



Tenterden Schools Trust

Candidate Information Pack

Senior Estates Manager



POST TITLE: Senior Estates Manager

SALARY: NJC Scale PO, Points 40 - 43, £48,474 - £51,515 per annum

START DATE: As soon as possible

REPORTS TO: Chief Finance and Operations Officer

LOCATION: Working across the TST schools

Message from Stuart Reeves, CEO

Dear Candidate,

We are excited to announce the opportunity for an Senior Estates Manager at Tenterden Schools Trust. We seek a leader who shares our vision and enthusiasm for enhancing education in Kent and beyond. At Tenterden Schools Trust, we prioritise innovation, dedication, and collaboration. Our passionate team is committed to making a difference, and we believe that with the right workforce, we can achieve remarkable outcomes for our students and community.

As the Trust's Senior Estates Manager, you will play a crucial role in shaping the future of our estates team and the Trust as a whole. Reporting directly to our Chief Finance and Operations Officer, Traysi Higgin, you will oversee the estates team across our schools. Your strategic insights and commitment to the health and safety of our staff, students, and community will be essential in developing a conducive learning environment and advancing estate development initiatives.

You may come from a non-educational background, but we would value your dynamic approach to capital improvements, compliance practices, and your ability to build strong relationships with stakeholders and contractors. Your proven track record in successful project management will be instrumental in supporting the Chief Finance and Operations Officer with the Condition Improvement Fund (CIF) and other major capital projects.

This exciting opportunity is perfect for someone seeking a challenge, who has a proven track record in team development, strives to make a difference, and takes pride in their achievements - if you recognise these attributes in yourself, then we want to hear from you.

We encourage you to reach out to Traysi Higgin on t.higgin@tenterden-schools-trust.com. She would be delighted to discuss the role in more detail, you will be invited for a chat and a tour of the estates if you're interested.

We look forward to hearing from you and learning more about your skills, experience, and potential plans to help continue the ongoing success of Tenterden Schools Trust.

Best wishes

Stuart Reeves
Chief Executive Officer

Advert- Senior Estates Manager

Trust Vision

Educational Excellence

Students thrive in ambitious and successful schools, ready for what the future has in store for them.

Community

Excellent Community and Church Schools, maintaining their own identity and serving their local community.

Seamless Learning

A continuous, all-through educational experience from Birth to 19, creating smooth transitions between phases.

Tenterden Schools Trust is seeking a confident and effective Senior Estates Manager to join our central team. This is an exciting opportunity to make a positive impact during a pivotal stage of development within our estates team. The estates team is under an exciting stage of development and we are looking for someone who has a flexible and practical approach to change and who can be an important part of that evolution as we grow

In this role, you will lead a team through a period of change with a practical and flexible approach, playing a key part in our evolution as we grow. Health and safety will be at the forefront of your responsibilities as you work to achieve high standards in compliance and statutory regulations, ensuring that our facilities meet the needs of our students and staff.

Your responsibilities will include empowering and developing your team to reach their full potential, building strong relationships, and providing exceptional service to the schools within the trust. We are looking for someone who demonstrates strong but fair leadership - being considerate yet assertive and driven. Excellent IT skills will be essential to enhance operations and communication as you strategically bring plans to life and drive initiatives that align with our vision.

The successful candidate will support the Chief Finance and Operations Officer (CFOO) in delivering the Trust's strategic vision, ensuring that our estates are safe, well-maintained, and conducive to high-quality teaching and learning.

If you are ready to take on this challenge and lead a team toward success, we would love to hear from you. Please contact Traysi Higgin at t.higgin@tenterden-schools-trust.com for more details.

Join us and be part of our journey to excellence!

We are an equal opportunities employer and welcome applications from all members of the community. Tenterden Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS).

Job Description

KEY PRIORITIES:

Main Purpose

- Under the leadership of the CFOO, to provide an effective, compliant, and professional estates and facilities management service to the Trust and its academies.
- To oversee and guide the site teams across the academy portfolio, providing leadership in managing the estates, with direct line management responsibility for the premises teams.
- To advise and support a strong health and safety culture across TST schools.

Key Accountabilities

Line Management Responsibility

- Effectively line manage the estates teams across the trust, providing the guidance and support required to ensure they perform their roles successfully and contribute to the Trust objectives.
- To determine schedules for both all site staff in collaboration with the needs of the academies and to identify and arrange relevant training, to monitor their performance, to hold them accountable for delivery of their objectives, and to advise on the performance of these staff.
- To support the recruitment of new estates staff as required and in collaboration with the CFOO and HR Director.
- Train and mentor new premises staff to operate to the expected TST standards including health and safety checks and records and support new academies joining TST.

Operational delivery of the Trust Estate

- Contribute effectively to the delivery of the TST asset management strategy.
- Support the CFOO in procurement and monitoring of premises based service contacts.
- Support academy principals, headteachers, senior leaders and site staff to meet statutory compliance and ensure current regulations are followed, and any deviations are addressed.
- Support academy principals, headteachers, and premises staff with both hard and soft facilities management:
 - Provide guidance and training to academies on building maintenance matters, including driving robust planned and preventative maintenance programmes at each academy.
 - Work with the academy principals and Headteachers, to direct the work of on-site premises teams (including in-house and external FM contractors)

Estate Projects, developments & growth

- To be a key part of the team that ensures robust due diligence procedures when new academies join the Trust, reviewing building condition reports, asset management plans and compliance /contracts.
- Support the CFOO on the specification for contracts to provide equipment and site maintenance and repairs, including attendance at contract meetings, reporting on performance, and supporting contract integration across the Trust (such as cleaning, catering, grounds, FM contracts).
- Align all academies to the Trust systems, contracts, and servicing, and monitor such contracts for performance and feedback to the CFOO on quality of services provided.
- Assist in developing business cases for capital projects.
- To be the main point of contact for the preparation and submission of CIF and other capital related applications under the guidance of the CFOO.
- Ensure that accurate reports on asset performance to justify capital investment are maintained by Premises teams.
- Develop and maintain an Estates Development Plan that identifies critical improvements, incorporating financial considerations over an applicable timeframe to ensure strategic alignment and effective resource allocation
- Oversee capital projects and individual academy capital building projects.
- Ensure schedules for holiday work are in place (as part of compliance work) including routine maintenance of buildings and redecoration programmes.
- Advise academies on appointment of contractors and produce directories of approved contractors.
- Advise on costs of premises maintenance and servicing where premises staff do not have the experience to do so.

Health and Safety and Risk Management

- Support the CFOO in ensuring all aspects of Health and Safety (legislation and implementation) are reflected in the highest of standards, ensuring all schools in the Trust are safe and legally compliant
- Assist the CFOO, in conjunction with the Trust's health and safety consultants, in guiding academies through all aspects of health and safety matters including risk assessments, health and safety policy, fire safety and emergency planning, providing training as necessary
- Assist in the development and monitoring of estates related risk assessments
- Support school premises staff with regular scheduled inspection / compliance tasks, which may include:
 - A regular and routine system for water testing.
 - A regular and routine system for testing fire bells and alarm servicing.
 - Periodically check the asbestos register, ensuring they are compliant and up to date.
 - Reviewing the asbestos register regularly and arranging the removal of asbestos and new management plans where needed.
 - Ensure academies have the correct fire extinguishers in place and that site staff are managing their servicing.
 - Ensure PAT testing is taking place in accordance with HSE guidelines.
 - Ensure COSHH risk assessments are written by site staff and updated annually.
- Ensure academies have regular fire evacuations, a fire risk assessment and regular fire awareness training, as arranged by Principals/Headteachers.
- Assist the CFOO to develop and deliver high quality training in all areas of compliance, and health and safety across TST.
- Support the CFOO to develop compliance reporting mechanisms to ensure appropriate monitoring and escalation through the CFOO, Local Governing Bodies and Trust Board.
- Liaise with external suppliers to ensure that health & safety standards are not compromised during service or product delivery.
- The Senior Estates Manager is expected to deliver periodic reports to the Board of Trustees, covering key issues related to compliance, health and safety, estates development, and capital improvement projects.

Other responsibilities

- To attend relevant meetings, presentations and briefings as required.
- To undertake any other reasonable duties commensurate with the role as directed by the CFOO.
- To maintain knowledge of safeguarding children and vulnerable adults 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.
- To take responsibility for personal continuing professional development and remain up to date with the latest legislation and best practice and the impact of this on the services provided to Trust schools.

Safeguarding Children

TST is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees.