

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Chorus Education Trust is a growing Multi-Academy Trust, founded by Silverdale School in Sheffield. We collaborate with primary and secondary schools across South Yorkshire and North Derbyshire, drawing on the outstanding expertise in our region to ensure every child gets the very best education possible.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

The Trust Central Team is based at 4 Acres Hill Business Park, Acres Hill Lane, Sheffield S9 4LR. The successful candidate will be required to travel to all Trust sites when required.

Facilities & Estates Manager – Central Team

Grade 7, SCP 27 to 31, £33,820 - £37,261

Permanent - 37 Hours / 52 Weeks

To start: ASAP

About this vacancy

We are looking to recruit an experienced Facilities & Estates Manager to join our Central Team and contribute to the development of the Estates service. This is an exciting opportunity for a candidate who is looking to develop their career further in facilities and estates management.

The post holder will support the Director of Estates and work with the site teams to ensure that the delivery of the estate management service is consistent with expected service levels, takes the lead on contract or project management and provides appropriate advice to relevant stakeholders, including Senior Leaders.

The post holder will report to the Director of Estates and applicants are welcome to discuss any aspects of the role with Matt Furniss on 0114 2357983 or 07376 312748.

Chorus Education Trust is proud to support flexible working arrangements.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Jill Rishworth (Trust HR Officer) at: recruitment@chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 8 October 2023.**

Interviews to be held: **Thursday 19 October 2023.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy www.chorustrust.org/policies.

Job Description: summary

Post title:	Facilities & Estates Manager – Central Team
Profile:	EO4s
Grade:	7
Grade spinal point range:	SCP27-31
Accountable SLT post:	Chief Operating Officer (COO)
Line Manager of post holder (if different):	Director of Estates
Staff to be supervised or line managed by post holder:	Site team leaders
Post holder will work with:	Trust Executive Team School Business Support Service Manager(s), Site Teams Other teaching and support staff
Holiday and sickness relief by/for:	By and for other site and administrative staff
Purpose of job:	The Estates Manager will provide professional premises and health & safety services to schools and will have a strong knowledge of both areas. Reporting into the Estates Director, as a key member of the wider central operations team, the postholder will follow, continuously improve, and ensure site teams adhere to the facilities and estates processes across the Trust.
	This post may work across the Trust schools.
Version revised:	May 2023

Job Description: duties

The post holder must at all times carry out their responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

Specific duties and responsibilities

Responsible for assisting with the delivery of the Trust estates' wide systems and the Estate and Asset Management Plan, including the maintenance and development of appropriate systems and processes to the standards required by the relevant bodies and statutory guidelines. This will include, but not be limited to:

General

- Assist the Director of Estates (DoE) where required in monitoring allocated delegated budgets and preparing future budget plans, ensuring expenditure against these budgets are in accordance with the Trust's financial regulations.
- Assist in the tendering, evaluating and management of relevant service contracts, calculating and comparing costs (obtaining quotes and fees) for required goods or services to achieve maximum value for money and deliverability.
- Ensure the delivery of the estates and maintenance service (delivered by site staff and contractors) is consistent with the expected service levels, benchmarking performance against key performance indicators.
- Undertake regular premises inspections, identifying risks and individual school needs, and hold regular operational meetings with school Business Managers (or equivalent) to incorporate into the site/school development plan.
- Undertake relevant administrative tasks, such as maintaining records, asset registers/inventories for each site, preparing reports for DoE, leadership teams and Governors/Trustees etc.

Estates Management

- Support the implementation of various estates programmes including; planned, cyclical, legislative maintenance, based upon estates maintenance plans for assets and infrastructure across the Trust.
- Contribute to the development and delivery of forward estates maintenance plans based upon analysis of asset condition, liability and the availability of budgets and resources and the logistical constraints of the Trust's operational activities.
- Support the DoE to consider and incorporate energy efficiency measures into estates projects where possible and energy is effectively managed across the estate.
- Ensure day to day reactive maintenance requests are actioned timely, recorded properly, remedial solutions are produced that are efficient, well-communicated and have minimum interruption to the Trust's core activities.
- Support the coordination of all technical inspections and testing relating to estates assets Trust wide; in conjunction with site staff and specialist consultants ensuring, accurate recording and reliable accessible storage of resultant data.

- Maintain, monitor and develop records of reactive, routine and statutory estates activities to identify patterns of emerging liability and to direct resources to ensure cost effective discharge of defects.
- Manage internal resources and external supply chain to achieve planned outputs for programmes of work allocated from the annual Estates Plan, ensuring contractors are managed and inducted in line with procedures.
- Monitor performance of external suppliers to facilitate evaluation for the Trust's Approved Supplier List, intervening when performance is not acceptable taking corrective action.
- Take a lead role on the development and implementation of estates projects, managing projects to a successful delivery and conclusion.

Health & Safety (H&S)

- Support the DoE to ensure the Trust meets its H&S obligations and the facilities and activities comply with legislation, seeking remedies where deficiencies are identified to provide a safe environment for all.
- Ensure safe working practices are adopted across all schools in accordance with the Trust's Health and Safety Policy and current codes and legislation.
- Respond appropriately to emergencies or urgent estates and H&S issues as they arise and dealing with the consequences.
- Understand the requirements of the Health & Safety at Work Act and other related legislation and to ensure schools are complying.
- Contribute to the development and completion of Risk Assessments.
- Assist the DoE advising on school trips and minibus compliance for schools across the Trust, maintaining appropriate records.
- Assist the sites in the development, testing and maintenance of the schools Critical Incident Plan(s).
- Communicate the effectiveness of the compliance plans including asbestos, and the likely breaches of legislation that might affect estates function and respond with solutions to ensure timely compliance.
- Undertake accident investigation and advising on statutory reporting obligations.
- Oversee and check site security arrangements at the sites including staff and student access, checking security systems (perimeter, building, within the schools) and monitoring arrangements.

Quality Assurance

- Use performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement.
- Implement best practice processes to increase efficiency within the Trust.
- Ensure that the Trust and schools' policies and procedures are translated into good practice.
- Ensure effective monitoring systems are in place, including governor monitoring, premises management and H&S.
- Report to and provide regular updates to the DoE, assist with the completion of compliance audits and internal scrutiny programmes.
- Support the development of policies, procedures and working practices in conjunction with the DoE and specialist consultants to achieve compliance with relevant legislation.
- Ensure the effectiveness of compliance management function, policies and plans with the involvement of qualified external specialist consultants as necessary.
- Provide, disseminate and demonstrate the importance of statutory compliance to Trust staff, involving coordinating and recording suitable training courses.

- Ensure the maintenance of suitable and sufficient compliance records.
- Prepare reports, papers and documents for consideration and approval by Trust leaders and committees, and attending meetings and working groups as necessary.

Line Management

- Support the line management of the site teams including but not limited to; recruitment, probationary period management, performance management, absence management and staff development etc
- Responsible for ensuring that Site Managers (or equivalent) are able to effectively undertake their duties and responsibilities, in line with Trust expectations to ensure that the estates management function is delivered efficiently and safely in every school.
- Inform and appraise all staff of their duties, responsibilities, expected codes of conduct and technical procedures of meeting objectives in accordance with the Trust's staff development procedures.
- Implement effective Continual Professional Development programmes and the preparation of specific training plans for site teams.
- Support school Business Managers (or equivalent) ensure maintenance cover during holiday periods, including statutory routine checks, access for contractors and planned construction activity.

All Trust roles

- Develop excellent working relationships with colleagues, internally, centrally and externally, acting as an ambassador for the Trust in line with our ethos, strengthening relationships between schools and the central team.
- Represent the school(s)/Trust at events as appropriate.
- Ensure documentation is produced to a high standard and is in line with branding guidelines and templates.
- Act as a positive role model

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not automatically expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Facilities & Estates Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Good communication and negotiating skills	✓		A/I
Working knowledge of planning applications and building regulations		✓	A/I
Ability to prioritise own workload and that of team	✓		A/I
Team leadership experience	✓		A/I
Estates and facilities management experience	✓		A/I
Budget management experience		✓	A/I
Health and safety knowledge	✓		A/I
Project management experience		✓	A/I
Working in a school environment (or similar)		✓	A/I
Qualifications			
Maths and English GCSE Level 4 or above, or equivalent	✓		A
Industry recognised qualification in facilities management / building maintenance or related area		✓	A
Qualifications / recognised training in Health & Safety e.g. NEBOSH/IOSH		✓	A
Other skills			
Good verbal and written communication skills	✓		A/I
Good literacy and numeracy	✓		A/I
Good Microsoft Office Suite skills	✓		A/I

Self-motivated work ethic and ability to encourage team	✓		A/I
Ability to work under pressure to deadlines	✓		A/I
Attention to detail and accuracy	✓		A/I
A full valid UK driving license, with use of vehicle and willingness to travel as required between sites	✓		A/I
Interpersonal skills			
Willingness to work collaboratively and share knowledge and experience	✓		A/I
Reliable, enthusiastic and committed	✓		A/I
Flexible approach to work as required to support the needs of the organisation	✓		A/I
Solution focused with a pragmatic, calm and holistic approach, ability to remain calm in a crisis	✓		A/I
Ability to use discretion and maintain confidentiality	✓		A/I
Ability to demonstrate diplomacy, credibility and stature	✓		A/I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I