

A tall, vertical signpost for Swale Academies Trust. The top section is white with the trust's name in teal. Below are four teal sections with white text and directional arrows. The sign is positioned in front of a brick building with a blue fence in the foreground.

Swale
ACADEMIES
TRUST

Trust Office ↗

Westlands Primary ↖

Westlands Nursery ↑

Children's Centre →

Swale
ACADEMIES
TRUST

Trust Estates Officer

Central Support Services Team
INFORMATION

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Welcome from Janet Garraway – Chief Operating Officer

Thank you for your interest in this role within the Central Support Services Team at Swale Academies Trust. This is an exciting time to be joining the Central Team, which is currently seeing a growth in capacity and expertise. We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful running of the Trust and is focused on supporting the improvement of educational standards in every school. All of the work carried out by the Central Support Services Team is in relation to non-teaching and learning aspects of running a school, which includes IT, Finance, HR, Procurement, Governance, Projects and Estates.

We want to drive improvement further and faster, developing the efficiency of our schools through shared resources and collective procurement. Effective and efficient use of resources supports teaching and learning across the schools alongside ensuring both the long term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Chief Operating Officer, I constantly ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all schools.

As a team, we offer a high quality service to all of the schools across the Trust. This innovative centralised structure allows Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach to change as we continue to expand our successful Multi-Academy Trust. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.



Chief Operating Officer

JOB DESCRIPTION

Job Title: Trust Estates Officer
Grade: SAT 10
Responsible to: Head of Estates

Purpose

Working closely with all schools and the Head of Estates to ensure that Estate Management and Health and Safety are both fit for purpose and as efficient, economical and effective as possible. Ensure sufficient support and cover is provided for sites management allocating resources where required.

Key accountabilities

Health and Safety

- To be the first point of contact for Headteachers and sites personnel in all Health & Safety matters providing signposting, support and solutions as required.
- Maintain and review the Health & Safety management system and its contents ensuring legislation changes are reflected in the guidance notes and forms within the system.
- Provide school personnel guidance, training and support to maintain up to date compliance records and action plans.
- Undertake reviews and checks across all schools to ensure that compliance is sound.
- Procure Trust wide and school specific contracts related to compliance (such as fire alarm checks, asbestos surveys).

Premises Management

- To be the first point of contact for Headteachers and sites personnel in all premises operational matters providing signposting, support and solutions as required.
- Form and develop good working relationships with all sites personnel across the Trust estate.
- Work with site managers to nurture cross Trust support between site teams - both physical sites work and the sharing of good practice.
- Ensure a good working knowledge of each school building to ensure that in the event of an emergency or unplanned absence that business continuity is maintained.
- Contribute to and support where required in cross-school training sessions for sites and facilities personnel.
- Support schools and provide advice in order to complete and maintain premises management plans and undertake planned cyclical maintenance programmes across the school estate to ensure buildings are maintained to a high standard.

JOB DESCRIPTION

- Advise schools in the process of planning budgetary spending ensuring that there are adequate resources available to meet compliance requirements and general basic maintenance needs each year.
- Ensure that contractor checks and pre-works arrangements are in place in line with trust procedures.
- Ensure that school building adaptations and works provide good value for money and are in line with Trust Estates strategies.
- Ensure that sustainable methods of work are undertaken both in schools and by contractors appointed by the Trust including use of utilities and energy conservation, use of sustainable building materials and control of waste management.
- Identify and promptly resolve any concerns pertaining to premises related contracts. Support school leaders and site managers to ensure that soft services such as grounds maintenance are fit for purpose and carried out in line with expectations and service level agreements.

Other (General Accountabilities)

- The post holder must be willing and able to travel to all Trust sites.
- Actively support the work and ethos of the Trust.
- Undertake additional duties as reasonably required to support the work of Head of Estates.
- Ensure that output and quality of work is to a high standard and complies with current legislation and standards.
- Ensure that safe working practices are adopted.
- Comply with and support all policies related to equal opportunities and safeguarding of children.
- Maintain knowledge of safeguarding children and ensure that the principles of safeguarding are considered and included in the work of the team and your personal practice to ensure that any safeguarding concerns arising are reported immediately to the appropriate person/body.
- Actively promote the Swale Academies Trust and schools' equality objectives and ensure that the principles of equal opportunity and promoting diversity are considered and included in the work of the team and your personal practice.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

PERSON SPECIFICATION

CRITERIA		ESSENTIAL/ DESIRABLE	HOW MEASURED
Qualifications & Training	<ul style="list-style-type: none"> Educated to A Level standard or equivalent. In depth professional knowledge acquired through experience. IOSH Qualification or equivalent. 	E	A, I
Experience, Skills, Abilities and Attributes	<ul style="list-style-type: none"> Experience of compliance and health and safety management. Experience of managing small projects. Experience of managing soft service facilities. Ability to work effectively both in collaboration with other professionals/teams and also on own initiative. Ability to influence people who are not part of your team. Excellent interpersonal skills, particularly the ability to communicate to senior members of staff, colleagues and external 3rd parties. Excellent organisational skills / time management / ability to prioritise and organise own workload / able to work to deadlines / ability to multi-task. Excellent IT skills. Ability to write clear and concise instructions. Accuracy and attention to detail. Self-motivated with a 'Can do' approach to work. Solution focussed. Willing to travel across all schools within the Trust. Commitment to safeguarding and promoting the welfare of children and young people. Honest and transparent in all business activities. Friendly and approachable manner. Willingness to learn new skills Practical, Flexible and Innovative approach to work. 	E	A, I
	<ul style="list-style-type: none"> Experience of working in the education sector. 	D	A, I
Knowledge	<ul style="list-style-type: none"> Technical knowledge of relevant health and safety requirements and practical means of applying it. Knowledge of routine preventative maintenance. Ability to risk assess all situations. An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. 	E	A, I
	<ul style="list-style-type: none"> An understanding of the education climate and culture. 	D	A, I

Assessment Methods:

A = Application Form I = Interview

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Human Resources Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring with them the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>