



The **GALLERY TRUST**



A community of special schools

## **Deputy Estates Manager**

Candidate Information Pack  
December 2021

## Deputy Estates Manager

**Contract Type:** Full time, permanent (52 weeks)  
**Salary Type:** Grade 11 SCP 31 to Grade 11 SCP 34  
**Salary Range:** £34,728 to £37,890

The Gallery Trust, a Special Multi Academy Trust based in Oxfordshire, wishes to recruit a Deputy Estates Manager to work with the Operations & Estates Manager as part of the Trust's central support services team. The Deputy Estates Manager will support in delivering operational excellence throughout the Trust and its academies: supporting the Trust's vision and values, strategic priorities and development plans, and the delivery of high-quality business support services.

The Deputy Estates Manager will play a key role in the Trust, working with internal and external stakeholders to develop and maintain a positive and safe learning environment, through supporting the development and implementation of the Trust's estates strategy and facilitation of maintenance and compliance improvement, across all Trust establishments.

The Deputy Estates Manager will line manage Trust Site Managers who are based across all Trust establishments.

We wish to appoint an individual who can demonstrate their ability to work collaboratively and previous experience of facilities management and compliance. You will need to demonstrate a range of operational and management skills and work flexibly in order to meet the Trust's needs.

The Deputy Estates Manager will be required to travel between sites at times, therefore must hold a valid driving licence and have access to a vehicle.

### Application process

To apply for this post, please download an application form and job pack from our website: <https://thegallerytrust.co.uk/recruitment/current-vacancies/> If you have any questions on the school or the role, please telephone 01865 747606 or email [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk)

Please submit your application form by email no later than **5pm on Sunday 16th January 2022** to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) or by post to Recruitment, The Gallery Trust, c/o Northern House Academy, South Parade, Oxford, OX2 7JN.

Interviews to be held in the **week commencing 24th January 2022**

Please ensure you detail any gaps in employment, and use the person specification and selection criteria 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 on their own, but by all means include one with your fully completed application form if you wish. If you are shortlisted, we will

take up written references before your interview so please provide permission for this along with 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 or Trust, must include your current Head Teacher or Trust Executive.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and require all staff to share this commitment. The successful candidate will be subject to an Enhanced Disclosure check from the Disclosure and Barring Service (DBS), and Occupational Health check. The Gallery Trust is an equal opportunities employer and we welcome applications from all ethnic and community backgrounds.



# 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 Specialist Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2024
- A Free Special School in South Oxfordshire, opening date to be confirmed
- 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 consolidate our recent growth by securing effective systems that deliver school improvement through all academies whilst continuing 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.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



## **JOB DESCRIPTION**

### **Deputy Estates Manager**

**Responsible to: Operations and Estates Manager**

#### **Job Purpose:**

To play a key role in the Trust's Central Team in delivering strategic and operational excellence throughout the Trust and its academies: supporting the Trust's vision and values, strategic priorities and development plans, and the delivery of high-quality business support services.

#### **Introduction:**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer and the Trust Senior Executive Team. The Chief Executive Officer will be mindful of her/his 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 school's grievance procedure will be used to resolve any disagreement arising out of the job description.

#### **Core Duties and Key Responsibilities**

##### **Estates and Facilities Management**

- Support the Operations and Estates Manager to develop and implement the Trust's estates strategy, which will facilitate maintenance and compliance improvement of all Trust establishments
- Support the management of facilities, estates, and properties throughout the Trust, including site management, contracts, procurement, and task managing academy site managers on specific areas of work
- Ensure compliance with Health and Safety and property legislation, statutory regulations and guidance (e.g. Health and Safety, COSHH, GDPR), retaining oversight of external health and safety providers, and supporting with establishment audits
- Deputy project management of new builds, renovations and expansion projects
- Work in partnership with Senior Leaders to ensure that site teams have appropriate training, supervision and equipment to fully comply with both health and safety and site requirements
- Support site staff to monitor and implement planned maintenance, servicing schedules and improvement of property programmes
- Ensure all record keeping is of the highest standard and schedules are compliant
- Commission and manage external contractors, sub-contractors, property professionals, and contract management
- Support the recruitment and selection of site staff
- In co-operation with the Operations and Estates Manager, Fire Service and Specialist Contractors; monitor and quality assure the maintenance of all firefighting and fire alarm systems, to ensure the maintenance and periodic checking of fire and other safety equipment by specialist contractor and to ensure compliance of fire alarm systems

- Work in partnership with academy 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 academy staff to ensure that security and Safeguarding arrangements are effective
- Maintain a positive culture of health and safety awareness and promotion across the Trust
- Support the procurement of schools site, vehicle (including RFL and Breakdown Coverage) plant insurance and inspection arrangements for all Trust establishments as required

## **Risk**

- Participate in the Trust's Crisis Management Team as required
- Support the Operations and Estates Manager with business continuity arrangements, providing emergency support and assistance when required
- Ensure that effective systems of control and management of risk are in place and being implemented effectively. This includes:
  - Support risk management and mitigation, strengthening control through risk assessments and necessary audit checks, ensuring that the Operations and Estate Manager, Chief Operating Officer and Head Teachers are notified of risks and issues and these are being mitigated against and managed appropriately.
  - Ensure that the Trust meets legal and statutory governance duties and responsibilities
  - Ensure the effective implementation of any health and safety recommendations from any specialist external health and safety advice.
  - Support the implementations of risk registers in each academy

## **ICT**

- Contribute to the implementation of the Trust's ICT strategy
- Supporting ICT needs throughout the Trust in partnership with academy staff and external service providers to ensure the effective operation of the Trust's ICT networks and infrastructures, including server management, technical support, hardware and software provision
- Ensure that staff are able to access specialist software, e.g. PS Financials, RM Integris
- Develop and maintain relationships with external providers and managed service providers
- Support in the procurement of goods or devices for colleagues, setting them up ready for deployment and maintaining the asset / loan register.

## **Resources**

- Prepare works specifications for planned works to ensure compliance with statutory regulations and Trust policies to ensure value for money and quality solutions
- Provide advice and guidance to site staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Participate in financial administration procedures

## **Administration:**

- Produce, and respond to, complex correspondence
- Provide organisational and complex advice to colleagues as required

- Manage complex administration and financial procedures
- Be responsible for the completion and submission of complex forms and reports
- Work in accordance with Government regulations and procedures of the Trust as appropriate to its status as a charity and limited company

**General Responsibilities:**

- Comply with Trust policies and procedures on safeguarding and child protection and ensure site teams have received appropriate training in this area. Promote collaborative professional working and business effectiveness across the Trust
- Be a positive and proactive advocate of the Trust's expansion and success
- Actively model and promote the values and ethos of the Trust to all stakeholders
- Remain aware of changes to statutory requirements and policies affecting area of work
- Provide cover for colleagues in the Shared Services Team and for site staff in academies
- Carry out other duties as may be reasonably assigned by the Chief Operating Officer and Chief Executive Officer
- Take on additional responsibilities, commensurate with the level and responsibility of the post, which might from time to time be determined
- Be aware of and support difference, and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos and aims of the school
- Develop constructive relationships and communicate with other agencies and professionals
- Attend meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to a relevant person.
- Safeguarding and promoting the welfare of all pupils
- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and colleagues in accordance with the requirements and locally adopted policies; including taking responsibility for raising concerns with a manager.

**DEPUTY ESTATES MANAGER**  
**Selection Criteria**

<b>Qualifications and training</b>		
	Essential	Desirable
Level 3 / 4 qualifications or equivalent experience in Health and Safety or Facilities Management	<b>X</b>	
Health and Safety professional qualification		<b>X</b>
First Aid qualification		<b>X</b>
<b>Experience and knowledge</b>		
Experience of Health and Safety management	<b>X</b>	
Strong experience of facilities management and compliance	<b>X</b>	
Experience of line management	<b>X</b>	
Experience of liaising with, supervising and monitoring contractors and suppliers performance	<b>X</b>	
Knowledge of relevant Health and Safety legislation	<b>X</b>	
Ability to provide confident advice and guidance to a range of stakeholders	<b>X</b>	
Experience of working in an educational establishment		<b>X</b>
Experience of participating in site-related meetings		<b>X</b>
Experience of providing training and coaching		<b>X</b>
Experience of managing a vehicle fleet		<b>X</b>
Experience of working on a number of sites		<b>X</b>
Experience of managing lettings		<b>X</b>
Experience of using both Windows and Mac Operating Systems		<b>X</b>
<b>Skills and Attributes</b>		
Good communication and interpersonal skills	<b>X</b>	
Excellent organisational and administrative skills	<b>X</b>	
Good literacy and numeracy skills	<b>X</b>	
Excellent ICT skills	<b>X</b>	
Methodical approach to record keeping and documentation	<b>X</b>	
Ability to work on own initiative and within a team	<b>X</b>	
Responsive and flexible attitude	<b>X</b>	
Ability to travel independently throughout Oxfordshire	<b>X</b>	
Committed to the welfare, wellbeing and Safeguarding of pupils	<b>X</b>	
Ability to provide emergency cover throughout the organisation	<b>X</b>	
Willing to undertake appropriate training (First Aid, Fire Marshall, Safeguarding etc)	<b>X</b>	
Committed to and able to promote the aims of the Academy and the values of the Trust	<b>X</b>	
Ability to commence work at 7am to support any urgent early calls from Site Teams	<b>X</b>	



Ability to support extended use of premises at evenings and weekends, if required		<b>X</b>
Ability to respond to emergency call outs at evenings and weekends, acting as a back-up keyholder if required		<b>X</b>
Ability to relate to and work with young people		<b>X</b>

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