



APPLICANT PACK

Head of Estates & Facilities

Nicholas Postgate Catholic Academy Trust

Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Head of Estates & Facilities.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package, along with information on the many advantages of living and working in the North East.



Applicants should return their completed application forms to recruitment@npcat.org.uk by the closing date, **Tuesday 22nd November 2022 by 12 noon**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Jim Farquhar, Chief Operating Officer by email at farquhar.j@npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC

Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, five secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We offer:

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Tusker Car Salary Sacrifice Scheme
- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

Job Advert

Required:	January/February 2023 or as soon as possible thereafter
Salary:	Sector competitive and negotiable for exceptional candidate
Hours:	37 hours per week, Whole Time
Contract Type:	Permanent
Location:	Postgate House, Saltersgill Avenue, Middlesbrough, TS4 3JP

Nicholas Postgate Catholic Academy Trust, is a family of 32 primary schools, and 5 secondary schools. With nearly 14,000 pupils and 1,400 plus staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

This is an outstanding opportunity for a suitably experienced professional to deliver the Trust's estates strategy across all schools and to lead and develop our estates and facilities team.

Closing date: Tuesday 22nd November 2022, 12:00 noon

Interviews: Week commencing 28th November

Please refer to the Job Description and Person Specification for further information regarding this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Head of Estates & Facilities

Grade: Sector competitive and negotiable for exceptional candidate

Responsible to: Chief Operating Officer

Job Purpose

To develop and effectively deliver the Trust's estates strategy across all schools, incorporating statutory compliance, health and safety, asset management, capital investment, energy efficiency and catering.

Main Responsibilities

Estates Management

- To lead on and deliver a strategic Trust-wide estates strategy, incorporating individual estate management and investment plans for each school; to lead the implementation of key actions from these plans in conjunction with business support and facilities staff;
- Advise on priorities for Trust wide investment priorities for condition allocation and other capital funding;
- To act as principal designer, under CDM requirements, for authorised schemes (or oversee other nominated officers in this role as appropriate), ensuring attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety, and ensuring that value for money can be evidenced in all awarded contracts;
- Ensuring effective written procedures are in place to support and guide schools in respect of all key areas as set out in the Trust's Estates Strategy and Health and Safety Policy;
- To be the Trust's lead officer for advice and guidance on all aspects of Health and Safety, ensuring policies and procedures are effective and up to date and that any internal or external audit provision is managed appropriately;

- Ensure effective liaison on school sites with contractors involved in major projects and planned maintenance, ensuring that procedures are effective across the Trust in terms of staff/contractor liaison;
- Oversight of the completion of annual maintenance inspections and condition surveys for schools and the development and implementation of a planned maintenance programme for each school;
- Quality assuring that school buildings are properly cleaned, that grounds are properly maintained and holding internal staff and external contractors to account where high and contractual standards are not being met;
- Proactive engagement and management of professional contractor services, to ensure that services are procured in line with Trust financial/procurement regulations and the delivery of high quality and cost efficient services, in line with contract specifications;
- Ensuring that all estates and facilities management systems, processes and practices are consistent across all of the academies and are synchronised and coordinated with Trust expectations;
- Management of the Trust's internal Development Chef and overall responsibility for the effective management of the Trust's external catering contractor, ensuring an attractive and cost effective offer is in place for all pupils;
- Acting as lead contact for energy and utility issues, including cost savings and carbon reduction, ensuring reviews in this area are implemented to achieve desired effects and savings;
- Development of bids for external capital funding opportunities.

Compliance & other Duties

- Developing and ensuring implementation and maintaining of easily accessible and auditable records for asset maintenance and management, including records of inspections, maintenance requests, complaints, costs and repairs;
- Ensuring that accurate and detailed floor and site plans are kept and updated regularly.
- Ensuring that in all activities undertaken, the Trust properly discharges its duties under its Health and Safety Policy; the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive. Similarly to ensure that contractors operate safely in accordance with these same statutes etc. at all times.

- To act as the Trust's Asbestos Control Manager and the Legionella Control and Health and Safety Manager;
- Ensuring that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/contractors who are appropriately qualified;
- Reviewing and developing existing and new policies and procedures in line with statutory requirements, including training on key areas for school leaders and contributing as required to any necessary consultation process;
- Ensuring that buildings are safe and secure at all times and adhere to both Health and Safety requirements and statutory Ofsted guidelines for the health and wellbeing of staff, students and visitors.
- Responsibility for the management of relevant centralised budgets, ensuring all are expended in accordance with the requirements of the Trust's Financial Regulations;
- Preparing reports and developing systems to ensure assurance and areas of concern can be reported to the Chief Operating Officer and Directors on a consistent and timely basis and with significant issues being tracked to resolution.

Leadership & Management

- Undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Trust's Directors and Executive Leadership Team.
- To lead and manage all designated Estates and Facilities staff within NPCAT's centralised operating model, including the management of their training, development and performance in line with the NPCAT's Performance Management Policy.
- Lead by example in creating a culture of professional excellence and achievement in all aspects of the NPCAT's Corporate Services team and at all times demonstrate commitment to upholding and developing the Catholic ethos and aims of the Trust.
- To represent the Trust at regional networks in the education sector for Estates, ensuring best practice is shared and implemented within NPCAT and that opportunities for partnership working are maximised.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Line Manager may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Training	E1	Relevant professional qualification (minimum HNC/HND Level 4/5) and accreditation in estates planning, project management and / or building maintenance and management (This could be in building surveying, building services engineering, construction / project management or facilities management).	D1	Undergraduate degree in one of the related disciplines
	E2	IOSHH qualification	D2 D3	CDM qualification NEBOSH qualification
Knowledge & Experience	E3	Substantial experience in capital projects delivery and asset and facilities management quality assurance in a large organisation.	D4	Substantial experience in estates and facilities management role within a MAT or higher education environment
	E4	Knowledge of Health & Safety regulations and other legislation relating to an Estates function	D5	Experience of prioritising a number of competing investment projects
	E5	Strong project management and strategy delivery experience Experience of formulating and managing planned maintenance activities	D6	Capital grant bid writing for external funding opportunities
	E6	Previous experience of managing contractors and experience of working within CDM requirements across a large number of sites		
	E7	Budget and procurement management experience, including whole life cycle costs and supply chain issues		
	E8	Experience of risk management principles and developing exception and assurance reporting systems for issues identification and tracking		

Skills	E9	Ability to work successfully and lead a team and to prioritise own workload with minimum supervision		
	E10	Ability to communicate well, both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports		
	E11	Good networking skills and the ability to communicate and forge links with internal and external stakeholders		
	E12	Good ICT skills and ability to understand / interpret CAFM software		
	E13	Ability to relate well to children and adults		
	E14	Ability to train and motivate team members		
Personal Attributes	E15	Capacity to work hard under pressure to tight deadlines on a number of different projects		
	E16	Willing to participate in development and training opportunities		
	E17	High level of personal integrity and confidentiality		
	E18	Ability to accept responsibility and use initiative		
Special Requirements	E19	Suitable to work with children/young people		
	E20	Commitment to a Christian ethos and aims of the Academy Trust		
	E21	Ability to travel regularly between schools within the Multi Academy Trust and attend evening meetings as required		



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form** and **Recruitment Monitoring Form** to: recruitment@npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Jim Farquhar, Chief Operating Officer via email: farquhar.j@npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that If you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.