

# OMEGA MULTI-ACADEMY TRUST

## DIRECTOR OF ESTATES

### JOB DESCRIPTION & PERSON SPECIFICATION



**OMEGA MULTI-ACADEMY TRUST**  
**DIRECTOR OF ESTATES**  
**JOB DESCRIPTION**

<b>Hours:</b>	Full time (37 hours per week), Full Year, 25 days holiday + bank holidays
<b>Proposed Salary Range:</b>	Grade 11, NJC pt 42 £45,859 to pt 45 £48,863 (Actual salary is dependent on skills & experience)
<b>Closing date:</b>	Thursday 28th October 2021 (noon)
<b>Interview date:</b>	Thursday 11 <sup>th</sup> November 2021
<b>Application Method:</b>	Visit <a href="http://www.omegamat.co.uk/recruitment">www.omegamat.co.uk/recruitment</a> and email a completed application form to <a href="mailto:catherine.duffy@omegamat.co.uk">catherine.duffy@omegamat.co.uk</a>

This is an exciting opportunity to join a developing Multi-Academy Trust of six schools. The role is intended to be part of the MAT's Executive Team, leading the developing central services function and will evolve with the Trust, which is in its fourth year, having been established in January 2018. The Trust's strategic objectives focus on providing the best possible school experience for its pupils and staff, aiming to be the best employer possible. The role will be based in the Omega Teaching Centre, in West Warrington, however the ability to travel to individual schools is a necessity. The purpose of the role is to establish a comprehensive Estates Central Service for the Omega Multi Academy Trust, creating an effective Estates Strategy, including Trust-wide 5-year Capital Plan and reviewing systems and practices in all schools. This role will work in conjunction with school leaders to lead development through the Estates teams across the various sites and cover all aspects of estates management, ensuring the Trust achieves value for money, whilst improving its capital assets.

**REPORTS TO** CEO

**RESPONSIBLE FOR** 7 sites: 6 schools and the Trust Head Office

**WORKING RELATIONSHIPS** Executive Team, Central Services and relevant external service providers.  
Headteachers and school-based premises staff.

## **JOB PURPOSE**

- To provide strategic direction, for Estates Management Trust-wide in particular, and for the Trust as a whole, as part of the Executive Team.
- To lead the implementation of the Trust's Estates Strategy, including creating and implementing the 5-Year Capital Plan, based on asset evaluation.
- To advise the Executive Team and Trustees on all Estates-related matters, any statutory regulation changes and future needs.
- To provide strategic direction for the future development of the Trust's Estates, managing the annual School Condition Allocation (SCA) funding, leading key building projects, refurbishment and expansion.
- To lead facilities management, maintenance and security, ensuring an effective and efficient overview of building compliance for all sites, in line with statutory and regulatory requirements.
- To be responsible for Health and Safety, liaising with external advisors and engaged providers, including the review of all related policies.
- To review and improve estates-related systems and practice across all the schools, advising premises staff on best practice as appropriate.

# PRINCIPAL RESPONSIBILITIES

Principal responsibilities of the successful candidate will be:

## 1. Strategic Direction

- To provide strategic direction for the future development of the Trust's Estates, producing and reviewing annually the Trust's Estates Strategy, including the development of individual estate development plans for each academy and their implementation.
- To produce an evidence-based 5-Year Capital Plan, showing expected income against conditions survey priorities to safeguard the Trust capital assets in the short, mid and long-term.
- To manage the annual School Condition Allocation (SCA) funding, leading key building projects, essential refurbishment and site improvement.
- To lead an effective and compliant Estates Central Service, in-line with the most recent statutory requirements and guidance through the DfE's Good Estates Management Service (GEMS).
- To advise the Executive Team and Trustees on all Estates-related matters, any statutory regulation changes and future needs.

## 2. Health and Safety/ Risk Management

- To ensure that the Trust properly discharges its duties with regards to Health and Safety in all activities undertaken, including regular review of H&S policy, practice and training.
- To lead the Trust's overall compliance with the most recent Health and Safety legislation, including HSE and DfE/ESFA updated guidance, COSHH regulation and any other statute, regulation or directive.
- To be responsible for Health and Safety-related policies, liaising with external advisors and engaged providers, to ensure that all H&S management systems, processes and practices are consistent and coordinated across all academies and central functions.
- To act as the Trust's H&S Manager, including Asbestos and Legionella Control Manager.
- To ensure all fire plans and evacuation procedures are regularly operated, reviewed, risk re-assessed and inspected in a timely manner and by appropriately qualified staff/contractors.
- To ensure that regular risk assessments are undertaken, providing regular communication and reminders to all leaders.

## 3. Estates Management

- To ensure all sites' full building-related compliance, implementing estates management software, which is accessible and auditable, to include all maintenance data records and essential monitoring.
- To lead facilities management, maintenance and security, ensuring an effective and efficient overview of building compliance for all sites, in line with statutory and regulatory requirements.
- To review and improve estates-related systems and practice across all the schools, advising premises staff on best practice as appropriate, through regular site inspections and systems monitoring, to ensure consistency of high-quality provision across the Trust.
- To ensure there are effective programmes in place at each site for cyclical building maintenance, re-decoration and grounds maintenance.
- To lead on project management with support from external providers as needed, ensuring quality, regulatory requirements, compliance with agreed specifications, timescales and safety to provide evidenced value for money for all awarded contracts.
- To maintain up-to-date and accurate site plans and accessibility plans for the Trust's estates.
- To lead and undertake any premises-related, pre-conversion, due diligence for any new academies potentially joining the Trust in the future.

## 4. Future Development

- To propose new ways of working to support ecological review, decarbonisation and more energy efficient schemes and systems and complete associated returns, e.g. carbon emissions.

- To review all contracts and external service providers, undertaking site and works inspections, managing new projects and supervising contractors as required.
- To monitor comparable provision in other trusts, looking for service improvement and more efficient and effective procurement.
- To produce clear plans for the Estates Central Service's development, including the benefits of the central management of services for cleaning and catering, whether out-sourced or delivered in-house.
- To undertake a full review of premises and estates staffing, ensuring appropriate levels of capacity and remuneration exist.
- To plan the further development of the Estates Central Service, including the addition of new staff as appropriate and their leadership and management.
- To review any academy joint user/community agreements and all Lettings policies to create one aligned policy to offer a more consistent approach and shared resource for income regeneration at Trust level.

## ACCOUNTABILITY

- To be responsible for all Estates Management processes and procedures.
- To lead and advise the CEO, Executive Team, Trustees at Trust-level and Headteachers, Site Managers and Governors at school-level on all Estates matters, providing accurate and prompt information and reports.
- To ensure the maintenance of correct, accurate and up-to-date records and database for compliance, maintenance and improvement.
- To complete all DfE and other statutory returns related to Estates and act as the Trust's link to the ESFA, updating the Capital Spend Survey and portal as required.
- To be responsible for relevant Estates budget management, maintaining an overview of each site's reactive and proactive works, ensuring all procurement is in-line with the Trust's financial regulations and leading directly the SCA strategy and budget.

## PROFESSIONAL DEVELOPMENT

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting Estates Management.
- Participate in regular performance management for self and lead appraisal reviews for direct report staff in accordance with any future central staff developments.

## GENERAL

This job description is subject to special employment conditions relevant to working in school, which will be updated in accordance with the latest legislation and guidance:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and Promoting the welfare of Children and young People: adherence to academy policies and procedures at all times.
- Health and Safety: compliance with academy policy and taking responsibility for relevant risk assessment and personal H+S.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with academy policy and Equality Duty obligations, ensuring all dealings with others are based on respect.

The post-holder must uphold the Trust's ethos and values, promoting the safety, happiness and well-being of staff and students of the academy.

This job description is not a comprehensive definition of the post by including every task and function in full detail and will be subject to modification or amendment at any time after consultation with the post-holder. Employees of the Trust will be expected to comply with any reasonable request from the Executive Leadership Team/direct line-manager to undertake work of a similar level, commensurate with the grade and job title, which may not be specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all who may visit or contact the Trust.

Employees are expected to carry out their duties in the most effective, efficient and economic manner.

Employees are expected to be committed to continue their own personal development in the relevant area, undertaking training as deemed necessary and to maintain any relevant certification/qualification compliance for their role. Employees are expected to participate fully in the staff appraisal review process.

This post is subject to a six-month probation period.

## PERSON SPECIFICATION

### DIRECTOR OF HUMAN RESOURCES

	Essential	Desirable
<b>QUALIFICATIONS/TRAINING/KNOWLEDGE</b>		
Relevant Estates-related qualification and/or significant current experience at high level, BIFM or similar training	✓	
Health and Safety qualification relevant to role, IOSH/NEBOSH training	✓	
Have a high standard of education, literacy and numeracy (minimum equivalence of GCSE C/5+ English and Maths)	✓	Degree level
Has demonstrable knowledge of the school sector		✓
Relevant and recent personal and professional development		✓
Up to date working knowledge of buildings compliance and regulations	✓	
Full DBS clearance	✓	
Full UK Driving Licence	✓	

<b>EXPERIENCE AND SKILLS</b>		
Understanding and experience of Estates Management and H&S processes, procedures and policies	✓	
A minimum of 5 years' experience of leadership in Premises/Facilities/Estates Management	✓	
Recent experience working in the current educational environment		✓
Budget management and procurement experience	✓	
Successful experience of leading contract and project management	✓	
Experience of leading staff teams and directing staff		✓
Experience of administration, operational systems and procedures related to Estates Management	✓	
ICT literate and awareness of Estates-related software	✓	GEMS
Record-keeping skills and information management	✓	
Good listening, oral and literacy skills	✓	
Time management, ability to prioritise and work to deadlines	✓	
Knowledge of Data Protection legislation, including GDPR		✓

<b>COMPETENCIES</b>		
Is an effective communicator with highly developed interpersonal skills	✓	
Able to work flexibly in order to support and advise meetings that might be outside the normal working day.	✓	
Is able to establish professional working relationships with Trustees/Directors/Executives and all key stakeholders	✓	
Adheres to and encourages in others professional standards of fairness and integrity	✓	
Is committed to safeguarding and promoting the welfare of children and young people	✓	
Is enthusiastic, self-motivating and able to prioritise and manage multiple work and deliver to deadlines	✓	
Enjoys being accessible, responsive and accountable to others	✓	
Is resilient and responds well to pressure, deadlines, interruptions and conflicting demands	✓	
Maintains confidentiality and is able to remain impartial	✓	
Possesses a sense of humour, keeps a sense of perspective, and has the ability to maintain a healthy work/life balance	✓	
A strong work ethic and commitment to task completion beyond normal working parameters as required on occasion	✓	

<b>GENERAL REQUIREMENTS</b>		
Commitment to the Trust's ethos and values	✓	
Commitment to providing a responsive and supportive service	✓	
Proactive in acquiring and understanding changes to Estates-related law and guidance, including training as required to benefit the role	✓	