

SUPPORT STAFF

JOB DESCRIPTION

Post: Director of Estates (Primary)

Salary: £50,000 Spot Salary

Responsible To: Chief of Staff

Summary of Post: The Director of Estates will provide strategic leadership and operational oversight of the Trust's estate, ensuring that buildings, land, facilities, health and safety and capital investment programmes support the delivery of outstanding education. The postholder will lead the development and implementation of the Trust's estates strategy, ensuring compliance with statutory responsibilities, effective stewardship of assets, sustainability and the long-term suitability, safety and effectiveness of the Trust's learning environments.

Key descriptor: Service Lead (Operational and Strategic)

Scope of role: Established Leader, influences strategic decision-making and longer-term direction of the Trust; responsible for delivery of designated Trust strategic priorities and compliance;

Autonomy: Takes a solution-focused approach to delivering strategic priorities, finding viable solutions and ensuring performance levels and outcomes are met.

Knowledge of role: Good understanding of the political/education environment and wider implications of remit, alongside relevant professional knowledge (Level 5+) combined with extensive experience in relevant field(s).

Skills – Technical & Practical: Regarded as a subject-expert, analytical and innovative thinking to find solutions gained through broad and in-depth experience resulting in recognised impact and authority

Qualifications/Experience: Level 5+ in a specific relevant field and substantial experience brought to the role from relevant field(s).

Supervision of others: Professional supervision to relevant Managers

Management by others: Part of Trust SLT, high-level direction only, accountable to Chiefs

Key Responsibilities:

1. Contribute to the strategic leadership of the Trust, working collaboratively with Executive Team members, Headteachers and other senior leaders to deliver Trust-wide priorities within your area of responsibility.
2. Lead high-quality service provision across your remit, ensuring systems and processes are continuously improved to deliver effective, efficient, and value-for-money outcomes that support Trust success.
3. Develop and manage stakeholder relationships, fostering collaboration and partnership working that enhances the Trust's capacity to deliver positive outcomes for children, staff, and the wider community.
4. Provide strong operational leadership of your function, sharing expertise across the Trust and working collaboratively to build capacity and drive improvement.
5. Lead on safeguarding, health and safety and compliance within your remit, setting and maintaining high standards through policy development, oversight and assurance in line with Trust procedures and statutory obligations.

Specific Duties

1. Lead the development, implementation and regular review of the Trust Estates Strategy, ensuring that the estate supports educational priorities, organisational growth, sustainability objectives and long-term value for money.
2. Provide strategic leadership and assurance for health and safety compliance across the Trust estate, including the oversight of audit programmes, statutory inspections, risk management processes and the implementation of improvement actions.
3. Oversee the effective management of the Trust's land, buildings and asset information, ensuring accurate records are maintained through the Land, Buildings and Collections Tool and that estate data informs strategic decision-making and investment planning.
4. Ensure the Trust fulfils all landlord, property owner and responsible body obligations, providing assurance that statutory, regulatory and compliance requirements are met across all schools and properties.
5. Lead the planning, procurement, tendering and delivery of capital projects and major maintenance programmes, ensuring projects are delivered

safely, on time, within budget and in accordance with the Trust's governance and procurement requirements, including compliance with grant conditions, financial assurance requirements and statutory returns.

6. Develop and maintain effective contractor and supplier management arrangements, ensuring robust procurement, contract management, quality assurance and compliance processes that deliver high standards and value for money.
7. Provide professional leadership for estates operations across the Trust, including the coordination of estate (and non-educational) risk assessment frameworks, management of Trust estates investment and improvement funding processes, oversight of sustainability and environmental initiatives.
8. Role management of school site and estates staff where appropriate.

General Duties and Responsibilities:

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development programme and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.



It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

Line manager's
signature:

Date:

Postholder's
signature:

Date:

	PERSON SPECIFICATION	Application	Interview	Shortlisting
Qualifications and Training				
1.	English and Maths Level 2/ GCSE A-C Grade or Grade 4 .	✓		6
2.	Knowledge and skills equivalent to National qualifications Level 5 in specialist area	✓		6
3.	Level 5 or above qualification in specific relevant field. <i>Professional qualification in finance, accounting, project management or procurement, or significant experience of financial management within capital projects and grant-funded programmes is highly desirable.</i>	✓		4
4.	Evidence of recent, continual professional development aligned to professional responsibility and leadership.	✓	✓	4
Experience				
1.	Substantial and successful experience in leading a strategic function within a complex organisation.	✓	✓	6
2.	Proven experience of effectively leading and managing a support function incl developing and implementing policy and systems that drive improvement and ensure compliance.	✓	✓	6
3.	Demonstrable experience of working collaboratively with senior leaders and external stakeholders to deliver organisation-wide priorities.	✓	✓	6
4.	Experience of influencing practice and outcomes across multiple teams or settings, even without direct line management.		✓	4
5.	Proven ability to manage complex projects or initiatives from inception to evaluation.		✓	4
Skills and knowledge				
1.	An excellent relationship builder and communicator (including oral and written communication), able to influence and collaborate at all levels.	✓	✓	6
2.	Demonstrates strategic thinking and analytical ability, with the capacity to interpret complex regulatory and operational information and ensure compliance through informed decision-making and policy development.	✓	✓	6
3.	Adopts a customer-focused approach, is proactive, adaptable, and flexible; remains calm and solutions-focused when working under pressure.	✓	✓	6

4.	Excellent organisational skills, with the ability to prioritise competing demands and manage complexity, ensuring timely communication and progress across stakeholders.	✓	✓	6
5.	Highly competent leadership skills, with the ability to lead a function, influence practice, and work with tact and confidentiality.	✓	✓	6
6.	Strong attention to detail, balanced with the ability to maintain oversight of the broader strategic context.	✓	✓	6

Personal Qualities

1.	Act with professional integrity and diplomacy at all times at all times.	✓	✓	6
2.	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Trust and school	✓	✓	6
3.	Commitment to own learning and development and desire to share skills and practice with others.	✓	✓	6
4.	Robust, resilient and calm under pressure; resilient to peripheral issues, focuses on the task and strives to deliver.	✓	✓	6
5.	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.	✓	✓	6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant -. It would be great if the candidate had but is not expected to be shortlisted.



Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.