

SANCTA FAMILIA
CATHOLIC ACADEMY TRUST

Estates Lead

Recruitment pack

November 2026



A message from our CEO

Dear Applicant,

Thank you for your interest in joining our Catholic Multi Academy Trust.

Across our family of Catholic schools every person is known, valued, and loved, and our shared Catholic faith inspires us to provide an exceptional education for every child, every day; driven by our values of love, service, humility and Catholic faith

Our success is built upon the dedication, expertise, and compassion of our staff. Whether you are an experienced leader, a classroom practitioner, or a member of our professional services team, your contribution has the power to transform lives. We are committed to creating a culture in which colleagues are supported, developed, and empowered to grow in their vocation.

As a Trust, we believe that strong relationships and collaboration enable us to achieve more together than we ever could alone. United by our Catholic mission and values, we contribute to our communities with love, service, humility and our Catholic faith, ensuring that every child receives the very best opportunities to succeed and thrive.

If you share our commitment, we would be delighted to hear from you. By joining our Trust, you will become part of a warm and ambitious community dedicated to making a lasting difference to the lives of children, families, and the communities we serve and beyond.

Thank you for taking the time to learn more about us. I hope this recruitment pack gives you a sense of our vision, our values,and the exciting opportunity that awaits.

Yours faithfully,





Sancta Familia - Who we are

Who we are

We are a Catholic multi-academy Trust. We lead a family of Catholic schools from across South London where everyone is known, loved, and adds value to our community. We believe in autonomy with coherence – we have a duty to share and implement best practice across our schools but also encourage the development of next practice to drive continual improvement.

We believe we will succeed by being a little bit better tomorrow than we were today through excellence in faith, service, personal development and academic progress.

Our Values

Our values of love, service, humility, and Catholic faith drive our behaviours towards ourselves and each other.

- **Love** – “love one another as I have loved you.” John 13:34.
- **Service** – we serve the needs of others, and we respect everyone - seeking to understand rather than be understood. St Francis of Assisi.
- **Humility** – we aim to be the best, but we know that to do so we must put ourselves last - "think first the foundation of humility. The higher the structure is to be, the deeper must be its foundation." St Augustine.
- **Faith** – God has given us faith, and we have courage to use it - “have courage! Get up; he is calling you.” Mark 10:4.

Our Pillars

- **Faith**: we take time every day for service, reflection, and prayer.
- **Service**: we serve our communities - with preferential treatment - for those who are poor in spirit or circumstance.
- **Personal development**: every member of Trust works hard to develop their talents each week.
- **Academic progress**: we provide an excellent education for every student, every day.



Our current position:

- We currently serve the London Boroughs of Merton, Sutton, Lambeth, and parts of Croydon.
- We are a growing Catholic family of 11 schools (10 x primaries and 1 x secondary).
- We educate more than 4,750 pupils (4,765).
- We employ almost 700 staff (642).

St Cecilia's Catholic School

Regina Coeli Catholic Primary School

ST. MARY'S CATHOLIC INFANT SCHOOL

St John Fisher RC Primary School

Ursuline High School WIMBLEDON

ST. MARY'S CATHOLIC JUNIOR SCHOOL

Sacred Heart Catholic Primary School

St Elphege's RC Infant and Junior Schools

ST AIDAN'S CATHOLIC PRIMARY SCHOOL

St Thomas of Canterbury

Our current schools are high performing. Typically, our headline results at KS2, KS4 and KS5 are significantly above national. For example, the percentage of pupils achieving the expected standard in Reading, Writing and Maths is 82% and those achieving 5+ in English and Maths at GCSE is also 73% - 27% above national averages for both.

You will be joining a new yet highly successful group of schools. Your challenge will be to work with our school communities to help us get even better.

By 2030-31, we have set ourselves a very ambitious goal to be internationally renowned for excellence in faith formation, service, development of talents, and academic progress.

As the Estates Lead, you will play a crucial role in driving our progress towards this vision. We are looking for someone who can live our values, and is passionate about the transformative impact of Catholic education.





Job description

Job Title	Estates Lead
Contract Type	Permanent
Location	Trust boroughs: Merton, Croydon, Sutton and Lambeth, with regular travel between schools
Reporting to	An Executive team member
Basis	Full-time, 52 weeks a year Monday – Friday – 37 hours per week.
Salary Range	£50,000 - £58,000
Start Date	January 2027
Closing Date	23:59 pm Monday 23rd November 2026
Interview Date	Thursday 3rd December 2026

Our Vision, Values and Mission

Why do we exist?

To provide an exceptional education for every student, every day; driven by love, service, humility and our Catholic faith.

How do we behave?

- Love: “Love one another as I have loved you.” John 13:34
- Service: We serve the needs of others, and we respect everyone. “Seeking to understand rather than be understood.” St Francis of Assisi
- Humility: We aim to be the best, but we know that to do so we must put ourselves last. “Think first the foundation of humility. The higher the structure’s to be, the deeper must be its foundation.” St Augustine

- Faith: God has given us faith, and we have courage to use it. “Have courage! Get up; he is calling you.” Mark 10:49

What do we do?

We lead a family of Catholic schools from across South London where everyone is known, loved, and adds value to our community.

We believe in autonomy with coherence – we have a duty to share and implement best practice across our schools but also encourage the development of next practice to drive continual improvement.

How will we succeed?

By being a little bit better tomorrow than we were today through excellence in faith, service, personal development and academic progress. This means (our pillars):

- Faith: We take time every day for service, reflection, and prayer.
- Service: We serve our communities – with preferential treatment – for those who are poor.
- Personal Development: Every member of trust works hard to develop their talents each week.
- Academic Progress: We provide an excellent education for every student, every day.

Join a Growing Trust

Sancta Familia Catholic Academy Trust is seeking an experienced and proactive estates professional to lead the strategic and operational management of the estate across our growing family of schools.

This is an excellent opportunity to shape how a newly formed and expanding Catholic Academy Trust (CAT) cares for its buildings and grounds, ensuring every school is safe, compliant, well maintained and an inspiring place to learn and work.

The successful candidate will bring strong technical, compliance and project management skills, and the ability to work in partnership with headteachers, school business managers, the Diocese and contractors.



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About the Trust

Launched in February 2025 with five founding schools and now nine schools, with further schools joining this year, Sancta Familia CAT is a cross-phase family of Catholic schools built on the principles of love, service, humility and faith.

Rooted in our Catholic mission, we are committed to providing outstanding education where every child is valued, supported, and encouraged to achieve their full potential. We are proud to serve a vibrant and inclusive community of schools, working together to share expertise, strengthen leadership, and create the best possible opportunities for our pupils. With ambitious plans for continued growth and development, the Trust places strong, transparent governance and leadership at the heart of its success.

Purpose of the role

The Trust Estates Lead is responsible for the strategic and operational leadership of the Trust's estate, ensuring that all schools provide safe, compliant, well-maintained and sustainable environments for learning.

Working under the direction of the Chief Executive (or nominated senior leader), the postholder ensures that estates and facilities activity is proactive, consistent and value for money, and that it supports the Trust's mission, strategic priorities, growth ambitions, and Catholic ethos.



The role carries clear accountability for delivery, assurance, and reporting, while strategic ownership and decision-making authority remain with the Chief Executive and Trust Board.

Strategic Estates Planning

- Developing and delivering a Trust-wide estates strategy and asset management plan, aligned to the Trust's strategic priorities and growth plans
- A key focus of our estates strategy will be leading and delivering on our "beautiful buildings" programme, ensuring that every member of our community receives the best standard education possible in terms of resources and their school environment.
- Maintaining an accurate picture of the condition, suitability and sufficiency of all Trust land and buildings, including commissioning condition surveys
- Producing a prioritised, costed planned preventative maintenance programme across all schools
- Advising the Executive Team, Trust Board and relevant committees on estates priorities, risks and investment needs
- Leading estates due diligence for schools joining the Trust, identifying condition, compliance and capital risks

Health, Safety and Statutory Compliance

- Ensuring all schools meet statutory compliance requirements, including fire safety, asbestos, legionella, gas, electrical, lifts and other statutory testing and inspections
- Implementing and maintaining a Trust-wide compliance monitoring system, providing regular assurance reporting to the Executive Team and Board
- Developing and reviewing health and safety policies, risk assessments and procedures in line with legislation and DfE guidance, including Good Estate Management for Schools
- Leading on site security, business continuity and emergency planning, and ensuring incidents are investigated and reported, including under RIDDOR



Capital Projects and Funding

- Leading the Trust's capital programme, including School Condition Allocation (SCA), Condition Improvement Fund (CIF) bids and other funding, ensuring value for money
- Managing capital projects from feasibility to completion, including appointing and managing consultants and contractors
- Working with the Archdiocese of Southwark on projects involving diocesan land and buildings, securing the necessary consents
- Ensuring compliance with CDM Regulations, planning and building control requirements

Facilities Management and Contracts

- Overseeing facilities services across schools, including cleaning, catering, grounds maintenance, waste and security
- Leading the procurement of Trust-wide estates and facilities contracts in line with procurement rules and the Trust's financial regulations, achieving economies of scale
- Managing contractor performance against agreed service levels
- Managing utilities and energy contracts, monitoring consumption and driving efficiency
- Overseeing lettings arrangements to maximise income while protecting safeguarding

Sustainability

- Developing and delivering the Trust's Climate Action Plan, in line with DfE's sustainability and climate change strategy
- Reducing energy use and carbon emissions across the estate, and identifying funding opportunities for decarbonisation
- Promoting care for our common home across our schools, in keeping with Catholic social teaching

Leadership and Support for Schools

- Providing professional leadership, guidance and training to site managers and premises teams across the Trust's schools



- Working with headteachers and school business managers to agree estates priorities and respond promptly to issues
- Promoting consistent standards and sharing best practice across the Trust

Budget and Data Management

- Managing the Trust's estates revenue and capital budgets, working closely with the Chief Financial Officer
- Maintaining accurate estates data, records and asset registers, and completing statutory and DfE estates data returns

Departmental Administration and Wider Duties

- Managing all day-to-day administration for the estates function, including supplier invoices, filing, and record-keeping
- Maintaining organised, accessible systems for compliance documentation, drawings, contracts and estates records across the Trust
- Responding to estates enquiries from schools, staff and external contacts in a timely manner, including out-of-hours emergencies as required
- Undertaking any other duties reasonably falling within the remit of the role, as directed by the Executive Team, commensurate with the level of the post

Safeguarding, Integrity and Values

The postholder ensures that safeguarding, integrity, and Trust values are embedded throughout estates and facilities activity.

This includes:

- Ensuring safeguarding is considered in all estates activity, including site security, access control and works carried out during the school day
- Ensuring contractors working on school sites are appropriately vetted, supervised and briefed
- Promoting a culture of integrity, transparency, and accountability in all dealings with schools, suppliers and partners
- Upholding the Nolan Principles of Public Life
- Ensuring all activity reflects and supports the Trust's Catholic values and ethos





Person specification

Person specification

The ideal candidate will have significant experience in estates or facilities management, ideally across multiple sites, with strong knowledge of statutory compliance, health and safety, and capital project delivery. They will demonstrate integrity, flexibility, and professionalism.

Criteria	Essential	Desirable
Qualifications and Training		
Recognised health and safety qualification (e.g. NEBOSH General Certificate or equivalent)		✓
Degree or professional qualification in estates, facilities management, building surveying, construction or a related field		✓
Membership of a relevant professional body (e.g. IWFM, IOSH, RICS or CIOB)		✓
Knowledge and Experience		
Significant experience of estates or facilities management, ideally across multiple sites	✓	
Sound knowledge of statutory compliance and health and safety legislation relating to buildings	✓	
Experience of managing capital projects from feasibility to completion, including CDM responsibilities	✓	
Experience of procuring and managing contractors and service contracts	✓	
Experience of managing budgets and achieving value for money	✓	



Experience of working in education, a multi-academy trust or the wider public sector		✓
Knowledge of DfE capital funding (SCA and CIF) and Good Estate Management for Schools guidance		✓
Experience of estates due diligence for schools or organisations joining a group		✓
Knowledge of sustainability and energy management in the built environment		✓
Awareness of KCSIE and safeguarding responsibilities, including managing contractors on school sites	✓	
Ability to behave in a professional manner, as set down in the Code of Conduct, including acting in strict confidence	✓	
Professional Skills and Attributes		
Being kind and respectful towards self and others	✓	
Analytical skills to assess risk, prioritise investment and interpret condition and compliance data	✓	
Sympathy with the Catholic faith and the ability to support the Catholic mission of the Trust and the wider Catholic community	✓	
Commitment to uphold the seven principles of public life (the Nolan Principles) at all times	✓	



Good interpersonal skills and the ability to communicate effectively with headteachers, staff, contractors and a wide range of stakeholders, including Diocesan bodies	✓	
A pragmatic, action-oriented, and outcome-focused approach with high levels of drive, energy, and integrity	✓	
Ability to work under pressure, prioritise effectively, respond calmly to emergencies, and work flexibly	✓	
Full UK driving licence and the ability to travel between Trust sites	✓	
The professional and exemplary character necessary to act as an ambassador for the Trust	✓	





Why join us?

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We value our people and are committed to creating an environment in which you can thrive both professionally and personally.

What We Offer

- **Generous Pension:** Membership of the Local Government Pension Scheme (LGPS) with strong employer contributions.
- **Employee Assistance Programme (Health Assured):** Confidential counselling and emotional support for you, with a 24/7 helpline available 365 days a year.
- **Virtual GP via Livi:** Speak to a qualified doctor by video, including at evenings and weekends, with prescriptions, fit notes and referrals all through the app.
- **Dedicated Menopause Support:** A specialist helpline and expert guidance, with access to clinically developed CBT support where appropriate.
- **Expert Advice When You Need it:** Legal, medical and family advice lines offering practical guidance on a wide range of personal and professional concerns.
- **Coaching and Guidance:** 1:1 financial coaching, life and leadership coaching, menopause support, and legal, medical and family advice lines.
- **Shopping and Gym Discounts:** Savings and cashback on high-street shopping, gym memberships, travel, food and drink, and entertainment through myLifestyle and Bright Exchange.
- **Cycle to Work Scheme:** Spread the cost of a new bike and equipment through tax-efficient salary sacrifice.
- **Collaborative Working:** Real opportunities to connect and share expertise across multiple schools within our expanding Trust.
- **A Community You'll Want to Be Part of:** Supportive, driven, and united by a shared commitment to integrity, collaboration and excellence.

Our Commitment to Equality

We are committed to equality of opportunity and welcome applications from all sections of the community.



Application form and next steps

Application Form and Next Steps

We are committed to fostering an inclusive and diverse workforce and welcome applications from all suitably qualified candidates, regardless of background. We believe that diversity strengthens our Trust and helps us better serve our pupils, families and communities.

To apply, candidates must complete and send the completed form listed below to Nichole Burley-Burton, Head of HR and Culture, at the following email address hr@sanctafamilia.co.uk.

Applications must be submitted by 23:59 on Monday 23rd November 2026. We reserve the right to close this vacancy early if a suitable candidate is appointed.

Interviews to take place Thursday 3rd December 2026.

