



# **Hamstead Hall Academy Trust**

## **Academy Trust Estates Manager**

This pack includes:

Hamstead Hall Academy Trust (HHAT) vision

Job Advertisement

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Application Form

Dear Candidate

Thank you for your interest in the post of Estates Manager within the Hamstead Hall Academy Trust. Hamstead Hall Academy Trust was officially formed in June 2013 and currently has two schools: Hamstead Hall Academy and Grestone Academy

We are looking for a highly motivated, creative and innovative person to provide business leadership. This needs to underpin the development and implementation of the Trust's Strategic Plan working with the Trust's Finance Director and Trust Director of Estates.

At Hamstead Hall Academy Trust, our vision is to create a learning community across our academies where we work together to support our learners of all ages to secure a better future for themselves through the pursuit of excellence in everything we do. We aim to provide:

- The widest possible range of opportunities for students, teachers, paraprofessionals and the community to feel fulfilled in their lifelong learning.
- A challenging edge for us all to achieve our individual best in all aspects of academy life.
- A real sense of belonging to a supportive learning community where we prepare students for success in the 21st century workplace.
- The best facilities possible to support our work.
- The feeling of a community: caring, supportive, improving and challenging with us all taking our share of responsibility to make this a reality'.

The Hamstead Hall Academy Trust seeks to be the place, which is the first choice for children to learn and staff to work. We will enhance children's life chances by maximising their educational outcomes through a broad and balanced, challenging curriculum, which develops best practice in teaching and learning, informed by research and the experiences of our staff across the Trust. Teaching staff in our academies are supported with opportunities for collaborative planning and development. The Trust will ensure that there is focussed, and personalised professional learning informed by robust and rigorous quality assurance across the academies to further improve teaching and learning and increase leadership capacity.

We hope you find the information pack helpful. If you would like to know more about us before you apply, please see our website <https://hhatrust.com/>

If you would like to apply, please complete the application form and return this to [vacancies@hamsteadhall.com](mailto:vacancies@hamsteadhall.com) by mid-day on Friday 12 March 2021. Interviews will be held week commencing 22 March 2021. If you have not been contacted within three days of the closing date, your application has not been successful.

Thank you for your interest in the post.

## Job Details

Title: Academy Trust Estates Manager

Salary: NJC SCP 23-31 (£27 741 - £34 728)

Working Hours: 36.5 hours per week

Working day: 08:00 am to 16:00 pm

Start Date: 4 May 2021

Closing Date for Receipt of Applications: Friday 12 March 2021 at mid-day

Interviews: Week beginning 22 March 2021

This newly created specialist role will join our central team based in Birmingham and be the main point of contact for our Headteachers and site staff on all health, safety and estate matters. Working with the Executive Principals, Finance Director, Director of Estates, Headteachers and site staff, you will have the ability to drive refurbishment and capital programmes and be responsible for the Trust Estates Management Plan that incorporates the above.

Ideally you will have experience of site management in an educational and/or a multi-site environment, but more importantly you will have the health and safety knowledge and awareness, business acumen, employee management skills, flexibility and determination to make a real difference to our Trust. Your remit will include spending time working in our academies across the Trust, managing the Estate and site operatives, ensuring health, safety and security, in line with best practice and the highest standards possible. You will support the Finance Director in procurement and monitoring of premises-based contacts from cleaning to statutory maintenance.

As we secure the need and funding for substantial premises and building improvements, you will project manage this work and we will look to you to identify opportunities to secure funding for other initiatives going forward. Ideally you will hold a recognised health and safety qualification and you must have a current driving licence and the use of a vehicle. We need a committed team player with excellent organisational skills - with the ability to work independently, manage time effectively and prioritise workload with high levels of drive and resilience. Results focused in your approach, you will act as a change agent through your enthusiasm for continuous improvement.

In return we can offer you a competitive salary, the opportunity to join the local government pension scheme and a strong sense of shared moral purpose to make a difference to the lives of young people. If you are seeking a fresh challenge, enjoy variety in your role and are looking for an opportunity to make this role something special, we would welcome your application. If you would like further information, please contact Pam Mole, PA to the Executive Principals, at [molep@hamsteadhall.com](mailto:molep@hamsteadhall.com)

We look forward to hearing from you. For further information about the role please see the attached Job Description and Person Specification. Closing date: midday Friday 12 March 2021  
Interviews: week 29 March 2021.



## **Hamstead Hall Academy Trust**

### **JOB DESCRIPTION**

**Name:**

**Job Title:** Academy Trust Estates Manager

**Grade:** GR4 (Full-Time. All year round)

**Start Date:** Tuesday 4 May 2021

#### **1.0 JOB PURPOSE**

- 1.1** To lead and oversee the estate management programme for the Trust including premises, facilities, Health and Safety, contract management and capital works.

#### **2.0 PRINCIPAL DUTIES:**

- 2.1** Be a visible and effective leader; developing and leading site staff as the trust grows; able to perform at a high level strategically and operationally.
- 2.2** Ensure high quality level of performance from all school contracts.
- 2.3** Effective and efficient leadership of the academy trust sites and grounds, including building fabric, service installations, energy/environmental management, and lettings to enhance the learning environment for staff and pupils.
- 2.4** Ensure all aspects of Health and Safety (legislation and implementation) are reflected in the highest of standards, ensuring all academies in the trust are safe and legally compliant.

#### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

#### **3.0 PREMISES**

- 3.1** To ensure the Trust buildings and premises are maintained to appropriately high standards that comply with all relevant legislation seeking advice from the Trust Central Team when required.
- 3.2** To ensure the appropriate placing of all service contracts and to monitor the work of onsite contractors / liaise with Trust Central Team on Trust wide contracts.
- 3.3** In conjunction with the Trust Central Team/MAT SLT develop the Trust's emergency procedures.
- 3.4** To liaise with the Director of Finance to ensure that the terms and conditions of the Trust insurance policy are adhered to.
- 3.5** To have an overview of maintenance of all furniture, equipment, and fittings either via individual Academy contracts or by joining Trust-wide procurement tenders.
- 3.6** Support the Director of Finance in other site-based tenders/contracts.
- 3.7** Management of internal cleaning and site staff across the academies within the trust.
- 3.8** To be responsible for maintenance of Asset Management system.

- 3.9** Work with the Trust Central Team and Senior Leaders in formulating 3-5 year cycle of works.
- 3.10** Consolidate cycle of works into MAT programme and liaise with Director of Finance and Director of Estates
- 3.11** Report to the Trust in accordance with the Trust cycle. Health and Safety
- 3.12** To be responsible for the Academies' Health and Safety Audits and oversee action plans.
- 3.13** To be responsible for the Academies' Fire Risk Assessments and oversee action plans.
- 3.14** In conjunction with the Building Site Operatives, ensure the regulation of all Risk Assessment procedures.
- 3.15** Ensure all statutory inspections are carried out and recorded.
- 3.16** To advise the Academy Leadership teams on Health & Safety matters, seeking advice from the Central Team as appropriate.
- 3.17** Working with the Central Team and SLT to ensure school Business Continuity Plans are up to date.
- 3.18** Advise all staff on health and safety matters as appropriate.
- 3.19** To ensure that all persons in the Trust (staff, pupils, visitors, and contractors) are aware of their responsibilities in respect of Health and Safety and that relevant training is provided.
- 3.20** Manage policies and guidance regarding health and safety, and co-ordinate advice and support to the Trust.
- 3.21** To utilise the Health and Safety Executive's Classroom Checklist to embed a proactive Health and Safety culture across all staff within the Trust and collate the feedback from the checklists to identify further training requirements and address any specific Health and Safety issues identified.
- 3.22** To ensure that Health and Safety checks are completed every morning to ensure that the site is safe to open to all staff and site users.
- 3.23** To liaise with the Trust Lettings Manager to ensure that the site is available and safe to use for all external lettings, parent's evenings and other academy events such as concerts.
- 3.24** Report to the Trust in accordance with the Trust reporting cycle.
- 3.25** To ensure full compliance with the Estates Scheme of Delegation and Statutory Policies including:
  - 1) Trust procurement policy
  - 2) Financial Procedures Manual
  - 3) Premises Management Policy

#### **4.0** **CAPITAL**

- 4.1** Liaise with the Finance Director and Director of Estates over Condition Improvement Funded works.

#### **5.0** **POLICIES AND PROCEDURES**

- 5.1** Develop the suite of estates and facilities management policies for the Trust.
- 5.2** Ensure effective implementation and embedding of relevant policies and procedures across the Trust.  
Perform a periodic review of relevant policies to ensure fitness for purpose.

#### **6.0** **LINE MANAGEMENT RESPONSIBILITIES**

- 6.1** Provide clear and visible leadership at all times.

- 6.2** Support, coach and mentor all site team members to enable them to reach their potential and deliver results, having a continuous improvement culture across the team.
- 6.3** Ensure effective recruitment, induction, management, and development of site staff team to ensure the day-to-day work is always at least good.
- 6.4** Manage team members to ensure high motivation, provision of high-quality service.
- 6.5** Undertake annual appraisals for site staff as part of the Trust's Annual Appraisal cycle, setting, managing and reviewing targets and goals for team members on a regular basis.
- 6.6** Manage staff attendance and leave to ensure a continuous service throughout the year.

## **7.0**

### **OTHER DUTIES COMMENSURATE WITH THE GRADE OF THE POST**

- 7.1** Supporting the Director of Finance and Director of Estates in reviewing the risk register for site/facilities risks.
- 7.2** To be responsible for the Trust's minibus fleet including maintenance and compliance with legal requirements.
- 7.3** To attend the Academy Trusts:
  - 1) Finance and Resources and
  - 2) Trust Board meetings
 As and when required.
- 7.4** To be available out of hours for emergency contact.
- 7.5** To adhere to the ethos of the academy trust
- 7.6** To promote the agreed vision and aims of the academy trust
- 7.7** To set an example of personal integrity and professionalism
- 7.8** Any other duties as commensurate within the grade in order to ensure the smooth running of the Trust

### **OBSERVANCE OF THE ACADEMY'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

## **8.0**

### **SUPERVISION RECEIVED:**

- 3.1** **Supervising Officer's Job Title:** Director of Finance
- 3.2** LEVEL OF SUPERVISION
  - 1. ~~Regularly supervised with work checked by supervisor~~
  - 2. ~~Left to work within established guidelines subject to scrutiny by supervisor~~
  - 3. Plan own work to ensure the meeting of defined objectives

## **9.0**

### **SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

- Use 1, 2 or 3 as in 3.2

## **10.0**

### **SPECIAL CONDITIONS:**

- 5.1** To be familiar with, and strictly observe, the requirements of Hamstead Hall's safeguarding policies including Child Protection and Health and Safety

**5.2** To be familiar with and adhere to the Academy Trusts Staff Code of Conduct

**5.3** To be responsible for promoting and safeguarding the welfare of children for whom you are responsible for or comes into contact with

**5.4** Full-time working hours, 36½ hours per week with no banked hours. Flexible work pattern to meet the demands of the role.

**5.5** Living accommodation is available on the academy grounds if required.

The accommodation will have to be vacated on termination of the employees' contract of employment.

## **11.0**

### **LINE MANAGER:**

The Post Holder will be responsible to the Director of Finance.

### **REVIEW AND AMENDMENT:**

This job description is normally subject to an annual review. It may be amended at the request of the Executive Principal or the post holder after consultation.

Signed: \_\_\_\_\_ (Post Holder)

Signed: \_\_\_\_\_ (Executive Principal)

Date: \_\_\_\_\_

**Hamstead Hall 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. An enhanced DBS check is required for all successful candidates.**

February 2021



## Hamstead Hall Academy Trust

### Academy Trust Estates Manager – Grade 4

#### Person Specification

Categories	Essential/ Desirable	Application form	Interview/ Task
<b>Qualifications</b>			
5 GCSEs or equivalent (grade A*-C) including English & Maths	E	✓	
Building services related e.g. surveying, engineering	D	✓	
Recognised H&S qualification	E	✓	
Evidence of Continuous Professional Development	D	✓	
<b>Experience</b>			
Experience of working in a public sector / educational setting	D	✓	
Significant experience of estates related work including health and safety	E	✓	
Demonstrable experience in a line management role	E		✓
Demonstrable experience of successfully leading and managing large programmes and projects, with a combination of direct delivery responsibility and delivering through a range of partners and budgets	E		✓
Experience of working across multiple sites	D		✓
<b>Abilities, skills, and knowledge</b>			
In-depth knowledge of current Estates legislation, including statutory requirements regarding building services	E	✓	✓
In-depth working knowledge of a range of hard and soft Facilities Management services that schools require on a daily basis	E	✓	✓
Good working knowledge of procurement and contract management	E	✓	✓
Strong ICT skills	E	✓	✓



Strong interpersonal, communication skills, able to present technical data confidently to other professionals and non-professionals	E	✓	✓
Well organised - able to work to tight deadlines and manage multiple projects simultaneously	E	✓	✓
Able to influence key stakeholders and to inspire confidence with the Trust Board	E	✓	✓

Categories	Essential/ Desirable	Application form	Interview/ Task
<b>Personal Qualities</b>			
A strong commitment to personal development for all staff including oneself	E	✓	✓
Self-motivated approach to working	E	✓	✓
Flexible, creative and innovative	E	✓	✓
Positive attitude to promoting change	E	✓	✓
A commitment to do everything possible for others to be successful	E	✓	✓
High integrity and openness combined with a dedication to good governance	E	✓	✓
A strong commitment to the Trust's values	E	✓	✓
<b>Other factors</b>			
Commitment to Equal Opportunities	E	✓	✓
Enhanced DBS check	E	✓	✓
Full driving licence and use of car	E	✓	✓
Able to travel across the Trust and beyond to carry out duties	E	✓	✓

The above skills will be assessed during the various stages of the recruitment process through the application form, interview and other processes as appropriate.

## How To Apply

Please complete the attached application form which will need to be returned to [vacancies@hamsteadhall.com](mailto:vacancies@hamsteadhall.com) by Mid-day Friday 12 March 2021. You are also asked to submit a letter of application, maximum of two sides of A4 Arial font 11, addressing the following points:

- Why you are interested in the post and your experience so far.
- What contributions you could make to development within our Trust.
- Any particular areas of strength and expertise you have to offer linked to the person specification.

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February 2021