



The **GALLERY TRUST**



A community of special schools

Director of Estates Management

**Candidate Information Pack
December 2022**

Thank you for your interest in the position of Director of Estates Management at The Gallery Trust.

The Gallery Trust is an expanding and successful Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire.

The Trust is recognised as a key stakeholder in the delivery of education to SEND pupils in the county. This is a very exciting time to join the Trust, as we continue to expand our provision. We currently have six schools in our Trust, a satellite provision, and two new schools in pre-opening.

As a Trust, our vision is to encourage the individual identities of our academies while providing strong support from the Trust's Executive Team and central support services, and facilitating collaboration between the academies in the Trust. Employees at the Trust belong to a community of skilled and experienced professionals, and benefit from a wide range of networks and development opportunities across the Trust.

If you share our values, are motivated by working with colleagues who are completely dedicated to improving outcomes for students with Special Educational Needs and Disabilities, and are enthusiastic about contributing to an effective team with very high standards, then we would be delighted to receive your application.

Thank you again for your interest and we look forward to hearing from you.



Kay Willett
Chief Executive Officer

Director of Estates Management

Grade: 16

Contract Type: Full time, permanent

Annual Salary: £57,857 - £60,975 per annum (dependent on experience)

Start date: January 2023

The Gallery Trust is a leading special Multi Academy Trust, seeking to recruit a Director of Estates Management to strategically lead on the development of the Gallery Trust Estates Management plan as well as oversee all new acquisitions and capital projects. This new role will work with the Trust Executive Leadership team on all areas connected to our physical infrastructure, designing, articulating, and delivering an estates strategy that is in line with the Trust's values, key educational priorities, and continued growth plans.

The successful applicant will be experienced in Estates Management, with the drive and ambition to make our schools inspirational in educational practice, offering a safe environment where creativity and development can thrive. You will be an excellent communicator, able to work collaboratively with a multi-disciplinary team across the Trust central services and our individual schools, to incorporate project management, statutory compliance, health and safety, asset management, capital investment and energy efficiency. You will share our vision of SEND provision throughout the county and live our values every day to enable excellence in all aspects of estates management across the Trust.

The successful post holder will also be able to demonstrate the following:

- Extensive estates management experience including practical experience of managing buildings projects and maintenance programmes, delivering on time and in full
- A thorough knowledge of current legislation affecting property and estates, including fire safety, building regulations, health and safety and statutory maintenance compliance (within educational establishments is desirable but not essential)
- Meticulous budgetary control and experience of procurement processes
- A commitment to delivering strategic plans with great care and appropriate concern for the wellbeing and safety of pupils and staff
- An ability to translate strategic direction into achievable objectives and plans communicating these clearly to different audiences within the Trust e.g. Trust central Leadership, School Leaders and the Board of Trustees
- Evidence of project management and effective leadership with delivery of agreed objectives across a range of complex activities
- Strong communication skills with the ability to influence stakeholders using strategic planning, logic and data
- Ability to work effectively within a team and develop strong relationships with colleagues in various partner teams, at all levels of the Trust

The Director of Estates Management will be based at our Trust offices Northern House Academy but will be required to travel to all our school sites throughout Oxfordshire and may sometimes be deployed across the Trust in response to need, on short term or long-term placements. The post holder is required to hold a full driving licence and have access to a vehicle for travel.

Benefits of working at The Gallery Trust include:

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- 29 days holiday plus bank holidays (including 10 days which can be taken during term time)
- Excellent terms and conditions
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Generous public sector occupational sick pay
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

Wellbeing

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- Generous annual leave entitlement for support staff which increases to reflect length of service
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme

Facilities

- Free car parking and cycle storage
- On-site catering

Application process

To apply for this post please download an application form from our website www.thegallerytrust.co.uk or email application@thegallerytrust.co.uk to request one.

Please submit your application form via email to application@thegallerytrust.co.uk or by post. The closing date for the receipt of completed applications is **17:00 on Wednesday 4th January 2022.**

Interviews will be held on Thursday 12th January 2022.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, Enhanced Disclosure and Barring Check, and other appropriate checks relevant to the role. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in January 2024
- A Free Special School in South Oxfordshire, to open in January 2025
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

JOB DESCRIPTION

Director of Estates Management

Grade: Green Book G16

Job purpose:

To strategically lead on the development of the Gallery Trust Estates Management Plan, overseeing the prioritisation and allocation of funding which delivers a capital and operational programme of site improvement.

To provide overall strategic leadership and direction of Health and Safety practises across the Trust.

To direct Trust wide procurement ensuring compliance with ESFA best practice, achieving best value for money and creating an Estates Sustainability Strategy.

To manage applications for capital funding in aid of new projects, overseeing the capital development of all new initiatives.

To ensure all estates and facilities across the Trust are open and fit for purpose, with income generation from the estates, maximised wherever possible.

Introduction:

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Chief Operating Officer. The Chief Operating Officer or other Trust Director if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The Trust's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at Work policy and the Dignity at Work policy.

Responsibilities:

Strategic Planning

- Work as part of the Trust Executive Team to deliver specific capital projects in line with the Strategic Estates Management Plan
- Identify opportunities for additional funding, submitting effective bids to maximise the amount of resource available to schools, further developing the Trust's estate Ensure all capital projects have regard to strategy on sustainability and energy efficiency
- Manage and develop a lettings policy that maximises income for Trust schools
- Liaise with the Digital Strategy and Networks Manager to ensure all Trust sites incorporate technology that can be used to enhance the lives of students with special educational needs and disabilities

Project Management

- Establish, oversee and strategically support all refurbishment and new build projects, paying particular attention to regulatory requirements, timescales and value for money principles

- Work in partnership with any contractors involved in major projects to ensure that procedures are effective at a school level
- Manage the tendering, implementation and snagging of all capital projects to ensure that they are fit for their educational purpose
- Liaise with the Local Authority, Education & Skills Funding Agency, Department for Education, insurance providers and other third-party agencies, as necessary

Estates and Facilities Management

- Ensure that the sites and facilities of all schools in the Trust provide an effective and high-quality environment to provide the best specialist learning experience for all students
- Ensure that all estates and facilities management systems, processes and practices are consistent across all Trust schools
- Build strong relationships across all Trust site and facilities teams
- Efficient updates of compliance reporting (e.g. land and buildings collection tools, updates on CIF portals etc)
- Update the Trust Executive Team with any new developments in legislation and compliance requirements, implementing changes as necessary
- Work with the Finance team to ensure that budgets for Estates and Facilities are prepared accurately and that current and future expenditure is recorded and monitored e.g. CIF Budgets • Efficient management, operation and development of all Trust premises related functions and resources
- Identify and source suitable new contractors for school sites, as and when required
- Act as an advisor and support service for the school-based facilities staff in relation to keeping all buildings clean, safe and accessible
- Identify the need for, and be responsible for securing appropriate licences, warranties and insurance
- Manage the quality and compliance of all facilities contractors e.g. cleaning and catering services, to include liaising with the contracted service provider
- Manage the Trust fleet (inclusive of cars and mini buses) in liaison with the schools

Health and Safety

- Direct the development and cyclical review of Health & Safety policies, ensuring that all establishments in the Trust are compliant with relevant legislation and testing requirements
- Direct the processes and procedures for Education Visits; ensuring each school has robust policies and procedures which meet requirements
- Lead the framework for risk assessments and other testing and inspections
- Lead the review and development of existing and new policies in line with statutory requirements
- Ensure that the Gallery Trust adheres to both Health & Safety requirements and statutory Ofsted guidelines for the overall health and well-being of staff, students, and visitors
- Provide advice to school based facilities staff to ensure the sites are safe and fit for purpose

Records & Reports

- Prepare reports for the Executive Team, Board of Trustees and relevant external bodies in all areas relating to the role, as and when required.
- Ensure that accurate and detailed floor and site plans are kept updated regularly
- Develop and ensure implementation and maintenance of easily accessible and auditable records for assets maintenance and management, including records of

inspections maintenance requests, complaints, costs and repairs. Ensure full accountability for accurate health and safety and training records across the Trust, liaising with school-based Site Managers

- Complete risk and COSHH Assessments
- Manage the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), ensuring all accidents and near misses are managed effectively by Trust sites

Procurement

- Direct the procurement of Trust wide contracts ensuring value for money via competitive tenders in compliance with the Academies Financial Handbook (inclusive of energy suppliers, technology and phone providers etc)
- Direct the management of all Trust wide contracts monitoring agreed targets and contractor performance

Standards and Quality Assurance:

- Support the aims and ethos of the Trust
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Taking a share of supervisory duties as part of the weekly routine and as necessary
- Take part in support staff appraisal

Other

The range of responsibilities listed above is not exhaustive and is subject to change at the direction of the CEO. This job description is subject to annual review.

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. Head Teachers must ensure that the highest priority is given to safeguarding children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and Enhanced Disclosure and Barring Check.

**Selection Criteria
Director of Estates Management**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 4 qualifications or equivalent 	<ul style="list-style-type: none"> • Degree qualification • IOSH • Appropriate qualification connected to Health and Safety • Project Management qualification or Buildings Management qualification
Professional Experience & Knowledge	<ul style="list-style-type: none"> • Experience of working at a senior, strategic level in facilities or estates management • Extensive practical experience of managing buildings projects and maintenance programmes • Ability to translate strategic direction into achievable objectives and plans • Evidence of developing and implementing an estates and facilities strategy • Thorough knowledge of current legislation affecting property and estates, including fire safety, statutory maintenance compliance and buildings regulations • Excellent knowledge and understanding of Health & Safety policy and practices (within an education setting is desirable but not essential) • Experience of managing budgets and procuring contractors and suppliers Experience of managing external contractors during projects • Experience of risk management and developing reporting systems for issue identification and tracking • Experience of large-scale capital projects / schemes • Experience of prioritising several competing projects • Ability to gather, analyse and report on key Health & Safety data / statistics 	<ul style="list-style-type: none"> • Previous experience of Estates within the education or health care sector • Experience of having led significant changes or improvements in a school • Experience of working with listed buildings • Evidence of successful bidding for funding for estate development projects

<p>Personal Skills and Qualities</p>	<ul style="list-style-type: none"> • Effective and persuasive communicator both verbally and in writing with proven ability to adapt own communication style to meet the audience • Leadership skills that motivate and inspire others • Commitment to sustainability and the development of assets that create an inspiring learning environment • Able to deliver on deadlines, maintaining accuracy and attention to detail • Confident in inspiring others to drive change • Able to react sensitively and professionally to unforeseen situations with a calm approach to problem solving • Ability to maintain excellent rapport with staff, Trustees, and local governors of the Trust • A high degree of personal integrity, confidentiality, and honesty • Strong commitment to raising standards • High expectations of self and others • Ability to remain positive and enthusiastic, including when under pressure • Excellent interpersonal and communication skills • Dedication to improving the lives of children and young people 	
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Your application should clearly demonstrate how well you meet the above key criteria.
December 2022

