



Astrea Academy Trust

INSPIRING BEYOND MEASURE

ESTATES AND PROJECTS MANAGER

CANDIDATE PACK



Open Letter from our CEO

Dear Candidate,

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage. Our academies are based across South Yorkshire and Cambridgeshire, often in areas which have experienced generationally poor educational opportunities. Our role is to change that. We want to play our part in the social regeneration of these areas.

We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve.

With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality, but our sense of what defines us is still evolving. With this in mind, we are looking for leaders who:

Want to be part of our journey to outstanding, shaping our vision, and helping us to unlock the collective power of our system. If you're a solo flyer, our Trust is not for you.

Share our commitment to an inclusive, aspirational and academic education for all pupils.

Believe that in a Multi-Academy Trust, the whole is greater than the sum of the parts and that it is our collective responsibility to get the best outcomes for all our pupils.

Bring expertise, aspiration, courage, and a collegial approach. We are brave for our communities and we welcome challenge and ambition.

Are authentic, visible and driven.

Bring an academic perspective to their work, supported by well-researched, well-evidenced approaches that make us think and push the trust's practice forwards

Want our schools to be joyful places to learn, underpinned by expert teaching, brilliant curriculum, broad opportunities for learning and excellent consistent behaviour in every classroom.

For our part, we commit to challenging you, inspiring you, supporting your development and giving you access to leadership opportunities not only within your own school, but also across our Trust as your role develops.

Best Wishes

Rowena Hackwood

CEO at Astrea Academy Trust



Job Description

JOB TITLE:
Estates and Projects Manager

REPORTING TO:
Deputy Head of Estates

SALARY RANGE:
Level 4, £29,925 - £36,925

ACTUAL SALARY IF PRO RATA:
N/A

CONTRACT TYPE:
Permanent

WORKING PATTERN:
Full Time, 37.5 Hrs per week



Role Description

Purpose

Our Estates and Projects Manager will provide support to the Estates team, in either a projects or advisory capacity, to ensure the service delivered to the Trust is of the highest standard and all advice given is correct in line with legislation. Our Estates and Project Managers support on projects throughout our 27 schools and work directly with the Deputy Head of Estates.

The Estates team are responsible for our schools in South Yorkshire and Cambridgeshire regions. You will be predominantly South Yorkshire based, however, travel to Cambridgeshire will be required as and when necessary.

Main Duties and Responsibilities

Projects:

- Support day to day management of capital projects from inception to their completion.
- Establish project teams with stakeholders as required including central staff, consultants and academies to deliver specific projects to a defined quality, on time and in budget.
- Chair assigned project meetings to deliver projects within allocated budget.
- Being accountable for the delivery of all site-wide construction activities, through the supervision of all packages, and relevant consultants and contractors.
- Support Head of Estates and team in ensuring that Astrea's assets comply with legal and regulatory standards, so that our Academies are a safe place to learn, work and visit.
- Responsibility for project initiation documents, financial appraisals, programmes and risk registers. This includes the delivery of progress reports for the Head of Estates and Senior Leadership Team.
- Support Head of Estates in strategic development of Astrea's sustainability agenda.

- Liaise frequently with key stakeholders including contractors, architects, consultants and other members of specific project teams.
- Liaison with Deputy Head of Estates on the smaller Estate Management led capital projects.

Estates:

- Support the Head of Estates and team with the day-to-day management of contracts, including building compliance, cleaning, catering, grounds, utilities.
- Ensure value for money when procuring / tendering for service agreements.
- Work with the Health and Safety Manager in the delivery of compliance and statutory servicing within the Trust.
- To ensure that Asset information and servicing records are maintained and up to date on the Asset management plan.
- To ensure the Estates function is auditable at all times.
- To manage and maintain a high-quality service whilst providing excellent lines of communication between managers, team leaders and trade workers.
- To effectively manage and organise any reactive repairs identified, ensuring compliance with all relevant statutory, employment, health and safety legislation and Trust policies/procedures.
- Contribute towards the continuous improvement of the service, including the creation of new processes and procedures that will streamline working practices and enhance the trusts experience.
- Support Estates teams locally in the academies in maintaining high levels of quality and compliance. This includes the mentorship of school estates staff.

Person Specification

Main Duties and Responsibilities continued

- Complete site inspections to identify defects to protect the assets and ensure high standards of maintained throughout the Trust.
- Managing and leading change to ensure minimum disruption to core activities.
- To maintain, monitor and develop an effective record system for all aspects of maintenance and repair of premises equipment.
- Assist with the support of cleaning and security procedures and processes within the Trust.
- Ensure Trust systems are being used and support implementation where required.
- Support Deputy Head of Estates in building reporting mechanisms for the team and portfolio.
- Assist with basic maintenance within the schools.

Experience, Skills and Knowledge

- Ability to prioritise and work to deadlines with a 'can do' attitude and willing to learn.
- Highly organised with excellent attention to detail.
- Educated to GCSE C Grade or equivalent in English and Maths.
- Excellent interpersonal and communication skills be that written or oral.
- Ability, to understand, implement and regularly check and record compliance.
- Leadership experience highly desirable.
- Ability to work on own initiative, and as part of a team.
- IT skills including databases, MS Excel, Word, PowerPoint.
- Maintenance experience is desirable, with relevant skills and practical knowledge required.
- Previous experience in Estates desirable, but not essential.
- Project management skills and qualifications desirable.

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

