

The Potteries Educational Trust

Applicant Information Pack

Trust Estates Manager

Closing Date: 09:00am Monday 19th September 2022

Salary: £42,257 – £45,281 per annum pro rata



Direct Line: (01782) 854210

E-mail: HR@potteries.ac.uk

23 August 2022

Dear Applicant

Trust Estates Manager

Thank you for your interest in the above post. I hope this application pack and other documentation contains all of the information you need.

If, after reading the information, you are still interested in the post please complete an application form and return to HR@potteries.ac.uk All candidates will be assessed against the information provided in the enclosed job description and the essential and desirable criteria outlined in the person specification, therefore, please consider the details in the job description and person specification carefully so that you know what the job involves and how you can match this in terms of your skills, abilities and knowledge. The information you provide in your application form and supporting information is the only information that we will have in deciding whether or not you will be shortlisted for an interview. Please do not attach a curriculum vitae or additional sheets as these will not be considered.

As part of the Trust's efficiency measures we do not send letters to unsuccessful candidates, therefore if you do not hear from us within one month of the closing date you may assume that your application has been unsuccessful.

If you require any further information or wish to discuss the post in more detail, please do not hesitate to contact me in the HR Department on (01782) 854210.

Thank you again for your interest in the post and I look forward to receiving your completed application by 09:00am, 19th September.

Yours faithfully,



Mark Kent, CEO

About The Potteries Educational Trust

The Potteries Educational Trust

Our focus is to provide the very best education for every child and young person within the Trust, offering a high quality, broad, academic education for the children and young people of Stoke-on-Trent, North Staffordshire and beyond.

Working with like-minded partners the Potteries Educational Trust centers on the development of the very best practice in teaching, learning and assessment. We will provide teaching and learning in a nurturing, supportive environment with a broad range of opportunities and extra-curricular activities available for all within the Trust.

The Potteries Educational Trust was formed in 2017. We provide education for children and young people from 4 years to 18 years and beyond. Our establishments include the City of Stoke-on-Trent Sixth Form College, Biddulph High School, Moorside High School and Werrington Primary School.

Our Vision

As a Learning Community, we share common values and principles which are embraced at every academy within the Trust. These values form the foundations of everything that we do and achieve as a Multi-Academy Trust with one outcome in mind, to create a caring community that delivers excellence and inspires futures.

We have dedicated and committed Members, Trustees and Local Governors with a wide range of educational and business experience. Each school and college has its own Local Governing Body so that decisions are made at a local level specific to the individual needs of each school. Each establishment has its own individual character and uniqueness. It is important for our Trust to celebrate our diversity whilst working to our common values and principles.

We offer a vast range of opportunities through the curriculum and extra-curriculum activities to develop our young people for life experiences and promote high aspirations. The Trust has extensive links with regional and national businesses and universities. We provide wide ranging continuous professional development opportunities for all staff.

We are proud of being a Trust that successfully promotes the highest of aspirations in all our students as evidenced by the multiple opportunities available to meet leading professionals and academics, explore their vocation, experience educational visits across the globe and apply successfully for the most competitive of destinations.

Our Values

- We strive for excellence in both academic achievement and life experiences to provide a rich education and opportunities beyond just a set of qualifications.
- We seek to inspire our children and young people, raising their aspirations to be the best they can be and to make a positive contribution to our local and national community.
- We believe in the added value of working partnerships across all phases of education and the benefits and opportunities it brings to our students and staff.
- We will maintain an open access policy ensuring that admission is not based on academic success, within the context of the available curriculum in each establishment.
- The Trust will promote a broad, holistic education for all our children and young people who seek to broaden their understanding of the world.
- All partners in the Trust have an equal place and will work together with honesty, transparency and fairness. We will learn from each other to add value to our practices and to the children and young people and communities we serve.

Our Principles

By working together and learning from each other to add value to our practices and to the children and young people and communities we serve, we will champion the following core principles:

- The safety and wellbeing of the children and young people we serve in every action taken by the Trust and its constituent members.
- A caring, community-centered ethos throughout the Trust, cherishing every individual child and young person.
- Excellence in academic terms but also in providing a broad education beyond qualifications – to be 'Outstanding' in all we do.
- We will ensure the effective use of resources for the benefit of all children and young people in the Trust.
- We are committed to every child and young person in the Trust; we celebrate diversity and will work to narrow any gaps in aspiration, achievement or attainment within our community.

Our Employee Benefits

- The College offers a Pension Scheme for all our employees to access in order to help plan for their retirements.
- We are committed to offering flexible employment opportunities enabling staff to strike a sensible balance between home and work life. Wherever possible, we are open to discussing a range of flexible working options including reduced/compressed hours; remote working; flexible start and finish times.
- We offer a robust and supportive induction, peer support and a comprehensive programme of professional development, we pride ourselves on the achievements of our colleagues as professional members of our community. We offer dedicated training days for all staff and support employees in attending external courses and gaining professional qualifications where permissible.
- Employees are entitled to register for our cycle to work and computing schemes, where you are able to purchase bikes and the latest IT equipment and mobile phones with convenient monthly payments automatically deducted from your salary. Make NI savings and spread the cost over a period of 12 months.
- We have an employee assistance programme which is available to all staff and immediate family members. As part of this, employees have access to our health and wellbeing portal, provided by Health Assured, which includes free face to face counselling and telephone support for a whole variety of issues, worries and concerns.
- The College offers Occupational Maternity, Paternity and Adoption Schemes where you may be entitled to enhanced occupational leave and pay.
- The College offers generous annual leave entitlement to all whole year Support Staff with a minimum of 22 days to a maximum of 33 days plus 3-5 local days at Christmas and 8 bank holidays. All entitlements are pro-rata for part time positions.
- Free eye tests and discount vouchers available to use at Specsavers.
- The college has an on-site Canteen area as well as a Costa Coffee Shop. There are various seating areas where you can sit and enjoy your breaks and visitor/team meetings etc. This includes the refectory, Costa café area and a decking area outside. In the summer this is a great facility to enjoy the sunny weather and also have a BBQ.



health assured



Advert

The Potteries Educational Trust is a growing Multi Academy Trust, working collaboratively with educational institutions from across Stoke on Trent, Staffordshire and beyond, seeking to improve outcomes for all children and young people in the region. The Trust is a vibrant Learning Community working to maintain and develop excellent and innovative teaching and learning. The Trust seeks to deliver high quality parental engagement, pastoral support and the pooling of resources and expertise to achieve an Outstanding learning experience and outcomes for all our children and young people. Institutions work together to foster high quality academic and pastoral support, utilising the best elements of educational research in moving existing strong practice to outstanding in every sense.

Trust Estates Manager

(Part-time, 2 days per week, Whole Year, Permanent)

Benefits include enhanced annual leave, pension scheme, free on-site parking

The Potteries Educational Trust is seeking a dynamic, experienced professional to help define and drive the implementation of the Trust's Estates' strategy, oversee capital projects and estates procurement and to take overall responsibility for the management of Health and Safety across all Trust sites. The postholder will lead and develop an efficient and effective professional Estates and Health and Safety Service across the academies within the Trust. The postholder will also offer advice and support on health and safety, security, the effective and efficient use of resources, ensuring excellent standards and value for money.

You will be the central point of contact for estates and asset management.

The post whilst initially being for two days per week (0.4FTE) is expected to grow in the future alongside the further development of the Potteries Educational Trust.

If we receive a high volume of applications, we reserve the right to close any vacancies from further applications. Please ensure you apply without delay if you wish to be considered for this role.

For further details and an application form please visit the Trust's website: www.potteries.ac.uk, or email HR@potteries.ac.uk. Alternatively, telephone Human Resources on (01782) 854210.

The Trust is committed to Equal Opportunities. Applications are particularly welcome from members of the ethnic minorities who are currently under represented at the Trust.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You should note that an enhanced DBS Disclosure will be required prior to taking up an appointment with the Trust.

Job Description

Academy Trust Estates Manager

0.4 FTE (2 days per week) Part Time, Whole Year, Permanent

SALARY:	Scale Points 33-36 (£42,257 - £45,281 per annum) (£16,903 - £18,112 actual)
LOCATION:	Trust offices plus frequent travel to trust organisations
REPORTS TO:	Chief Financial Officer (CFO)
RESPONSIBLE FOR:	N/A

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.

POST OBJECTIVE

The Potteries Educational Trust is seeking a dynamic, experienced professional to help define and drive the implementation of the Trust's Estates' strategy, oversee capital projects and estates procurement and to take overall responsibility for the management of Health and Safety across all Trust sites. The postholder will lead and develop an efficient and effective professional Estates and Health and Safety Service across the academies within the Trust. The postholder will also offer advice and support on health and safety, security, the effective and efficient use of resources, ensuring excellent standards and value for money. You will be the central point of contact for estates and asset management.

The postholder will report to the Chief Financial Officer and work closely with other members of the PET central services team to continually review the structure and working practices of the estates department to ensure it meets the needs of the Potteries Educational Trust in the most effective way possible.

The post whilst initially being for two days per week (0.4FTE) is expected to grow in the future alongside the further development of the Potteries Educational Trust.

MAIN DUTIES AND RESPONSIBILITIES

Professional Management

- To lead trust wide and academy level audits of estate assets and health and safety compliance
- To support academy and trust leaders in completing actions arising from the audits, escalating appropriately where these are not completed in a timely manner

- To ensure statutory submissions and data returns are made by all academies.
- To support academy leaders in identifying learning needs for academy estate teams and to direct their CPD as required.
- To provide expert guidance to academies on building maintenance and health and safety matters.
- To assist schools with the procurement and management of building / refurbishment works
- To ensure all data and information is handled and communicated in a confidential manner and in line with the Data Protection Act and other relevant trust policies.
- To lead and develop the information management systems as a tool to improve the Estates service across the Potteries Educational Trust.
- To maintain up-to-date knowledge and assist with the development, upkeep and implementation of health and safety policies and procedures and government legislation relating to health and safety across the Potteries Educational Trust.

Asset management and strategic planning

- To develop a long term 10-year vision and supporting action plan for the Trust Estate and Asset Management strategy.
- To act as a champion of sustainability objectives, supporting academies to take steps to adopt sustainable practices.
- To take on direct responsibility for the design, procurement, delivery, and management of larger academy building / refurbishment projects as required
- To provide expert guidance to academies on building maintenance and health and safety matters
- To support schools in reviewing the effective and efficient provision of goods, services, and utilities to ensure these remain appropriate to the needs of each academy
- To guide academies in effectively running, operating, and optimising Building Management Systems in an energy efficient manner
- Pro-active leadership of professional service contracts.
- Assisting with any mergers and acquisitions and associated due-diligence.

Risk and compliance, Health and safety, and statutory submissions.

- To lead and develop the health and safety culture
- Ensure that estate assets are safe, secure and adhere to H&S guidelines for students, staff and visitors
- Ensuring that all Trust and academy operations comply with all relevant legislation. For example, Health and safety at work, COSHH, Water safety and Asbestos registers.
- Ensure that contractors operate safely, in accordance with the same statutes, regulations and directives.
- To develop, maintain and assess pro-active Security measures, procedures and policies across the estate.
- Liaising with the Health & Safety staff in each academy, to help plan the appropriate regular and annual Health and Safety/Fire Safety audits. To share these with academy leaders and governance/Trustee committees.
- To support the academies in completing any actions arising from audits, escalating appropriately where these are not completed in a timely manner.
- To prepare and/or assist with building condition survey submissions
- To drive utilisation of the CAFM system at all academies to ensure statutory, H&S and Fire compliance can be centrally monitored, and to carry out occasional checks to ensure academies are uploading all relevant documentation
- To monitor accident and incident reporting, providing an escalation point, guidance, reviewing accident and incident forms and supporting with investigations as needed
- To prepare regular and annual reports, submissions and surveys on Trust and academy assets, for governors, trustees, statutory authorities and stakeholders.
- To assist academies in ongoing reviews of their condition survey schedule so that they plan routine maintenance estate assets.

Estates team development and CPD

- To support academies with the recruitment and training of estate staff where appropriate, including acting as mentor.
- To support academy leaders to identify learning needs for academy premises teams as required.
- Undertaking such training and study as required to stay abreast of legislation and developments relevant to the post

- To foster a positive working culture, providing dynamic and effective leadership to the estate's asset function, to develop an effective, efficient and flexible team that maintains a strong focus on service excellence and delivery.

Procurement and value for money

- To prepare and manage estates, security and capex budgets
- To work with the Procurement Team to support any procurement of estates-related works and services affecting multiple academies.
- To ensure the procurement and management of building / refurbishment works, follows the Trust financial regulations and procedures.
- Maintain cost controls and identify variations to specifications and quality.
- Best practice leadership of estate assets, facilities, suppliers and financial performance, project delivery and customer satisfaction through monthly and annual KPI reports.

General

- To undertake such other reasonable duties commensurate with seniority and grade.
- To comply with policies and codes of practice in relation to Health and Safety, Equality and Diversity and Quality Assurance.
- To work flexibly in the interests of the Potteries Educational Trust as required. Some site-based working across the Trust's academies will be required on a frequent basis.
- To participate in the Potteries Educational Trust Performance Management Scheme and undertake staff development activities as appropriate.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with, and outside of this, to exercise vigilance at all times.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY <i>(Application, Task, Interview)</i>
----------	-----------	-----------	--

Qualifications and experience

Qualified to A-level or equivalent	✓		Application
Qualified to degree level		✓	Application
NEBOSH National General Certificate in Occupational Health & Safety or willingness to work towards	✓		Application
Right to work in the UK	✓		Application

Professional development, skills, experience and knowledge

A minimum of three years' experience of responsibility for Facilities Management at a specific site	✓		Application
Thorough understanding of the duties under the main pieces of UK H&S legislation, able to: recognise hazards and assess risks in the workplace (especially relating to premises), lead accident investigations, and monitor and review H&S performance	✓		Interview
Experience of working in an educational/ school setting		✓	Application
Good understanding of technology and comfortable with using it to find solutions to organisational challenges	✓		Application Interview
Outstanding interpersonal skills and ability to establish positive relationships with staff, senior managers, Trustees and external bodies	✓		Interview

Ability to work under pressure whilst maintaining accuracy and meeting deadlines	✓		Interview, Task
Ability to work on own initiative	✓		Interview, Task
Accuracy and attention to detail	✓		Application, Task
Ability to work as part of a team	✓		Application, Task
The ability to multi-task and cope with changing priorities	✓		Interview, Task

Personal skills and attitudes

Competent at supervising contractors delivering large-scale building works	✓		Interview
Skilled at contract management, engaging with the service provider / contractor to ensure delivery as expected, constructively challenging poor performance as appropriate	✓		Interview
Able to lead by example and instil confidence in own team and the wider Trust management team	✓		Interview
Displays high level of emotional intelligence	✓		Interview
Honest and flexible in approach displaying professional integrity at all times	✓		Interview

The Potteries Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS disclosure prior to taking up an appointment with the Trust.