



Welcome to work at UST

UST Operations Manager - Estates and Facilities



University
Schools Trust
A transformational education



Welcome to UST

I am proud to introduce you to UST, a group of incredible schools providing an excellent education that is derived from exceptional teaching and learning.

We were founded on the premise of transformation through partnership

We began as a unique partnership of six world-leading universities and other sector-leading bodies, supporting our shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

Collaboration has always been at the heart of providing transformational experiences. Whether it's our incredible partners, school to school partnership groups, staff CPD opportunities or working alongside our dedicated parents, we learn from one another to improve the life chances of every child in our care.

We believe in innovation and improvement

The UST School of Education, our innovative centre of excellence supports the development of our curriculum, teaching and learning principles and wider school improvement. Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

Pride in our staff

We pride ourselves on being inclusive, welcoming anyone who wishes to join UST. Support or teaching staff, whether you are new to the profession or looking to further an existing career, we want to work with you if you are determined, passionate and committed to supporting every child at UST.

Ethical employment

UST is committed to ensuring our recruitment practices are ethical, fair and non-discriminatory and are enacted to ensure our approach is consistent with the principles of anti-discrimination and equal opportunities legislation.

I look forward to welcoming you to UST. It truly is an environment in which you can flourish, where hard work is rewarded.

Kind regards,

Gillian Kemp
Trust Leader



What makes UST unique?

Our vision and values

Our overriding purpose as a Multi-Academy Trust is driven by our vision and values.

Vision: Where collaboration breeds transformation

Guided by and working with our Trust Partners:

The Trust is a family of inclusive schools where collaborative partnerships deliver a transformational education which empowers our pupils and the communities they come from to realise their full potential. A culture of high expectations nurtures a drive to achieve excellence and to take ownership of future academic and vocational learning paths in order to equip our pupils as global citizens and inspire their communities.

Values: The UST Guarantee

Achieving Excellence through Transformational Education that Empowers Communities.

Achieving Excellence: The Trust inspires each member of our learning community to be ambitious, to realise their potential and to succeed academically and vocationally.

Transformational Education: The Trust ensures that the dynamic curricula and pastoral offers of our schools are enriched by the civic leadership and research from our university, public and private Trust partners.

Empowering Communities: The Trust strives to equip all pupils and staff with the skills to transform their lives, empower communities, and excel in our global society.



A partnership to be proud of

A partnership of pioneers

Our Trustees are appointed from the world-leading and internationally renowned universities that helped found UST, and from organisations across a spectrum of other sectors. They are united by an innovative shared vision that seeks to provide staff, pupils and families with an extensive and comprehensive range of experiences and opportunities.

A partnership that challenges the status quo

Our commitment to empowering communities, improving social justice and breaking barriers that inhibit social mobility is enshrined in our daily practice. We focus on reducing the attainment gap for those who are amongst the most disadvantaged in our society.

A partnership of equals

In many trusts you will find a 'lead school'. Not at UST. We want idea sharing to flow between all of our schools. We know that every school excels in different areas, and we facilitate school improvement by best practice being shared, implemented, observed and perfected amongst us all.

A partnership which nurtures

We place people at the heart of our strategic approach because we believe this is fundamental to running successful schools. We invest in our staff with support, mentoring and a wide range of top quality training programmes.

Our schools



Cyril Jackson is an Outstanding rated primary school, offering a curriculum which engages and inspires, a diverse range of educational visits and experiences, outstanding pastoral care and high expectations, all within a happy, safe and supportive environment.



Royal Greenwich Trust School
Learning Today, Leading Tomorrow
PART OF UNIVERSITY SCHOOLS TRUST

Through a broad and balanced curriculum, a wide range of enriching learning experiences and a tailored approach to supporting the individual student, our students will leave school as young adults who are responsible global citizens who have a clear vision for their futures.



St Paul's Way
Aspiration • Integrity • Community
PART OF UNIVERSITY SCHOOLS TRUST

St Paul's Way Trust is an all-through school, including nursery to sixth form, known for being the university school in the heart of east London. The hallmark of SPW graduates is to be fully prepared for the opportunities and the demands of the adult world.



Benefits at UST

We want our employees to enjoy a rounded package that supports their wellbeing, boosts their career progression and gives them financial security. We are committed to being the local employer of choice and we firmly believe that is the case. As such, we have pledged to evolve the UST benefits package at regular intervals.



KATY, FUNDRAISING AND PARTNERSHIPS COORDINATOR

“One of the things that I love is our collaborative ethos. I have seen some trusts have an ‘us and them’ culture between the schools and central services, but that couldn’t be further from the truth at UST.”



DARREN, DIRECTOR OF DATA AND COMPLIANCE

“Being on the executive team I get to see the impact that people have across UST. It never ceases to amaze me how many incredible people that I get to call colleagues.”



JOYCE, DATA CONTROLLER

“UST is just a fantastic place to work. The leadership team are incredibly welcoming and approachable. They will always take the time to help you if you need it.”



UST School of Education



Matthew Glenn: Director of Education (Secondary)

As Directors of Education for UST, we ensure the educational success of the schools within the overall framework of the UST strategic plan, as well as the individual school.

We are the leads for what is known as the UST School of Education. Within this role, we oversee the professional development of all staff at UST. We believe this journey of improvement is continuous, which is why we place significant time and resources into meeting the requirements of all staff at every career stage.

We recognise that continuous professional development adds exponential value to the environment, learning experience and support our pupils receive. This is why we are committed to supporting each member of staff and their personal career ambitions.

By providing the highest quality education and learning environments, our staff:

- Are enabled to develop their practice and excel as professionals
- Become integral to succession planning within the school and Trust
- Make a real difference to our pupils and in the wider community we serve.



STAFF PROFILE: OLIVIA SAUNDERS

**RGTS Deputy Headteacher
Inclusion & Character Development**

“UST was in its infancy when I joined six years ago. It has grown into an organisation which emphasises the importance of connecting education from primary through to university. I have not encountered a trust that approaches education this way.

Such innovative thinking is at the heart of what UST does. I work closely with the Director of Education and other expert UST consultants who supports our reviews, from which I have found myself challenged and supported to make sure we are delivering best practice.

This desire for improvement is driven by UST’s culture, and is facilitated by the collaboration between our schools. We are always working on building links at senior and middle leadership, where we can share resources, learn from one another and support our peers.

Schools can often be echo chambers. Not at UST. When you’re a part of our Trust you never feel isolated and without someone to turn to for a different perspective.”



Job Description

Job title:	UST Operations Manager- Estates and Facilities	Contract Type:	Permanent, Full time
Responsible To:	Trust Leader and CFO	Grade & Spine Point:	LPO8 (5–8) £70,398 - £73,815 p/a
Location:	UST Schools and Head Office		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

APPOINTMENT OF OPERATIONS MANAGER- ESTATES & FACILITIES

We are seeking to appoint an Operations Manager- Estates & Facilities, to provide operational and strategic leadership to the Trust and its schools, supporting the Trust Leader and CFO in the successful delivery of our strategic plan and ensuring all site, built environment and facilities management aspects of the estates strategy and sites run efficiently and effectively.

The Operations Manager- Estates and Facilities will be a member of the Trust's Executive Team.

JOB PURPOSE

- Provide the strategic lead for estates and facilities management across the Trust.
- Lead the Trust's investment in estates through the development, monitoring and management of capital and maintenance expenditure programmes. A key part of this will be the engagement of stakeholders, including staff, pupils and parent communities.
- Steer the Trust's property management activities to ensure it has adequate and appropriate insurance cover, complies with all health and safety requirements, maintains to the required standards all estate equipment and building management systems including security, welfare, fire and life systems; and ensures compliance with statutory requirements, industry standards and good practice.
- Deliver an outstanding estates and facilities management service, that ensures:
 - All internal and external areas are safe, clean and fit for purpose.
 - There is a rapid and effectively response to instances when services or facilities are not available due to breakdowns or other reasons.
 - The estates service supports each school's individual educational priorities within the context of the Trust's strategic aims.
 - All estate services are managed effectively, including those that are contracted out to third parties including (but not limited to) Cleaning, Catering and H&S.
 - Communication within and between schools, headteachers, senior staff and facilities teams to support the effective delivery of the estate service.
- Act as a key professional in relation to new and expanding schools.
- The scope of the role may expand over time to reflect the needs of the Trust and the knowledge and experience of the post-holder. This may include, but not limited to such functions as IT and HR.
- To shape, lead and manage the Management, Estates & Facilities and function across the Trust to ensure the needs of the service are met.
- To establish and manage a proactive Health and Safety process throughout the Multi Academy Trust.
- To manage, with the Headteachers, catering Estates & Facilities support staff (whether staff are employed directly or through external contractors).
- To ensure that the Estates & Facilities are maintained and fit for purpose and that value for money is achieved.

SPECIFIC RESPONSIBILITIES

Overview

- Lead, develop and motivate the estate's facilities team to ensure that they are engaged and equipped with the skills knowledge and guidance to deliver on their objectives.
- Provide strategic leadership on all matters relating to the estate to ensure the efficient and sustainable operation and management of the existing and developing property portfolio.
- To work closely with the UST Executive and Leadership teams in the UST schools in ensuring that the sites and facilities of the schools provide an effective and high-quality environment in which the Trust can achieve its objectives.
- To manage the UST-wide contracts for, cleaning, catering, security and utilities ensuring that value for money is achieved via competitive tender in compliance with the Academies Financial Handbook.
- To manage the tendering, letting, implementation and snagging of all capital projects so that they are completed to time and budget and are fit for purpose.
- To manage various non-teaching budgets across schools in the Trust and assist in this process by raising purchase orders and approving requisitions on a timely basis so that the accounting records are up to date.
- To review UST policies and procedures for Estates & Facilities, ensuring they are relevant, updated and comply with all relevant legislation and are implemented consistently across schools.
- To work with the UST Executive, Leadership Teams in the UST schools and the Finance Team to ensure that the budgets for Catering, Estates & Facilities are prepared correctly, and that information is made available so that current and future expenditure is recorded and monitored.
- To liaise with the Local Authorities, Education & Skills Funding Agency, Department for Education, Insurance Brokers and other third parties as necessary, completing relevant statutory and non-statutory returns as appropriate
- To plan and monitor the expenditure of the relevant allocated budgets.
- To develop monitor and revise (when appropriate) documentation related to the areas of specific responsibility.
- To be the lead person coordinating major projects liaising with advisors, bid writers and contractors.
- To participate in your own professional development activities and performance management activities as required
- To ensure that teaching and other staff receive adequate support to meet educational and operational objectives.

- To develop a fit for purpose strategy structure including the design of job descriptions, person specifications, and participate in the recruitment of relevant staff.
- In liaison with the CFO manage the due diligence process for growth with regards to estates and facilities maintenance.

Facilities and Estates

- To ensure that where additional funding is available for capital works, that those opportunities are identified and that effective bids are submitted correctly and on time to maximise the amount of resources available to the schools.
- To prepare and manage an effective Planned Preventative Maintenance programme across the Trust.
- To develop and implement 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 Senior Management.
- To ensure that regular checks of buildings, grounds, furniture, fittings are undertaken and to take appropriate action, which will include advising Senior Management on technical issues, financial and budgetary implications.
- To obtain when necessary financial estimates relating to necessary work and advise senior management accordingly.
- To ensure that orders placed for approved site works/services are in accordance with approved procedures, specifications, timescales and that the work is supervised and completed satisfactorily.
- To liaise and manage the Hard FM external contractors ensuring all planned preventive maintenance is carried out on a timely basis, that all new works are carried out in accordance with school objectives and achieve value for money, and providing induction to new staff within the areas of responsibility.
- To be responsible for the deployment and work of the Trust site maintenance staff.
- To liaise and manage the external cleaning contract across the Trust to ensure that the Trust buildings and site are clean and accessible.
- To be responsible for the Trust minibuss fleet, including maintenance and compliance with legal requirements.

Health and Safety

- To be responsible for leading, developing, implementing, auditing and reviewing the Trust's health & safety management systems, and provide advice to ensure that pupils, staff and visitors are provided with facilities that are safe and fit for purpose.
- To develop and monitor systems relating to minor maintenance/health and safety/accommodation/resources requests from staff.
- To establish, monitor and evaluate risk assessments within the areas of specific responsibility.
- To coordinate the activities of first aiders and retain appropriate records.
- To be responsible for developing and maintaining a programme of electrical testing of portable items of electrical equipment including relevant record keeping.
- To develop and manage a short, medium and long-term programme of repairs and maintenance of the buildings and site facilities.
- To establish, monitor and review a list of contractors for minor works including the provision of predetermined pricing/specifications as appropriate.
- To ensure the security of Trust resources and accommodation including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required.
- Where appropriate, conduct risk assessments for school trips, liaising with the Educational Visits Coordinators at each school.

Fire and Security

- Ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated;
- Lead on the preparation and maintenance of the fire risk assessments;
- Ensure Trust and non-Trust personnel are fully aware of all fire safety and evacuation procedures in all settings;
- Support schools with the development of personal emergency evacuation plans (PEEP) for people with disabilities; and

- 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.

Lettings

- To establish and manage a lettings policy that maximises revenue for the Trust.
- To liaise and manage the external lettings contract across all schools in the Trust, advising the external contractors on a timely basis as to when the school premises are available and unavailable due to school events.
- Review the monies received from the external contractor to ensure that all monies due to the school are received.
- To be responsible for the oversight of staffing and security arrangements concerning lettings and events on sites.

Catering

- To manage the catering managers across the Trust, having general oversight of all catering facilities.

Other:

- Manage various non-teaching budgets across school in the Trust and assist in this process by raising purchase orders and approving requisitions on a timely basis so that the accounting records are up to date. Assist the Executive Headteacher/ Headteachers in approving payment runs as appropriate.
- Assist the Director of Finance and Operations with project work as required.

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, trustees, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures.

Additional requirements:

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by: Trust Leader

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

Signed by (Post holder)

Signed by (Trust Leader)

Person Specification

UST Operations Manager – Estates and Facilities

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> NEBOSH qualified or equivalent with relevant experience in an estates and facilities management role 	✓	
Key Skills and Abilities	Essential	Desirable
<ul style="list-style-type: none"> Ability to prioritise, plan and organise with meticulous attention to detail 	✓	
<ul style="list-style-type: none"> Understanding of the educational environment 		✓
<ul style="list-style-type: none"> Ability to manage time effectively, to meet deadlines and work under pressure 	✓	
<ul style="list-style-type: none"> Ability to take responsibility and work on own initiative 	✓	
<ul style="list-style-type: none"> Ability to procure contract services, evaluate performance and negotiate solutions with supplier 	✓	
<ul style="list-style-type: none"> Excellent ICT skills with the capacity to learn to use new systems and software 	✓	
<ul style="list-style-type: none"> Excellent communication skills, both oral and written, including presentational skills 	✓	
<ul style="list-style-type: none"> Ability to form good working relationships both within the Trust and with external bodies and suppliers 	✓	
<ul style="list-style-type: none"> Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues 	✓	
Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> Good knowledge and understanding of Health & Safety policy and practices preferably in an educational environment 	✓	
<ul style="list-style-type: none"> Working knowledge of H&S software systems 		✓
<ul style="list-style-type: none"> Knowledge of contract administration 	✓	
<ul style="list-style-type: none"> Good working knowledge of MS Windows and Office Suite including MS Excel 	✓	

Personal Attributes	Essential	Desirable
<ul style="list-style-type: none"> Commitment to the aims of the schools working together as a Trust 	✓	
<ul style="list-style-type: none"> Self-motivated with drive, initiative and high degree of pro-activity 	✓	
<ul style="list-style-type: none"> Sense of humour and equable temperament 	✓	
<ul style="list-style-type: none"> Commitment to working as a positive and constructive team member 	✓	
<ul style="list-style-type: none"> Commitment to Equal Opportunities 	✓	
<ul style="list-style-type: none"> Confidentiality and diplomacy 	✓	
<ul style="list-style-type: none"> Strategic and analytical thinking 	✓	
<ul style="list-style-type: none"> Organisation wide holistic approach 	✓	