



The **GALLERY TRUST**



A community of special schools

Estates Manager

**Candidate Information Pack
February 2023**

Thank you for your interest in the position of Estates Manager 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

Estates Manager

Grade: 13

Contract Type: Full time, permanent

Annual Salary: £45,495 - £48,587 per annum (*dependent on experience*)

Start date: As soon as possible

The Gallery Trust is a leading special Multi Academy Trust, seeking to recruit an Estates Manager to lead on the delivery of the Gallery Trust Estates management plan as well as overseeing new acquisitions and capital projects. This new role will work with the Trust Executive Leadership team on all areas connected to our physical infrastructure, 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:

- 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)
- Experience of procurement processes and budgetary management
- A commitment to delivering great care and appropriate concern for the wellbeing and safety of pupils and staff
- 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 e.g. school leaders, external contractors
- Ability to work effectively within a team and develop strong relationships with colleagues in various partner teams, at all levels of the Trust

The Estates Manager 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
- Excellent terms and conditions
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work
- Perk Box membership

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

- The opportunity to work in a new, purpose-built school building, which offers an exciting environment in which to teach and learn, located just a short drive from Oxford's ring road
- 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 **12:00 on 22nd February 2023**.

Interviews will be held on 28th February 2023.

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 Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. 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. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. 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, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

JOB DESCRIPTION

Estates Manager

Reports to: Chief Operating Office

Grade: Green Book G13

Core Job purpose:

To play a key role in the implementation of the Gallery Trust Estates Management Plan, supporting the Trust's vision and values, the prioritisation of works and allocation of funding and the delivery of high-quality business support services.

To manage and direct Health and Safety practices across the Trust.

To manage Trust wide procurement ensuring compliance with ESFA best practice, achieving best value for money.

To manage applications for capital funding in aid of new projects.

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 with key stakeholders to implement the Gallery Trust Estates Strategy to facilitate maintenance and improvement of all Trust establishments
- Identify opportunities for additional funding, submitting effective bids to maximise the amount of resource available to schools including community use
- 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

- Manage the Trust's crisis management and business continuity arrangements and policies, providing emergency support and assistance when required

Project Management

- Manage and oversee all refurbishment, new build and expansion projects, paying particular attention to due diligence, regulatory requirements, timescales and value for money principles
- Manage the tendering, implementation and snagging of all capital projects to ensure that they are fit for their educational purpose and work in partnership with all contractors
- 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, safe and high-quality environment for specialist learning experiences for all students and ensure management systems, processes and practices are consistent across the Trust.
- Support school leaders with the recruitment of site and facilities managers
- Support school-based staff to monitor and implement planned maintenance, servicing schedules and improvement of property programmes
- Manage property and land data for the Trust; maintaining software containing asset management information, property condition information and contract management data
- Remain up to date with DfE statutory guidance and legislation including compliance requirements
- 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
- Support Community Use Agreements and associated arrangements
- Identify the need for, and be responsible for securing appropriate licences, warranties and insurance
- Manage the quality and compliance of Trust facilities contractors e.g. cleaning and catering services, to include liaising with the contracted service provider.

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, statutory and testing requirements for the overall health and wellbeing of staff, students and visitors
- Work in partnership with senior leaders to ensure that school-based site teams are trained and supervised to perform to required standards, and are equipped to provide full compliance with health and safety and site requirements, including Ofsted
- In co-operation with the Fire Service, monitor and quality assure the installation and maintenance of all firefighting and fire alarm systems: to ensure the maintenance and periodic checking of fire and other safety equipment by specialist contractor: ensure compliance of fire alarm systems
- Work in partnership with school-based staff to ensure the safe and efficient operation of all premises-related mechanical, electrical, heating services and other

plant, ensuring the completion of all annual portable appliance testing, monitoring and recording of meter readings/returns as required

- Work in partnership with school-based staff to ensure that security and Safeguarding arrangements are effective
- Maintain a positive culture of health and safety awareness and promotion across the Trust
- Oversee risk management and mitigation, strengthening control through risk assessments and necessary audit checks, ensuring that the Chief Operating Officer and Head Teachers are notified of risks and issues and these are being mitigated against and managed appropriately.

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
- Ensure all record keeping is of excellent standard, and schedules are compliant
- Smart log implementation and review for statutory standardised compliance across the Trust

Procurement

- Manage the procurement of Trust wide contracts ensuring value for money via competitive tenders in compliance with the Academies Financial Handbook
- Monitor agreed targets and contractor performance
- Monitor and improve utilities procurement and energy use, to obtain best value and partnership working with utilities providers to increase the use of local renewable energy solutions and decrease utilities usage across the Trust
- Monitor the quality of goods and services, seek out new suppliers and organise tendering processes in accordance with procurement regulations to ensure that the Trust receives value for money
- Manage financial administration procedures in accordance with Trust policies

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
Estates Manager

	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 in facilities or estates management • Experience of managing buildings projects and maintenance programmes • Evidence of implementing actions from 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 reporting systems • 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 managed estates improvement projects • Experience of working with listed buildings • Evidence of successful bidding for funding for estate development projects
Personal Skills and Qualities	<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 • Commitment the development of assets that create an inspiring learning environment • Able to deliver on deadlines, maintaining accuracy and attention to detail 	Commitment to sustainability

	<ul style="list-style-type: none">• Able to react sensitively and professionally to unforeseen situations with a calm approach to problem solving• Ability to maintain excellent rapport with staff across a variety of levels• 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.

February 2023

