



RECRUITMENT PACK



Accord
MULTI ACADEMY TRUST

DEAR APPLICANT

Thank you for your interest in the very important post of Director of Estates for the Accord Multi Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for the position.

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy. The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our vision is underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

This is an exciting time in our development, as we continue to work tirelessly to provide world class education for young people within our community. In our infancy, the Trust has secured a strong foundation on which to build, consolidating the important structures necessary for growth, development, innovation and sustained improvement. These foundations have been underpinned by strong collaboration between all leaders across each of our academies, and this has been instrumental in allowing us to meet the many challenges in education in a coherent, co-ordinated and effective way.

Working together as a team has clearly made us stronger, and the support and challenge of each other has enriched each of our academies and the Trust.

As a Trust we are fully committed to investing in our staff, and as an employee you will have access to high quality professional development through formal programmes of CPD. As part of your role you will have the opportunity to support the shaping of professional development and to work alongside a range of senior leaders, Headteachers / Principals and with the CEO. The Trust would also be extremely keen to provide support to access recognised national professional qualifications.

As Director of Estates, you will be joining an extremely ambitious organisation, we are therefore looking for a highly experience professional to join our team who can play a key role in shaping the strategic development and management of all Trust buildings and facilities to ensure a safe and secure environment for learning.

It is a real privilege to work alongside such a talented body of professionals working tirelessly to provide the best opportunities for young people across the Trust, and if you feel that you have the vision, drive and energy to support and contribute to the Trust's further development, then we would like to hear from you.

Yours sincerely,



Alan Warboys
Chief Executive Officer (CEO)
National Leader of Education



ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.

The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our academies work on the following key principles:

- Ambitious for our young people and staff;
- Creating a positive climate and an ethos for learning and success;
- Collaborative to secure the best possible learning experiences for young people and staff;
- Opening doors for parents, carers and the community and being fully inclusive;
- Resilient in order to develop in young people and staff a mind-set for success;
- Dynamic and reflective learning communities.

Our vision and key principles are underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a Multi Academy Trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.

WHY WORK FOR THE TRUST?

The Accord Multi Academy Trust is committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff team have in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

As a Trust we are committed to provide the following benefits for all our employees:

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- The opportunity to work in a forward thinking and fast paced environment alongside a range of professionals with a proven track record of success in transforming education for young people.
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- A specific career stage pathway of professional development with a commitment to support engagement in nationally recognised professional qualifications (NPQ's).
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- An opportunity to collaborate with other colleagues across academies within the Trust, and with other academies and Multi Academy Trust's on a regional basis. Formal opportunities arising from collaboration provide:
 - Structured and informal opportunities to share best practice that affords colleagues the opportunity to develop their own skills;
 - Opportunities to lead on developments as a stepping stone to further career opportunities.
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- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for both teaching and associate staff, and continues to subscribe to local holiday patterns within the local authority of each academy.
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- All employees have the opportunity to access a pension scheme.

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- A range of benefits for employees working for the trust to include:
 - Discount rates for self and family members for mobile phone benefits secured through a national network provider;
 - Corporate discount rates in terms of private Health Care;
 - A range of local discount benefits across health, beauty, legal and entertainment providers;
 - The provision of a cycle to work scheme;
 - Free fitness suite access at one of the academies within the trust.

ADVERT



Director of Estates
Full Time /Permanent
Required as soon as possible
Salary Grade POE, £39,002 - £41,846
(negotiable depending on experience)

The Accord Multi Academy Trust is seeking to appoint an experienced, highly organised professional who will pro-actively manage the estates across all four Academies within the Trust. The post holder will be responsible for the strategic direction of associated resources and facilities to ensure all available resources enhance the learning environment for students and staff.

In this role you would be responsible for the management of a diverse range of facilities across the Trust including a new build, a listed building and off site fields and buildings. You will ensure all H&S legislation is complied with at all times in line with the Trust H&S Policy, statutory regulations and recommended codes of practice.

We are looking for a self-starter with the ability to manage a varied workload, with a high level of time management and planning skills. You will be required to work flexibly across the Trust.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. We offer a supportive work environment with a dedicated central operational team and an educational strategy group who you will work alongside in order for you to reach your career goals and aspirations.

For an informal discussion about this position or to arrange a visit please contact Mrs Katy Stringer on 01924 668936 or pa@accordmat.org.uk

Closing Date: Monday 26th November 2018 at 9am.

Interviews to be held: 30th November 2018.

Application forms are available at www.accordmat.org.uk and should be returned to pa@accordmat.org.uk

The Accord Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS check.

JOB DESCRIPTION

Job Title: Director of Estates	Grade: POE
Department: Accord Multi Academy Trust	Accountable to: Director of Operations
Contractual Terms: Permanent - All year round	Responsible for: Direction of Premises and site colleagues as appropriate across the Trust and at member academies.
Overall Purpose of the Job: <ul style="list-style-type: none">• Lead on the implementation of robust estates management across the Accord Multi Academy Trust, working in partnership with the Principals, their teams and the Central Trust Team.• Manage all aspects of each Academy's property including the upkeep, care, cleanliness, maintenance, security, fire safety, health and safety and estates management in line with statutory and regulatory requirements.• Manage refurbishments and building projects in terms of bidding, planning and approving contractors in conjunction with the Director of Operations.• Be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.	
Key Outcomes/Activities: Estate Management and Maintenance Responsibilities <ul style="list-style-type: none">• Lead on the planning of annual maintenance inspections for each Academy ensuring post-inspection actions are completed in a timely manner.• Work in partnership with Principals and premises staff to lead on the development and implementation of a premises planned maintenance programme and strategic plan so every Academy has buildings that remain fit for purpose.• Strategic Lead for all major projects from tender to completion including liaising with contractors ensuring work is completed to the required standard, including CIF bids.• Proactively engage and manage contract services as required, ensuring procurement is in line with Trust operational and financial requirements and to the required specification• Ensure all estates management systems, processes and operational practices are consistent across the Trust to deliver maximum efficiency.• Develop and maintain easily accessible records for audit, asset management, inspection, maintenance requests, complaints, costs and repair purposes.• Ensure accurate, detailed records and site plans are kept and maintained.• Ensure that contractors are suitably qualified for the work they are contracted to undertake.• Ensure Academy buildings are properly cleaned and that all grounds are properly maintained, using internal human resources and external contractors as effectively as possible. Health and Safety Responsibilities <ul style="list-style-type: none">• Lead in ensuring the Accord Multi Academy Trust discharges its duties contained within its Health and Safety Policies and in line with statute, Health and Safety At Work Act (1974), COSHH etc.• Act as the Trust's Asbestos Control Manager and Legionella Control Manager, ensuring required standard operating procedures are in place and monitored.• Ensure fire risk assessments and fire safety policies are in place at all Trust locations, and are understood by all fire safety personnel and designated fire officers. Ensure all appropriate colleagues are trained in this respect.	

- Ensure that the Trust Health & Safety policy is implemented at all Trust locations, and that relevant risk assessments are in place, monitored and reviewed in line with best practice.
- Ensure all Academy buildings are safe and secure at all times, adhering to both health and safety requirements as well as statutory Ofsted guidelines to ensure the health and safety and well-being of staff, students and visitors.
- Ensure both statutory and non-statutory testing and inspections are completed by each Academy in a timely manner.
- Ensure all health and safety management systems, processes and practices are consistent across the Trust to deliver maximum efficiency, in line with the Trust Health and Safety Policy.
- Co-ordinate and implement the Trust's responsibilities in relation to maintaining health and safety statutory documentation relating to estates management and risk management, and the use of any electronic document storage/reporting requirements.
- Manage the Trust's Accident investigation system, ensuring timely reporting, monitoring and remedial actions are followed up.
- Develop and implement the Emergency Planning, Business Continuity and Disaster Plan in conjunction with the Director of ICT and Director of Operations.

Budget and Reporting Responsibilities

- Responsibility for the management of estates budgets, managed and expended in accordance with the requirement of the Trust's financial regulations.
- Prepare reports as directed by the Director of Operations for the Board of Directors, Local Governing Bodies and relevant external bodies, for example, the Health and Safety Executive, in all areas relating to the role, as and when required.

Senior Leadership and Line Management Responsibilities

- Develop and advise and guide Premises and site staff across member academies to ensure effective execution of roles.
- Advise on general premises management and health and safety build issues across the Trust as required.
- Appraise Premises staff, identifying and meeting their training needs, ensuring all staff are customer focused, friendly and helpful at all times.

Students

- Meet with Student Voice groups and staff across the Trust to promote safe, clean buildings free from vandalism.

General MAT Expectations

- Contribute to and uphold the vision and ethos of the Accord Multi Academy Trust.
- Recognise our strengths and areas of expertise and use these to advise and support others.
- Promote team work, working in partnership to ensure positive working relationships across all Academies.
- Be aware and comply with all Trust Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time.

Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Requirements for the Job/Evidence

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Please note A = Application Form I = Interview/assessment process

Essential	How Assessed	Desirable	How Assessed
Degree or equivalent professional qualification in building, or project management or building maintenance or to be able to demonstrate equivalent experience	A	Fire Officers Certificate. NEBOSH Diploma in Health or Safety or equivalent level	A A
Substantial Experience in an Estates management role Significant management/supervisory experience. Experience of managing contractors Experience of formulating and managing planned maintenance activities	A/I A/I A/I A/I	Experience in a mechanical and/or electrical role	A
Extensive knowledge of COSHH and Health and Safety Statutory Regulations, including risk assessments. Theoretical and practical knowledge (Building Compliance Documentation) Substantial knowledge of Service Level Agreements. Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.	I I A/I		
Ability to advise and develop strategic estates plans and budgets including estimates and costs for repairs, for the Academy's buildings. Strategic problem solving and time management skills are required. Ability to think logically and strategically and be able to deal with and advise on crisis situations/instances occurring across the Trust, at a given moment in time.	A/I A/I A/I		
Highly developed interpersonal and communication skills, including negotiation and persuasive skills. Ability to organise, lead and motivate the diverse premises teams across the MAT. Ability to communicate effectively with external contractors, as well as the Board of Directors, Principals and Senior Leadership Teams.	A/I A/I A/I		

Physical Skills and Demands:	Requires IT skills in use of keyboard for inputting information into premises database.	A/I		
	Ability to compile data and reports relevant to role.	A/I		
Initiative & Independence:	Ability to work independently and without direction at a senior level, using own initiative and be able to make decisions.	A/I		
Emotional Challenge and Resilience:	The jobholder will have contact with students, members of the public/users, contractors, etc. and, as a result of situations which arise, may be required to apply emotional resilience.	A/I		
Philosophy and Commitment:	An interest in educational issues.	I		
	A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.	I		
	A personal commitment to lifelong learning and continuous professional development.	I		
	Commitment to high standards, best value and continuous improvement.	I		
Personal Qualities:	Committed to the aims of the Accord MAT	I		
		I		
	Committed to Equality and Diversity	I		
	Understands what high standards and performance looks like	I		
	A flexible attitude towards the role, duties and hours			

Responsibilities for Resources:

Line Management Responsibilities:

- Management of identified Trust support staff and/or support staff in member academies.
- Consultancy/advisory role for identified Academy based support staff including Headteachers/Principals, SBM's and Premises staff.

Financial Responsibilities: The post involves substantial direct responsibility for financial resources including SLA's and budgets associated with capital projects.

Physical Resources: The post involves substantial responsibility for physical resources across multiple sites and the resources contained within.

Responsibility for People: Responsible for all Academy users across the Trust, including students, contractors, members of the public, regarding their health and safety, emergency procedures, fit for purpose, etc.

Responsibility for Policy Development: Direct responsibility for providing advice, guidance and practical knowledge in relation to Fire, Health and Safety, Security, use of outside contractors and associated policy development.

Responsibility for Student Outcomes: The jobholder has limited impact on educational outcomes.

Working Conditions: Expectation that the jobholder will as required support the premises and cleaning teams, in all weather conditions, may involve work with increased noise levels in plant rooms, heat in boiler rooms, etc. It is expected the post-holder will work flexibly when required.

Main Contacts: External contractors, members of the public, staff, students, Police and Fire Service.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two good references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: October 2018

Signature of Postholder:

Date:

This is a description of the job as it exists at present; All Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

