the prevention of theft or damage to Trust property.

The above is not an exhaustive list, and the successful applicant may be required to carry out additional duties as required by the role.

## Why am I right for this job?

We know that some applicants may not entirely meet all elements of the Person Specification but may still make an excellent addition to our team by bringing additional skills and experiences that add value to the role. If you think your skills and experience, make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria. The notes below indicate whether a particular element is essential for you to be considered.

### Person Specification

Qualifications	Notes
Educated to degree level or professional qualification relevant to the management of support services in a complex organisation	Essential
NEBOSH National General Certificate	Desirable
Experience	
Experience in estates management dealing with the full breadth of estates matters, including dealing with third parties	Essential
Experience of current legislation and best practice with regards to estates	Essential
Knowledge and understanding of building systems/construction methods and experience managing refurbishment works and consultants	Essential
Knowledge and understanding of Health & Safety procedures	Essential
Experience of working in a dynamic workplace environment, managing complex change and development	Essential
Experience of effective management of a significant budget	Essential
Skills & Attributes	
Excellent interpersonal and communication skills with the ability to communicate effectively orally and in writing at all levels	Essential
Ability to develop strong working relationships with staff at all levels, including leading others	Essential
Ability to plan and organise time, resources and projects exceptionally well	Essential
Ability to manage a complex and varied workload	Essential
Ability to analyse and interpret complex information and prepare/deliver briefings and reports	Essential
Ability to research and prepare materials to a high standard	Essential
Ability to negotiate and consult fairly	Essential
Ability to work on own initiative and problem solve	Essential
Ability to meet tight, conflicting deadlines when required, whilst maintaining attention to detail	Essential
Willingness to work flexibly	Essential
Committed to safeguarding and promoting the welfare of children and young people	Essential

All our staff MUST be able to fulfil to following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)

## How to apply

If you feel that this role and our Trust may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, identifying clearly how you meet the Person Specification.

## Safeguarding Statement

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the school's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974, and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent", unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Please note that if you are added to a Barred List then it is against the law to work, apply for work or volunteer in Regulated Activity with children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service (DBS)*. Appointment will be dependent upon further health, safeguarding and attendance checks.