



The
St Gregory the Great
Catholic Academy Trust

'Where love exists, it does great things'

Information Booklet

Head of Estates

(NJC scale PO7 £46,845 – £49,864)

A warm welcome from the St Gregory the Great Catholic Academy Trust

Thank you for considering applying for this post within The St Gregory the Great Catholic Academy Trust.

The Directors of the Trust would like to invite applications from competent, enthusiastic and engaging individuals for the post of Head of Estates at St Gregory the Great Catholic Academy Trust.

As a Catholic community, we all work hard to ensure that pupils get the very best in Catholic education which supports them to achieve the very best outcomes and provide them with opportunities that will serve to enrich their lives. Our schools, and the Trust, are supported by our dedicated and committed teams of knowledgeable Trustees and Governors.

We have a well-established passion for collaboration, including working with surrounding Catholic Multi Academy Trusts, local authorities and long-standing alliances to ensure best practice in all aspects of St Gregory the Great Catholic Academy Trust.

We hope that what you read in the information pack, and through wider research about the Trust and schools, will encourage you to apply.

Peter Hughes CSEL

(Catholic Senior Executive Leader)

St Gregory the Great Catholic Academy Trust

Our schools

All our schools are based in Leeds and are in close proximity. Every member of school staff is dedicated to providing their pupils with a world class Catholic education.



**Christ The King
Catholic Primary School**
Bramley, Leeds



**Immaculate Heart of Mary Catholic
Primary School**
Moortown, Leeds



**Holy Rosary and St Anne's Catholic
Primary School**
Chapelton, Leeds



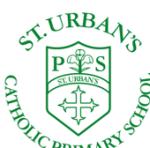
**Sacred Heart Catholic Primary
School**
Kirkstall, Leeds



**St Augustine's Catholic Primary
School**
Roundhay, Leeds



Corpus Christi Catholic College
Halton Moor, Leeds



St. Urban's Catholic Primary School
Meanwood, Leeds



St Paul's Catholic Primary School
Alwoodley, Leeds

Job description and details

Head of Estates

Number of roles available	1
Organisation	St Gregory the Great Catholic Academy Trust
Job Scale	NJC scale PO7 £46,845 – £49,864
Hours	Full Time – 37 hours per week. The role will require the post holder to have a flexible attitude to working hours i.e. prepared to work outside normal working hours and days when required, including out of hours and call outs.
Type	Permanent
Job share	Not applicable
Location	You will be based at the Trust Office but will work on all sites in the Trust.
Responsible to	CSEL

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. All staff will be subject to an enhanced DBS check.

Overview

The successful candidate will work across all schools within the Trust. You will work closely with the leadership teams in the Trust schools in ensuring that the sites and facilities of the school provide an effective and high-quality environment in which the Trust can achieve its objectives.

The successful candidate will welcome the challenge to develop a Trust estates team to provide a quality service across the schools.

With recognised qualifications and competency in Estates / Facilities Management and Health and Safety, you will lead a high performing team of site maintenance staff.

Basic job purpose

- Lead and deliver a professional, efficient and cost-effective Estates & Facilities Management service to the Trust that is safe, compliant and fully functional throughout the year, in accordance with Health and Safety and Premises Policies and Procedures and all relevant legislation.
- To promote teamwork and to motivate a team of staff to ensure excellent standards of maintenance and cleanliness.
- Manage and oversee the quality and performance of all external site management contracts, premises, cleaning, site maintenance, grounds maintenance, security, mechanical and electrical, service engineers, compliance and all sub contracts.
- Manage the premises on all trust school sites and any shared sites subject to any agreements.
- Ensure compliance with all Health and Safety legislation, including compliance with the Equality Act.
- Undertake all risk assessments, maintenance of all fire and other safety equipment, hazards and defects, as well as leading the Health and Safety discussion at the relevant Trust Board and Academy Council meetings.

Key accountabilities

- Motivating and Managing Staff across several sites ensuring that consistently high standards are achieved.
- Set objectives of managed staff and monitor KPI's against outsourced staff.
- Undertake recruitment, induction, appraisal, training and mentoring of managed staff.

Main responsibilities

- Manage and have oversight of the proper use of the EVERY software within the Academies
- Ensure effective liaison with Headteachers and hold regular meetings with key internal staff.
- Liaise with consultants on the preparation of capital bids at each school
- Monitor progress of government funded capital projects and assist with the competition of any relevant returns.
- Work with the CSEL and CFO to prioritise capital projects across the Trust, developing a plan suitable for use when the Trust reaches the size eligible for School Condition Allocation.

Organisation

- Manage efficiently and effectively all sites' buildings and grounds to ensure the safety of staff, students and visitors.
- Ensure the security of the premises and equipment in accordance with established procedures and practices, making recommendations for improvements where required.
- Establish and maintain a proactive Health and Safety provision across all sites.
- Develop policies, systems and procedures for First Aid and site/premises management, and implement these, ensuring records are maintained in accordance with statutory and regulatory requirements.
- Identify and project manage building and refurbishment works.
- Organisation and control of Health and Safety compliance throughout the schools should be recorded on the EVERY software.

Managing service providers and contractors

- Supervise and manage contractors when undertaking work on school buildings and grounds, ensuring all labour levels associated with the maintenance and upkeep of the facilities are maintained, including any specialist sub-contractors used to deliver contracts.
- Control the selection, supervision and quality of work undertaken, and ensure a safe system of work for all staff and external contractors working on the school site.
- Ensure safe working practices and appropriate quality standards are maintained across all sites including Risk Assessments and Method Statements.
- Undertake contractor management responsibility for reporting and monitoring against key performance indicators, with regular reviews with contractors to review and resolve problems, anticipating changes to mitigate problems in advance.
- Manage the safety and security of the sites throughout the term and during closure period on a daily basis.
- Proactively manage the premises and key building management and control systems including access system, CCTV, fire safety systems, plant and equipment, electrical systems.
- Oversee and monitor energy consumption and energy usage protocols

Health and Safety and Risk Management

- Provide training for staff on preparation of Risk Assessments and review Risk Assessments prepared by school staff to ensure adequacy and compliance.
- Ensure building systems and assets are maintained in such a way as to maintain warranties (where appropriate), to reduce running costs and maximise asset life.
- Lead and manage all contractors, ensuring they follow all school protocols.
- Manage the implementation of the Trust's Health and Safety Policy, ensuring compliance with all appropriate legislation, to cover school staff as well as contractors and suppliers.
- Manage schedule of annual audit of Health and Safety including Risk Assessments, ensuring all matters are reported to CFO, Academy Council and Trustees when required.

- Prepare Health and Safety reports for CFO and Academy Council, and Trustees when required
- Inform staff/students of reporting procedures, time frame of work, and immediate action required
- Manage and implement the Fire Safety procedures for all sites, including arranging termly fire drills, updating procedures to reflect changes and ensuring compliance with legislation and the recommendations of local Fire Safety officials.
- Liaise with the Police and Fire Brigade in all aspects of security, fire and safety and take appropriate action in the case of a break in, theft or fire.
- Manage and implement all other safety standards required on site by legislation and government guidance (e.g. HSE) including but not limited to Asbestos management, Legionella, PAT testing etc.
- Review and update all relevant building operation policies annually and submit for CFO approval (to include H&S, Emergency planning, Environment & Recycling, Premises Management, Fire plans, Lockdown procedures).
- Review and update the Emergency/Business continuity plan annually.

Further Duties

- To carry out additional tasks deemed reasonable by the CSEL/ CFO.
- To undertake and commit to your continued professional development.

Person specification

Head of Estates

Key:

E Essential
D Desirable

Key:

A Application form
I Interview
R References
T/E Test/Exercise

Qualifications and experience		
E	5 GCSEs or equivalent (grade A*-C) including English & Maths	A
E	Full driving licence and car (a vehicle will not be provided for you. Travel to different sites is pivotal for your role)	A
E	IOSH or NEBOSH trained	A
E	Significant experience of estates related work including Health and Safety	A I R
E	Demonstrate experience in a line management role	A I
D	Experience of working in a public sector / educational setting	A I
D	Experience of working across multiple sites	A I
D	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 budget	A I R
D	Recognised H&S qualification	A

Abilities, skills and knowledge		
E	In-depth knowledge of current Estates legislation, including statutory requirements regarding building services	AIR
E	In-depth working knowledge of a range of facilities/site management services that schools require on a daily basis	AIR
E	Good working knowledge of contract management	AIR
E	Strong interpersonal, communication skills, able to present technical data confidently to other professionals and non-professionals	AIR
E	Ability to manage a diverse team	AIR
E	Well organised - able to work to tight deadlines and manage multiple projects simultaneously.	AIR
E	Collaborative leadership skills	AIR
E	Able to influence key stakeholders and to inspire confidence with the Trust Board	AIR
D	Strong interpersonal, communication skills, able to present technical data confidently to other professionals and non-professionals	AIR

Personal qualities		
E	A strong commitment to personal development for all staff including oneself	A I
E	Self-motivated approach to working	A I
E	Flexible, creative and innovative	A I
E	Positive attitude to promoting change	A I
E	A commitment to do everything possible for others to be successful	A I
E	Maintain and ensure regular review of the Trust's data protection, fire safety and Health and Safety policies, and ensure that all required procedures are in place	I
E	High integrity and openness combined with a dedication to good governance	A I
E	A strong commitment to the Trust's values	A I

Other		
E	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	I
E	Commitment to ongoing personal training and development	I
E	Able to travel across the MAT and beyond to carry out duties	

The St Gregory the Great Trust and its Members, Trustees, Governors, Executive Leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruitment procedures are in place; it expects all staff and volunteers to share the commitment.

Appointments will be subject to an Enhanced DBS check.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Application details

If you wish to apply for the post of Head of Estates then please complete the documentation, which can be found on

www.stgregorythegreatacademytrust.org.uk

Completed applications should be returned via email to:

l.edson@sgtgcat.org.uk

If you would like an informal discussion with regards to the role prior to applying, please contact

l.edson@sgtgcat.org.uk

The closing date for applications is 01.02.22. The closing date may close early therefore early applications are encouraged.

The interview date is expected to take place in the week commencing 07.02.22, this is subject to change.

The expected start date for the successful candidate is as soon as possible, and the successful candidate should make themselves available for any **training or inductions before their start date** if necessary.



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Trust Mission Statement:

Within the St Gregory the Great Catholic Academy Trust, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ and which is faithful to the mission of the Catholic Church.

St Gregory the Great Catholic Academy Trust is a charity and a company limited by guarantee.

Registered in England and Wales.

Company number 10785982

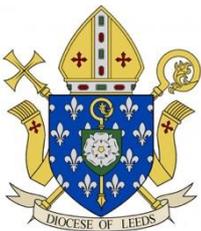
Registered office Holy Rosary and St Anne's Catholic Primary School, Leopold Street, Leeds, LS7 4AW

Website: stgregorythegreatacademytrust.org.uk

Tel: 0113 8246360

Email: info@sgtgcacat.org.uk

CSEL: Mr Peter Hughes NLE



Diocese of Leeds
Vicariate of Education