



The **GALLERY TRUST**



A community of special schools

Estates Director

**Candidate Information Pack
April 2023**

Welcome

Thank you for your interest in the position of Estates Director 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, MBE
Chief Executive Officer*

Estates Director

Grade: 16

Contract Type: 18 hours per week, permanent

Actual Annual Salary: £28,146.65 - £29,663.51

Full Time Equivalent: £57,857 - £60,975 per annum

The Gallery Trust is a special Multi Academy Trust, seeking to recruit an Estates Director to strategically lead on the development and implementation of the Gallery Trust Estates Management plan as well as taking responsibility for all aspects of the Trust's estates, facilities and assets. 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, sustainability 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, and with external stakeholders

The Estates Director will be required to travel to all 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

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
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Free eye tests and a contribution towards glasses for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work
- Free onsite parking
- Perkbox - discount and wellbeing platform membership

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance including private external counselling free of charge
- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- 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

Application Process

Please submit your application form via email to application@thegallerytrust.co.uk or by post.

The deadline for applications is 9:00am Monday 24 April 2023.

Interviews will be held on Thursday 4 May 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, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

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 Director

Grade: Green Book G16

Introduction:

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The Chief Executive Officer 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.

Job purpose:

- To provide overall strategic and operational leadership, management, and direction of estates, facilities, Health and Safety, and assets
- To ensure that all Trust establishments offer safe, secure and welcoming working conditions for all users
- To implement the actions, objectives and aims of the Trust's Strategic Estates Management Plan to support the achievement of the educational vision and values of the Trust
- To undertake project management, including new schools, the conversion of schools, and of programmes and initiatives which deliver continuing estates and facilities improvement
- To identify and support opportunities for growth
- To maximise income generation from Trust facilities, assets and estates, through increased community use and lettings
- To undertake effective procurement to reduce costs and improve value for money and standards of services
- To achieve compliance with statutory requirements and regulations, and advisory guidance
- To take a core role within the Executive Team to support the vision and values of the Trust, undertaking strategic tasks as directed by the CEO.

Responsibilities include:

- Regular review of contracts and suppliers to promote value for money, economies of scale, excellent standards, and cost savings: manage, quality assure and review contracts and services
- Preparation of bids and applications for funding
- Maximise the impact and effectiveness of income and funding to enhance and improve estates and facilities
- Increase lettings, community use and actively identify and drive income generation opportunities

- Undertake compliance reporting and monitoring, and evaluate and monitor establishment reporting, in areas including Health and Safety, estates, facilities, RIDDOR etc
- Budget preparation and management, with a strategic and operational emphasis on achieving value for money and reducing costs, and supporting schools to achieve best value
- Collaborate with senior leaders throughout the Trust, including Head Teachers, to ensure statutory and advisory compliance, and to promote, achieve, and sustain best practice in areas including Health and Safety, facilities, assets, and site management to ensure safe, secure and welcoming sites
- Provide strategic and operational guidance in all areas of Health and Safety, estates, facilities, and assets, including management of risk
- Provide direction, advice and guidance to a range of colleagues, including establishment site managers
- Review, manage and disseminate policies
- Collaborate with a range of stakeholders including colleagues, Trustees, governors, external bodies and agencies, providing reports, data, advice and guidance
- Line and task management
- Deliver training on areas of expertise
- Support and collaborate with colleagues to ensure the provision of effective ICT infrastructure and ICT delivery throughout 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, including establishment site managers

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.

Selection Criteria Estates Director

	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 and estates management in the education sector Extensive experience of managing buildings projects and maintenance programmes Ability to translate strategic direction into achievable objectives and plans 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 Experience of managing budgets and procuring contractors and suppliers, including large-scale capital projects / schemes Experience of risk management and developing reporting systems for issue identification and tracking Ability to gather, analyse and report on key Health & Safety data / statistics 	<ul style="list-style-type: none"> 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
Personal Skills and Qualities	<ul style="list-style-type: none"> Commitment to the development of assets and facilities that create an inspiring learning environment Able to deliver on deadlines, maintaining accuracy and attention to detail Able to react 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 	

	<ul style="list-style-type: none">• 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.

April 2023

