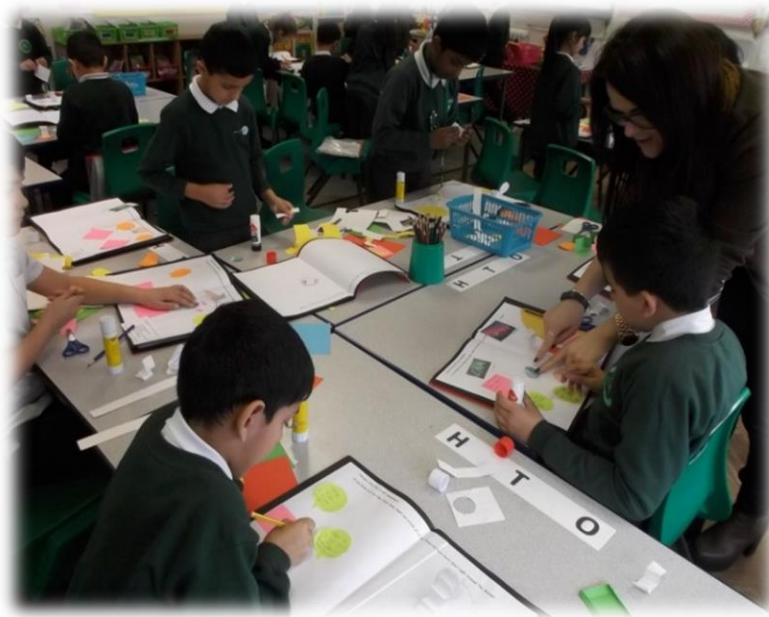




The Family of Learning Trust

Estates and Compliance Manager Job Applicant Pack



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“Learning Without Limits”

Cover Letter from the CEO



The Family of Learning Trust

Beech Hill School
Mount Pleasant Avenue
Halifax
HX1 5TN

Tel: 01422 345004

Dear Applicant,

Thank you for expressing an interest in our vacancy at The Family of Learning Trust. I hope that you find the information pack helpful and that you will consider applying for the role of Estate and Compliance Manager at our exceptional Trust.

The Family of Learning Trust is a small Trust serving Calderdale and the adjoining areas. The Trust is committed to a local approach, unlike some other large academy chains. We believe in “local solutions for local people”, with our work being focused on a true understanding of the local communities the schools’ serve.

The Trust has developed strong networks and partnerships with many other organisations; we have a large and experienced senior team with many areas of expertise including SEND, Teaching and Learning, Curriculum, HR, Inclusion and Finance.

Health and Safety and the vigilant management of the Trust’s estate is vital and we are confident that the right candidate will work with our teams in each school to bring about positive change. To enable that positive change our leadership teams and employees need guidance and advice to ensure compliance with legislative aspects of managing the estate. You will bring your expertise and technical knowledge to support robust and cost-effective solutions in minimising risk and promoting health and safety, ensuring compliance with current legislation. Therefore, we need someone who is knowledgeable and who is highly organised.

We want the very best person to work within our Trust community, someone who will work as part of the team in raising standards and expectations whilst maintaining the integrity and wellbeing of the team around them.

We look forward to hearing from you.

Mrs Shameem Hussain

CEO of the Family of Learning Trust

The Estates and Compliance Manager Vacancy

At The Family of Learning Trust, our commitment to our pupils is that we will attract, retain and develop excellent staff. The personal welfare and professional development of staff is therefore imperative. We put our team at the heart of our vision and use their talents to achieve it. We are looking for equally committed staff to join our team.

We have following post available to start as soon as possible:

Estates and Compliance Manager

Hours: 37 hours per week, all year round

Grade: PO1 to PO5

Salary: £37, 035 to £40, 476 per annum

We have an exciting and new opportunity for an experienced Estates and Compliance Manager to join our small and friendly Multi Academy Trust with 5 primary academies within the Trust. We are looking for an outstanding individual to be our Estates and Compliance Manager. You will be responsible for all aspects of the Trust's estates which include Health & Safety, maintenance and compliance, ensuring adherence with statutory and regulatory requirements. The post will be based at Beech Hill School within the central team but you will be required to travel between all trust schools within the Calderdale and Wyke areas.

The successful candidate will have previous experience in an estates and compliance management role, whilst having knowledge of Health & Safety requirements and Building Management Systems. A NEBOSH National Diploma in Occupational Health & Safety certificate is desirable, however, proven experience in the field will be considered, although it will be essential for the successful candidate to commit to work towards this qualification. Previous experience of working in an educational setting would be an advantage.

Candidates should have a good understanding of health and safety legislation as it relates to schools. An ability to work with a wide range of people at senior level and to develop good working relationships is essential, as are excellent written and oral communication skills and a willingness to undertake further training as required.

You will be responsible for identifying improvements to the estate and the schedules of maintenance, ensuring compliance with statutory requirements. The trust uses the iAM Compliant IT system to meet estate compliance and asset management necessities and you will be expected to utilise it and develop its use to realise its full potential. You will work closely with the school business managers and administrations teams in each school to assist with management of the site and facilities staff across the trust. Experience of managing staff and a proven record of developing and maintaining health and safety systems and associated records are essential. In addition, you must be able to effectively manage the shifting demands of the school sites to ensure that issues are dealt with quickly and efficiently.

Benefit package includes:

- Membership of West Yorkshire Pension Fund with employer contribution of 17%
- An employee assistance scheme with access to services to promote a healthy work life balance
- Commitment to professional development for all staff
- Free car parking at all sites

We offer:

- A friendly, caring and inclusive community where everyone is valued.
- A positive ethos that celebrates success at all levels
- An experienced, supportive and successful team.

For further information about The Family of Learning Trust and for an application pack please visit the trust website <https://www.familyoflearningtrust.co.uk/flt/> alternatively please contact Jo Lawless or Greg Armitage on 01422 345004 for supplementary information about the role.

Closing Date: Completed application forms should be returned to the school by noon on Friday 14th March 2025 Please email completed application forms to recruitment@beechhillschool.co.uk

Shortlisting: Monday 17th March 2025

Interviews: w/c 24th March 2025

Please note we do not accept CVs or AI generated applications

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service before the appointment is confirmed.



Safer Recruitment at The Family of Learning Trust

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they would be in contact with children or vulnerable adults and could cause them harm.

The Family of Learning Trust is fully committed to the principles of safer recruitment.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and thus prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence for a barred individual to be offered (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity).

Accordingly, all of the following steps will be taken as part of the recruitment processes:

- ✓ confirmation of identity by sight of original official documents (passport, photocard driving licence etc.)
- ✓ confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation
- ✓ satisfactory references - a minimum of two written references **(one of which must be from most recent employer)** will be taken up prior to interview (the identity of all referees must be open to verification)
- ✓ social media screening on all shortlisted applicants
- ✓ full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies
- ✓ all necessary checks relevant to the disqualification requirements relating to childcare in accordance with the 'Childcare (Disqualification) Regulations 2009'.

In line with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving "regulated activity", all 'spent' convictions must be disclosed under the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

A DBS check will be requested for appointments to all relevant posts and for those involved in 'regulated activity' this will include an additional check of the Children's Barred List. Any conditional offer of appointment will be made strictly subject to both receipt of all required documentation (as specified) and satisfactory verification of all checks as above.

Estates and Compliance Manager - Job Description

Hours: 37 hours per week, all year round and to be available for emergency call out

Grade: PO1 to PO5

Salary: £37, 035 to £40, 476 per annum

Responsible to: Headteachers at each site, CEO and CFO

Responsible for: Site maintenance staff, cleaning staff and any contractors on sites.

Disclosure level: The Family of Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's safeguarding policies, code of conduct for adults and managing allegations against staff procedures.

Job Purpose

To shape, lead and manage Estate and Health and Safety across the Multi Academy Trust (MAT). The MAT currently consists of five sites within Calderdale and Bradford area of Wyke. You are responsible for managing all aspects of the Trust's estates including maintenance, security, health and safety and compliance in line with statutory and regulatory requirements. You are expected to work closely with the central finance team to lead and manage the Trust Asset Management Strategy. You are responsible for managing the rolling programme of PPM and maintenance and proactively manage Health and Safety throughout the Multi Academy Trust. You will be responsible for oversight of the management of all staff within the estate portfolio.

Main Duties and Responsibilities:

Trusts Estates Compliance and Asset Management Strategy

1. Develop and maintain the Trust Asset Management Strategy alongside other key personnel (CEO/CFO) in line with the Trust's overall objectives for the whole Estate.
2. For new schools joining the Trust ensure that condition surveys are carried out in good time prior to due diligence completion so that the Trust board are aware of any serious issues with the site.

Health and Safety

1. As the designated 'competent person' for health and safety, to ensure that the relevant legislation and good practices are continually observed including carrying out regular health and safety checks. To maintain oversight of Health & Safety across the Trust Estate, acting as the Trust's Health & Safety Coordinator for Construction Design Management projects, Asbestos Control Manager, lead on fire safety and Legionella Control Manager.
2. Act as the Trust's competent person in line with Department for Education guidance so the Trust fulfils its obligations in relation to the Risk Protection Assurance Scheme.
3. To carry out an annual review to determine that the Trust properly discharges its duties under its own health & safety policy; the Health & Safety at Work Act; COSHH regulations; and any other statute, regulation or directive.
4. To develop and implement policies, procedures and processes concerning Health and Safety (including risk/emergency management).

5. To be responsible for the MAT minibus fleet including maintenance and compliance with legal requirements.
6. To actively monitor developments and changes in legislation in respect of Health and Safety requirements and advise on appropriate action as required.
7. To prepare termly updates and annual H&S report for the Trust Board reporting on information compiled from all schools in conjunction with any external providers.

Facilities and Estates

1. To have Trust wide responsibility for the creation, development and implementation of an Estate Management Strategy; ensuring a rolling programme of maintenance keeps the estate in good order.
2. To ensure through audit that regular checks of buildings, cleaning, grounds, furniture, fittings are undertaken by appropriate staff and to take appropriate action, which will include advising senior management on technical issues, financial and budgetary implications.
3. To lead the implementation and management of the compliance/asset management system (**iAM Compliant**) across the Trust.
4. To maintain oversight and manage, if appropriate, the tendering, implementation and snagging of all capital projects so that they are delivered on time, on budget and are value for money.
5. To ensure that orders placed for approved site works/services are in accordance with approved policies, procedures, specifications, timescales and that the work is supervised and completed satisfactorily.
6. To maintain oversight of the security of Trust Estates including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
7. To work closely with other Trust Business Managers and academy Site Managers to ensure best value and efficiency in all multi location works.
8. To assist in the management of the Trust asset inventory.
9. To lead on the sustainability/green strategy, ensuring best practice of energy conservation in the use of heating, light, water etc. is developed and maintained.
10. To have oversight of the cleaning provision across the Trust.
11. To manage budgets effectively, ensuring all financial policies and procedures are followed diligently.
12. To support the CFO and CEO in maximising opportunities to bid for additional capital funding that supports the Trust ambitions

Finance and Resources

1. To advise the CEO, CFO and Trust Board on the allocation of Schools Capital Allocation following audit of the priority needs of each school.
2. Ensure best value is achieved in premises related operational expenditure, including identifying and implementing efficiency savings, obtaining quotes for services and repair work required in line with the Trust's financial procedures and ensuring that all premises related service providers are meeting their contractual obligations.
3. Review and update the Trust's Asset Management Strategy regularly and formally on an annual basis in line with the Trust's financial procedures.
4. To lead on the procurement of best value for money contracts.
5. To monitor school budgets, supporting and challenging the Site Managers/Supervisors at each school within the Trust.
6. To manage the oversight of approved contractors and suppliers to the Trust.
7. To lead the team of Site Managers/Caretakers in the academies within the Trust.

Staffing

1. To manage effectively the duties of Site Maintenance staff providing induction to new staff within the areas of responsibility.
2. To advise on staffing needs, design of job descriptions, person specifications, and participate in the recruitment of relevant staff.
3. To promote teamwork and to motivate staff to ensure effective working relationships.
4. To participate in the MAT's Professional Development Review process both in terms of self and other staff as appropriate.
5. To oversee the training provision for all staff as required on health and safety matters, to include first aid and fire safety.

Quality Assurance

1. To ensure the effective operation of quality control systems in the areas of specific responsibility.
2. To ensure that site works/services, including cleaning undertaken on behalf of the MAT meet the necessary quality standards and performance criteria and to seek modification, improvement or redress where required.
3. To collect, monitor and evaluate the areas of specific responsibility against quality standards and performance indicators and implement modifications and improvements as required.

Management Information and Administration

1. To ensure the maintenance of accurate and up-to-date information/records relating to the areas of specific responsibility.
2. To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines when necessary and reviewing progress on action taken.
3. To provide/present relevant management information concerning premises and Health and Safety for individual Academy and external purposes.

Communications

1. To ensure that all persons in the MAT (staff, students, visitors and contractors) are aware of their responsibilities in respect of Health and Safety and that relevant training is provided.
2. To disseminate information to staff relating to the areas of specific responsibility in accordance with individual Academy policy.
3. To liaise with external agencies as appropriate in respect of areas of specific responsibility and prepare relevant documentation for them on behalf of the MAT.
4. To attend various LGB resources meetings and Board meetings when required.
5. To attend meetings both internal and external related to areas of responsibility.
6. To be available during out of hours for emergency contact.

Other

1. Undertake any other reasonable requests within the remit of the post as requested by the Trust Board, CEO or CFO.



Estates and Compliance Manager - Person Specification

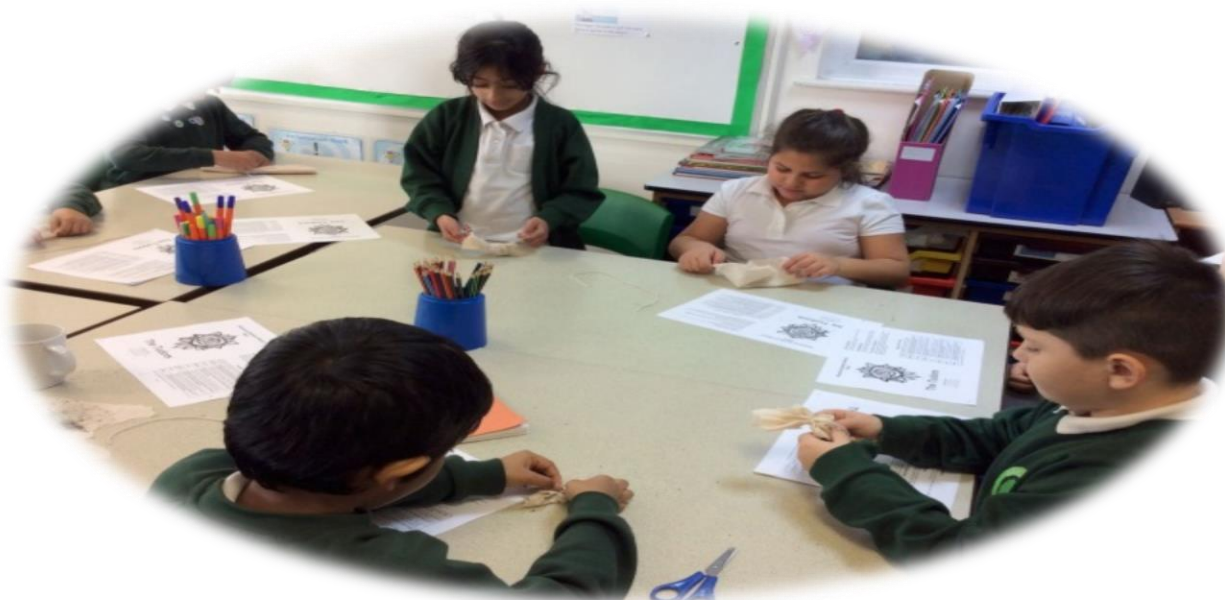
Please carefully read the notes of guidance enclosed with the application pack and provide information to help us decide whether you meet the criteria below.

Qualifications and Experience	Category	Method of assessment
The role requires a minimum of 5 GCSEs Grade 4-9 (A-C), or equivalent, including Maths and English.	Essential	Application form
NVQ Level 4, Diploma or equivalent in Building or Facilities Management Working towards or already achieved a nationally recognised Health and Safety qualification.	Essential	Application form/ Certificates
Already have, working towards, or willing to work towards a NEBOSH certificate e.g., DipNEBOSH	Essential	Application Form
Degree educated	Desirable	Application form/ Certificates
Full UK driving license and possess a vehicle to travel between academies	Essential	Application form
Experience of managing premises in a multi-site group complex organisation	Essential	Application form/ selection process
Significant facilities management experience in a similar role with proven practice in Health & Safety management, operations and responsibilities	Essential	Application form/ selection process
Experience of working with a range of contractors on capital and / or maintenance projects, ideally on educational estates	Essential	Application form/ selection process
Experience of designing and managing a rolling programme of maintenance	Essential	Application form/ selection process
Proven experience of effectively managing a diverse team	Essential	Application form/ selection process
Member of the Institute for Occupational Safety	Desirable	Application form/ selection process
Experience of working in a school, academy, trust or other educational based background	Desirable	Application form/ selection process
Practical building or maintenance skills	Desirable	Application form/ selection process

Knowledge Skills and Abilities	Category	Method of assessment
Knowledge of Health and Safety law and related working practices, including risk assessment, fire safety, asbestos and legionella control.	Essential	Application form/ selection process
Knowledge and understanding of Building Management Systems	Essential	Application form/ selection process
IT literate and able to use software (Microsoft Office) at an intermediate to advanced level.	Essential	Application form/ selection process
Excellent customer service skills and the ability to understand the needs of the business	Essential	Application form/ selection process
Ability to problem solve through a pragmatic and commercially sound approach to health and safety issues	Essential	Application form/ selection process
Able to perform the physical tasks within the role, including lifting, carrying and pushing equipment, furniture and tools as required.	Essential	Application form/ selection process
Flexible and able to manage conflicting demands and shifting priorities.	Essential	Application form/ selection process
Ability to manage own workload, to work under pressure and to use own initiative in a constantly changing and demanding environment	Essential	Application form/ selection process
Ability to disseminate knowledge and good practice to other members of staff	Essential	Application form/ selection process



Performance Attributes	Category	Method of assessment
Commitment to the aims, vision and values of the Trust	Essential	Interview
Excellent attention to detail and literacy skills for report writing and to analyse detailed specifications/reports from contractors reports from service providers	Essential	Application form/ selection process
Effective communicator, able to exchange varied information orally or in writing to inform others, including key stakeholders and external bodies	Essential	Application form/ selection process
Excellent organisational skills with minimum supervision - managing time effectively, meeting strict deadlines whilst maintaining high standards of work	Essential	Application form/ selection process
A strong team player with excellent inter and intra personal skills	Essential	Application form/ selection process
Recognises the importance of continued professional development	Essential	Application form/ selection process
Works with integrity and professionalism - understanding the importance of confidentiality.	Essential	Application form/ selection process
Ability to travel and work flexibly (for e.g., evening governors' meetings, emergency site situations)	Essential	Application form/ selection process



Application Guidance

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. We do not accept CV's and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

General Information

- Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
- Please use **black ink** or type your application form – this helps when the applications are photocopied.
- **Do not send a CV with your application** – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
- Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
- The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
- Please return the application form by the closing date advertised.

The Application Form

- ✓ **Personal Details** – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason. We prefer to make contact through email, therefore make sure your personal e-mail address is provided clearly and check your inbox regularly after the closing date (and your spam!)
- ✓ **References** – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise.
- ✓ **Recruitment Monitoring** – The Family of Learning Trust operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.
- ✓ **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You may be asked to produce certificates confirming qualifications at a later stage.

- ✓ **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. **Please ensure you give full dates (e.g., dd/mm/yyyy), not just months or years.** Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
- ✓ **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide **examples** of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary.



“Learning Without Limits”



The Family of Learning Trust Vision **'Learning Without Limits'**

The Principles of our MAT

- A commitment to a culture of lifelong learning for all hence our ethos is 'Learning Without Limits.'
- Relentless pursuit of excellence in all aspects of school life.
- A bespoke curriculum, tailored made to meet the needs of our children with strong links to the community and the outdoors.
- Strong pastoral care for all children. Rigorous and Robust systems for monitoring important areas of school life
- Successful partnerships with parents, families and the local community

Our behaviours

These are our expectations for our staff:

- I am honest
- I am respectful
- I am positive
- I am supportive
- I communicate
- I am flexible

The Family of Learning Trust is a friendly caring trust with high expectations for all our pupils. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. Our curriculum is rich and inspiring and offers pupils a broad range of experiences and opportunities. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued. Interwoven throughout our curriculum are key 'characteristics of learning' which we hope to instil in our pupils. We encourage children to take risks and teach them that it is ok to fail.