



Trust Estates Officer



COASTAL
ACADEMIES TRUST

Education for an amazing life

Trust Estates Officer

Grade 8 - £27,947 - £32,030

Full time 37 Hours per week.

Fixed term for 2 years

This is an excellent opportunity to join our organisation at an exciting time in our journey, as the trust enters a further period of growth.

We are a strong trust currently with 4 secondary schools and 1 primary school in Thanet, East Kent.

As Trust Estates Officer you will provide effective estates management support by acting as the link between each of the schools and the Central Executive Team.

Reporting to the Chief Finance Officer you will work closely with the school based Business Managers and Site Managers to ensure premises management and H&S processes are efficient, economical and effective across all trust buildings. This will require you travelling between sites and you will have a base at each of our schools.

To succeed in this role you will need to be hardworking, organised and have experience of site buildings management, facilities management and H&S compliance. You will be a confident and articulate communicator with strong IT skills and be experienced in using compliance software/systems procedures.

We offer:

Competitive pension scheme (LGPS)

Generous holiday allowance

CPD opportunities

Wellbeing initiatives

Coastal Academies Trust values are Community, Aspiration and Transformation and we are interested in individuals who are passionate about making a difference. We have a strong focus on high standards and working collaboratively and we welcome candidates who enjoy working as a part of a team.

If this sounds like you and you want to be challenged in a supportive environment then please apply to join us!

To apply please send your completed application form to judybrace@coastalacademiestrust.co.uk

The Trust is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory Enhanced DBS check, pre-employment checks and a probation period.

Closing date - 12 April 2023



A Message from the Chief Executive

Welcome to Coastal Academies Trust (CAT). There are currently four schools in our Trust in Thanet, Kent; three secondary schools and one primary. We are a local Trust and believe in working together collectively to give our students that best possible start to their lives both in terms of formal education but also through their development as human beings who have a place in the world.

Our Trust covers all ages and all abilities and we celebrate the diversity of our school communities. We believe strongly that working together is better than working alone so we can share best practice and learn from each other as well as develop opportunities for staff development and career progression.

Leadership is central to everything we do and every member of our Trust community, staff and students, will be offered opportunities to develop, grow and be fulfilled so that we can all go forward into the world with confidence.

We will always encourage our young people to work hard, make progress and to get the best outcomes they can at school so that they have more choices and options in the future. We are also aware, however, that a young person can find life stressful when childhood and learning should be fun; above all we want our young people to be happy.

Our mission is to work with all the schools in Thanet to make this wonderful part of the world a centre of excellence for education and a place where young people enjoy and cherish their time at school. Making connections with other likeminded people is very important to us so do contact me if you feel you can help, in any way, to make life the best it can be for our delightful young people – because they absolutely deserve it.

Coastal Academies Trust is an exciting place to work as we are always at the forefront of new initiatives, ideas and plans, both locally and nationally. All our headteachers are driven and ambitious for our schools, our children and our Trust.

We are delighted to be the named sponsor school for Royal Harbour Academy in Ramsgate and look forward to welcoming them into our Trust in the very near future.

Kate Greig
Chief Executive
Coastal Academies Trust



Trust Estates Officer – Job Description

Salary

Grade 8 £27,947 - £32,030

Job Purpose

The role of Trust Estates Office (TEO) is to provide effective Estates Management support by being the link between the schools and the Executive Team.

This role will include working for our central team alongside our Chief Finance Officer (CFO). You will need to be a hardworking, organised and friendly individual, who has experience of site and buildings management, facilities management and health and safety compliance.

Working closely with the CFO, you will ensure that premises management and Health and Safety processes are efficient, economical and effective across all Trust buildings. The Trust has a duty to deliver “best value” in managing the estate to ensure that social, economic, and environmental benefits for the learners attending Coastal Academy Trust schools are achieved. This means managing limited resources in an intelligent and integrated way to provide value for money.

This will be a challenging but rewarding role, and it will encompass a range of duties including:

- Being the first Trust point of contact for all Health and safety and premises matters - providing signposting support and solutions as required.
- Contributing to the Estates function of supporting school leaders, business managers and site managers to maintain their premises and Health and Safety management systems ensuring compliance with Trust policy and relevant legal and Department for Education framework

Main Duties:

1. To support the CFO in the development and monitoring of the Trust Estates Management Strategy and the schools Asset Management plans. To lead the implementation of these plans within the Trust to deliver objectives for each school and the Trust as a whole.
2. Ensuring an effective and compliant Estates service to the Trust that is in line with the DfE Good Estate Management Guidance.
3. Support the CFO in creating and developing Estates information from all schools in order to prioritise funding for capital projects across the Trust.
4. Working with external professionals in relation to project management of capital projects.
5. Effective liaison on schools' sites with contractors involved in major projects and ensuring that procedures are effective at school level in terms of school staff/contractor liaison.
6. Lead the process working with Business Managers and Site teams, of developing “premises centralised contracts”, where the business case shows that this would be cost effective and offer the schools best value.
7. Support the CFO in ensuring that, in all activities undertaken, the Trust properly discharges its duties under its Health and Safety Policy, the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive. Similarly, to support the schools in ensuring that contractors operate safely in accordance with these same statutes etc.
8. Ensuring that all health and safety management systems, processes and practices are consistent across all of the academies and are synchronised and co-ordinated.
9. Developing and ensuring implementation and maintaining of easily accessible and auditable Estate management software, records for compliance in all areas of health and safety across all schools.
10. To undertake any other duties of a similar level and responsibility as may be required.

Person specification	Essential	Desirable	
Qualifications and training			
Educated to IB level or equivalent (A Levels accepted)	✓		
In depth professional knowledge acquired through experience	✓		
IOSH Qualification or equivalent (or willing to work towards)	✓		
Experience, skills, abilities and attributes			
Experience of compliance and health and safety management	✓		
Experience of managing small projects	✓		
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	✓		
Experience of working in the education sector		✓	

Knowledge	Essential	Desirable
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 (or willingness to work towards qualification)	✓	
An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety	✓	✓
An understanding of the education climate and culture		✓



www.coastalacademiestrust.co.uk



COASTAL ACADEMIES TRUST

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Coastal Academies Trust is registered in England as a company limited by guarantee

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