



THE HOWARD
Academy Trust

Recruitment Pack

Head of Estates



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



About This Role

and Our Central Team

Thank you for your interest in the role of **Head of Estates** at **The Howard Academy Trust**. This is a key leadership position within our talented Trust Operations Management Team, forming part of our wider Central Services Team.

We are a forward-thinking and ambitious central team with a clear vision: **to be the best central services team for a MAT of our size**. Our Central Services values—**Slick, Professional, and Expert**—guide how we work and collaborate. It is essential that the successful candidate shares and champions these values, to help us achieve our central vision and provide the highest quality leadership to the Estates function.

We are seeking a talented and experienced estates professional with a strong demonstrable track record. We welcome applications from both experienced and aspiring Heads of Estate. The successful candidate will lead across all areas of estates, including **compliance, health and safety, capital project management, planned and reactive maintenance, and long-term strategy**. The Trust estate currently spans **nine schools across three local authorities**, with buildings dating from the 1950s to the 2010s. Our annual capital programme is currently in the region of **£1.5 million**.

To support a smooth leadership transition, our current Head of Estates, who will retire in the next 12-24 months, will move into the **Estates Projects and Cluster Lead** role once a new Head of Estates is appointed. This offers a unique opportunity to benefit from continuity and ensure information and knowledge of our schools is transferred, and retain his skills and knowledge. With the Trust entering a new phase of growth, this is a pivotal time to help shape the future of our Estates function—enhancing systems, processes and structures to support our continued development. The post holder will be able to recognise our current size and balance the challenge of strategic and operational estates management.

The role offers an excellent remuneration package, access to the Local Government Pension Scheme (LGPS), a wide range of benefits, and opportunities for hybrid working. While the post involves regular travel to schools, your base will be our recently refurbished, open-plan offices at Waterfront UTC, which feature free parking, an on-site canteen, and green outdoor space ideal for lunch breaks.

I welcome informal conversations with prospective candidates. To arrange a call, please email: patoceo@thatrust.org.uk.

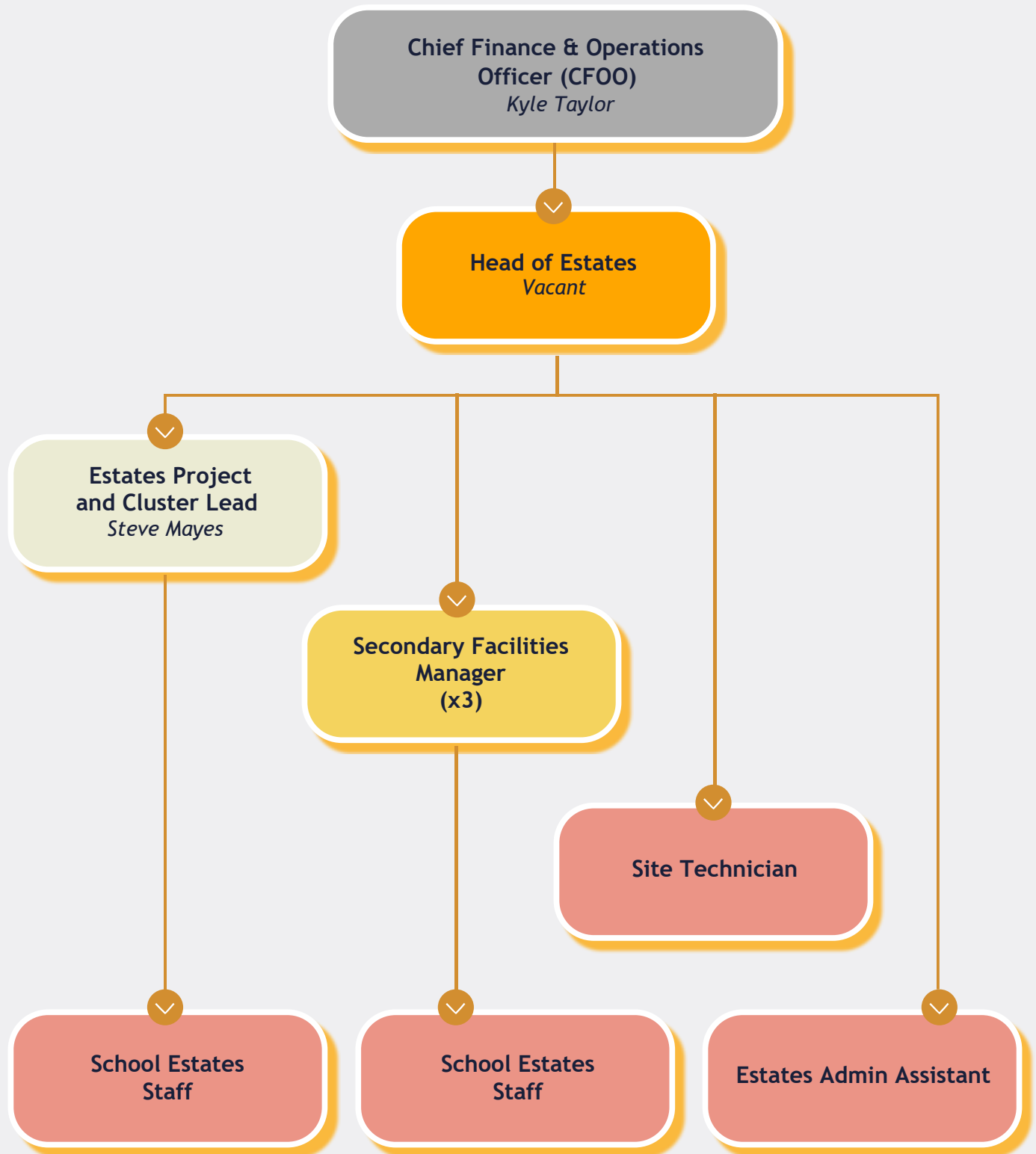


Kyle Taylor
**Chief Finance &
Operations Officer**
The Howard Academy Trust



Estates

Team Structure



*Line Management of individual school site staff to be agreed by new Head of Estates.
Management to be split between Head of Estates and Estates Project and Cluster Lead.*

THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



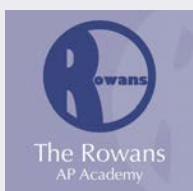
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Job Description

Post:	Head of Estates
Location:	Trust Central Team
Function/Department:	Estates
Grade/Salary:	Tier 2: £55k - £68k
Responsible to:	Chief Finance and Operations Officer (CFOO)

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a Head of Estates as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the CFOO. The post-holder is required to fully support and envision the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Key Responsibilities:

To strategically shape, lead and manage the Estates function across the MAT, with support and oversight from the CFOO, ensuring legal compliance and a forward-thinking Estates function.

Ensure all statutory compliance and Health and Safety responsibilities are met across the Trust with robust, innovative processes and procedures in place.

Be a forward thinking leader who lives and breathes our central values of “Slick, Expert and Professional” helping us to deliver our central vision “To be the best central services team for a MAT of our size”.

General

- Strategically lead the Estates function with overall responsibility for the THAT Estate. Lead on shaping and delivering the Estates strategic plan ensuring a highly successful Estates Function
- Ensure an excellent service, encompassing all aspects of Estates. Ensuring the service meets KPIs and service delivery targets to ensure a great service to our schools and stakeholders
- Develop and foster excellent relationships with third party suppliers to ensure exemplary support and services to THAT schools
- Lead on ensuring we take a sustainable approach to our Trust Estate, reducing carbon and our Trust footprint

Health & Safety / Compliance

- Ensure excellent policies, procedures, processes and training is in place to ensure we remain 100% compliant across our Trust, acting as competent person for health and safety to ensure that relevant legislation is in place across the Trust, and our policies are compliant and implemented.
- To be responsible for leading, developing, implementing, auditing and reviewing the MAT' Health & Safety management systems, and provide advice to ensure that pupils, staff and visitors are provided with facilities that are safe and fit for purpose.
- To promote and monitor safe working practices within the MAT and to provide regular reports to Senior Management.
- To ensure the security of MAT resources and accommodation including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- To establish, monitor and evaluate risk assessments within the areas of specific responsibility.

Capital Works & Maintenance

- To manage and implement our capital programme, ensuring robust 5 year estates plans are in place and utilise School Condition Allocation capital funding, leading on the development and implementation of the MAT-wide estate development strategy.
- To manage the tendering, letting, implementation and snagging of all capital projects so that they are completed to time and budget with consistently high standards.
- To prepare and manage an effective Planned Preventative Maintenance programme across the estate.
- To establish, monitor and review a list of contractors for minor works including the provision of predetermined pricing/specifications as appropriate.

Finance & Management

- To work with the Leadership Team and the Finance Team to ensure that the budgets for Estates & Facilities are prepared correctly and that information is made available so that current and future expenditure is recorded and monitored.
- To liaise with the Local Authority, Education & Skills Funding Agency, Department for Education, Insurance Brokers and other third parties as necessary.
- To manage the procurement of MAT-wide contracts for cleaning, catering, security and utilities ensuring that value for money is achieved via competitive tender in compliance with the Academies Financial Handbook and MAT Finance Policy.
- To monitor and manage the MAT-wide contracts for cleaning, catering and security ensuring the contracts deliver service to specified standards.
- To ensure appropriate oversight and checks are in place to maintain consistently high cleaning standards for schools with in-house cleaning.
- To be responsible for the deployment and work of the MAT Site Maintenance staff.
- To plan and monitor the expenditure of the relevant allocated budgets.
- To ensure that regular checks of buildings, grounds, furniture, fittings are undertaken and to take appropriate action, which will include advising Senior Management on technical issues, financial and budgetary implications.
- To obtain when necessary financial estimates relating to necessary work and advise senior management accordingly.
- Control the budgets allocated for repairs and maintenance, tools and equipment, and cleaning materials.

Administration

- Be a highly competent IT user including Estates software packages and word packages, be open to developing these skills to embrace emerging software and technologies to ensure an efficient and slick service.
- To be responsible for the MAT minibuses fleet including maintenance and compliance with legal requirements
- To advise on staffing needs, designs of job descriptions, person specifications and participate in the recruitment of relevant estates.
- To maintain an asset inventory (excluding IT equipment) across the MAT
- Be comfortable and capable of operating equipment in line with health and safety policies and procedures.

Management and Leadership

- This post directly manages the central estates team including: Estates projects and cluster lead, estates admin and estates site technician as well as directly line managing some school based estates staff, and holding oversight over all Estates staff.
- The post holder is expected to be a leader, who promotes our organisational values and central team vision, driving continuous improvement across Trust.

Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • A-C Grades in Maths & English GCSE or equivalent • IOSH qualification • Affiliation to professional FM, Construction or surveying related body 	<ul style="list-style-type: none"> • Educated to degree level or equivalent in an Estates field • NEBOSH qualification or equivalent with relevant experience in an estates and facilities management role • Member of IWFM • Surveying qualification • Project management qualification
Experience	<ul style="list-style-type: none"> • At least three years' experience of strategic Estates Management • Established track record of delivering improvements, change and strong outcomes • Experience of working in complex multi-site environments and all aspects of Estates Management • Excellent knowledge of Health and Safety regulations, risk assessment and COSHH • Ability to procure contract services, evaluate performance and negotiate solutions with suppliers • Experience of leadership and management with strong experience of driving team performance • Experience of external contract and supplier management • Full clean driving license • Experience of working in a multifaceted estates function 	<ul style="list-style-type: none"> • Experience of working within the academy or education sector
Knowledge and skills	<ul style="list-style-type: none"> • Excellent knowledge and understanding of Health & Safety policy and practices • Excellent IT skills • Ability to manage a complex and challenging work load, working both strategically and operationally • Lead and manage to successfully achieve goals • Be committed to progressional development and have evidence of this • Detail orientated, with excellent project management and planning skills 	<ul style="list-style-type: none"> • Knowledge of child protection and safeguarding policies • Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards

Person Specification

Attribute	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none">• Excellent communication skills, including verbal and written• The ability to be flexible in terms of working hours to respond to Estates emergencies when they occur• Exceptional people skills, with the ability to inspire, foster improvement and deal with conflict resolution and ensure excellent line management.• Excellent organisational and time keeping skills• Leadership qualities, including self motivation and ability to manage a complex and busy workload• A high level of integrity, confidentiality and discretion.• Proactive in championing improvement, introducing systems and procedures to bring about improvement in effectiveness• Adaptability	

