

The Priestley Academy Trust



Recruitment Pack - Head of Estates

Respect

At the heart of our schools, respect underpins everyone's behaviour.

Responsibility

At The Priestley Academy Trust we ensure our pupils take responsibility for their own actions in order to fulfil their potential.

Excellence

Our aim is for all of our pupils to achieve academic excellence from their first day in one of our schools.

Compassion

All our pupils and staff will be compassionate towards all those attending or involved with The Priestley Academy Trust.

Collaboration

Sharing best practice to help ensure our pupils get the best possible education.



A message from our Director of Operation

Dear Applicant

On behalf of The Priestley Academy Trust, I very much look forward to receiving your application for the post of Director of Estates.

The Trust currently consists of six local primary schools, each with an Executive Headteacher/Headteacher or Head of School and a Local Governing Board.

Improving the outcomes for all the children we serve is of paramount importance and is at the forefront of everything we do, which we feel makes us a rewarding place to work.

Our school estate includes two Grade II listed buildings which can bring challenges when repairs and improvements need to be made and an interest or previous knowledge of such would be of benefit to the postholder.

This is a key role within the Trust and we are keen to receive applications from individuals who are looking for a role that is both challenging but also incredibly rewarding.

Videos showing our schools can be viewed on the Trust website and we also encourage visits.

I look forward to receiving your application.

Yours sincerely

Anne-Marie Holdsworth
Chief Operating Officer



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About

The Priestley Academy Trust

The Priestley Academy Trust was established to create a local solution in providing outstanding education and to enable our schools to work together to increase our capacity for embedding and sustaining real school improvement for the benefit of our learners.

Our five core values are respect, responsibility, excellence, compassion and collaboration.

The Trust's mission is to develop all our pupils as both academic and well rounded, independent young people, equipped with the understanding, attitudes, skills and behaviours necessary to succeed in life. We will strive to ensure that they are prepared to succeed in secondary school, higher education, employment and their family and community life.

Our Schools

Academy Name	Headteacher/Head of School	Pupil Numbers	SEN (%)
Atlas Community Primary	Lisa Simpson	193	35
Green Lane Primary	Jonna Baxendale	572	20
Lilycroft Primary	Leah Florence	394	24
Margaret McMillan Primary	Richard Walker	597	24
Miriam Lord Primary School	Bryan Harrison	493	13
Westbourne Primary	Joanne Marwood	416	18

There are Resourced Provisions in Green Lane and Miriam Lord Primary Schools

Maximise your potential

Exciting Opportunity at The Priestley Academy Trust

Head of Estates

Full-Time, all year round

SCP32-35

£41,511 - £44,711

The Priestley Academy Trust is seeking to appoint an experienced Director of Estates who is looking to join us on our journey to transform the lives of the young people we serve.

Our Trust is made up of six schools in the Manningham area of Bradford.

We serve an exceptionally rewarding area where we make a difference every day to the children and families in our community and we have a proud tradition of nurturing and developing our staff.

We are looking for practitioners who:

- Can manage all aspects of the Trust's estate
- Can provide strategic advice to all stakeholders on the development of the schools' and Trust's estate
- Can provide long-term comprehensive and integrated resource planning for the Trust
- Can provide effective leadership and management of health, safety and environmental matters for the Trust
- Reports to the COO and advises on budgetary, strategic and major operational estates and facilities management
- Can advise on the formulation of the schools' annual budgets and capital investment

We can offer:

- A fantastic community of parents and children
- Hardworking and enthusiastic staff who work as a team to raise standards and believe all children can succeed
- Strong support from an experienced team of Trustees, leaders and governors
- High quality training opportunities across the Trust
- A genuine commitment to establishing a healthy work-life balance

If you feel you would like to join our very successful, friendly and supportive Trust we would love to hear from you.

To have a conversation regarding the roles, please contact Anne-Marie Holdsworth on 0777200064 or anne-marie.holdsworth@priestley.academy
Closing date for all applications is Friday 4th April 2025

Interview dates are to be arranged as yet.

All posts are subject to vetting and recruitment checks, including a satisfactory enhanced Disclosure from the DBS.

Together Creating Opportunity and Aspiration For Every Child –
www.priestley.academy



Job Description

Head of Estates

Salary:	PO3
Reporting to:	Chief Operating Officer (DoO)
Supervisory Responsibilities:	None (although will work closely with site teams within schools)
Location:	Central Team

Job Description

Introduction:

This is a key role within the Trust and will cover all areas of estates. Line management will be through the Chief Operating Officer.

Main purpose and objectives of the job:

The main purpose of the job is to:

- ◆ Manage all aspects of the Trust's estate
- ◆ Provide strategic advice to all stakeholders on the development of the schools' and Trust estate
- ◆ Provide long-term comprehensive and integrated resource planning for the Trust
- ◆ Provide effective leadership and management of health, safety and environmental matters for the Trust
- ◆ Report to the COO and advise on budgetary, strategic and major operational estates and facilities management
- ◆ Advise on the formulation of the schools' annual budgets and capital investment

Responsibilities:

The principal responsibilities of the post will be to ensure that teams are:

- ◆ Focused to support the achievement of the Trust's key corporate objectives in the development of the estate
- ◆ Well managed and operationally effective, having in place robust and efficient systems and processes relating to all aspects of its activities
- ◆ Underpinned by a strong service ethos which places pupils, staff and other clients at the forefront of all its activities
- ◆ Ensure a safe Trust-wide environment for all
- ◆ Providing competent health, safety, compliance and environmental advice to the Trust

- ◆ To co-ordinate the development of health & safety policies, systems of work and procedures
- ◆ Ensure that all health & safety policies, procedures, rules and regulations are adhered to, applied consistently and are regularly reviewed, updated and communicated
- ◆ To establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with health, safety and compliance within the Trust are adhered to
- ◆ Ensure the Trust meets its statutory obligations in all areas pertaining to health, safety and compliance including statutory training and reporting
- ◆ Advise on and ensure the completion and regular review of risk assessments across the Trust including external trips and visits
- ◆ Ensure that near misses, accident reporting, investigation and subsequent improvements are implemented in a standardised manner across the Trust
- ◆ Ensure that all compliance and safety inspections are carried out and reported via the Trust's systems in a timely manner
- ◆ Ensure the Trust's health, safety and compliance audits across all settings are undertaken in a timely manner
- ◆ Ensure audits and checks are continuously reviewed in line with new legislation and GEMS
- ◆ Establish a structured programme of health and safety training throughout the Trust
- ◆ Ensure full and accurate health and safety training records are maintained across all settings
- ◆ Engaging with site teams and office staff on a regular basis to continuously monitor compliance and safety systems

This post requires strategic vision, management expertise and practical experience to lead, manage, maintain and enhance the Trust estate and to provide a wide range of services across the organisation.

Work performed and/or key result areas:

Communication

- ◆ To work constructively with a wide range of staff in pursuit of the Trust's objectives and fulfilment of its plans
- ◆ To communicate with a wide range of individuals including the Trust's Health & Safety consultants, technical contractors and architects
- ◆ To contribute effectively to the Trust's strategic planning process
- ◆ To liaise closely with senior staff in the planning and consultation of strategic and operational plans in relation to the Trust estate
- ◆ To keep under review, developments at national and international levels relating to estates and facilities management, to assess their implication for the Trust, and disseminate information and ideas within the Trust as appropriate

Liaison and networking

- ◆ A significant degree of autonomy will be afforded to the post holder in order to maintain links with schools as required across the Trust
- ◆ To establish and convene, as necessary, relevant functional groups within and across the Trust
- ◆ To participate, as appropriate, in internal groups and meetings of the Trust
- ◆ To contribute to the dissemination and sharing of best practice on estates and facilities management within the education sector
- ◆ To be responsible for the estate department's engagement with external professional consultancy and professional practices in the delivery of effective and cost-efficient services to the Trust
- ◆ To chair meetings of external contractors to ensure the effective co-ordination of estate and environmental projects including large scale, high value new builds and refurbishment

Service delivery

- ◆ To provide, procure and develop effective and efficient facilities management services, based upon the highest professional and business standards
- ◆ To provide advice and guidance on the Trust on all aspects of health, safety and environmental matters and to ensure legislative compliance with all health and safety requirements
- ◆ To maintain the highest levels of service delivery to staff and pupils of the Trust
- ◆ To establish and maintain service level agreements for estates and facilities management provision
- ◆ To maintain appropriate evidence in respect of the performance of the department and to undertake systematic feedback and review of performance through formal and informal engagement with user groups

Range of decision making

- ◆ To report to the COO and work in collaboration with the Trust's Senior Executive Group on budgetary, strategic and major operational estates and facilities management matters
- ◆ To work on own initiative, reporting formally to the COO on strategic issues, on the progress of individual projects and on the management and operational effectiveness of the department
- ◆ To inform strategic decisions by producing briefing reports and plans to the COO and Trustees for development of the Trust's estates and facilities projects
- ◆ To advise on the formulation of the department's annual budget and capital investments, to ensure that all operations and development activities, including major capital projects, are provided or delivered at optimum cost efficiency
- ◆ To negotiate contracts with external providers on a range of estates projects

Planning and organising resources

- ◆ To be responsible for all aspects of the planning and organising of resources in support of key strategic capital projects
- ◆ To be responsible for the planning, allocation and management of resources, both physical and financial, to ensure that all essential functions and services relating to estates and facilities management within the Trust operate effectively and efficiently. These responsibilities link directly to the formulation and implementation of a Trust Estate and Accommodation Strategy requiring long-term planning and deployment of substantial resources to ensure that the strategic objectives for the development of the estates are met
- ◆ To oversee sub-contracted building works, and for drawing up programmes of refurbishment, adaptation and alterations to existing buildings within a minor works programme
- ◆ To ensure the maintenance of the Trust computerised asset management database

Working in partnership with headteachers/site teams

- ◆ To monitor the progression of all maintenance and service contracts ensuring all specifications are met within agreed time, budget and quality requirements
- ◆ To prepare an integrated Estates Strategy with reference to the Trust's strategic plan
- ◆ To prepare, produce and present an annual service, operational and five-year plan for the estates department in the development of the Trust estate
- ◆ To co-ordinate the preparation and production of the design briefs which include technical specifications for large estates projects

Sensory and physical demands

- ◆ The role will require a significant amount of movement between and around sites and occasionally climbing ladders and scaffolding
- ◆ The role holder will be expected to travel to all Trust sites

Standard duties

- ◆ Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- ◆ Show a commitment to ensuring that children and young people learn in a safe environment
- ◆ Participate in relevant and appropriate training and development as required
- ◆ Operate relevant equipment/ICT packages/information systems

Resources

- ◆ Operate relevant equipment/ICT packages/information systems

Safeguarding

- ◆ Comply with policies and procedures covering child protection, health, safety and security
- ◆ Contribute to safeguarding the welfare of children within the Trust

- ◆ Maintain the security of property in a way that is consistent with the Trust's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person

Accountability

- ◆ Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
- ◆ Keep an up-to-date professional portfolio (CPD file)
- ◆ Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications
- ◆ Model high professional standards and be a responsible and effective member of staff
- ◆ Appreciate, respect and support the role of other professionals

General

- ◆ Undertake such duties as directed and required from time-to-time by the COO
- ◆ Maintain high standard when managing confidential information, complying with the Trust's data protection procedures and legal requirements at all times
- ◆ To ensure a high level of accuracy at all times when undertaking all tasks

Person Specification

Qualification and Training		Form of Assessment
Essential		
1.	Educated to degree standard in a relevant discipline (architecture, building, engineering, facilities management, surveying or similar)	Application
2.	Relevant project management qualification	Application
Desirable		
3.	Relevant post-graduate qualification	Application
4.	Relevant qualification such as Nebosh, IOSH (Tech, A-IO SH)	Application
Knowledge and Experience		Form of Assessment
Essential		
5.	Extensive, relevant senior management experience in estates and facilities management or in a related field with a demonstrably successful track record	Application/ Interview
6.	Thorough understanding of general management techniques in a large and complex organisation and be able to manage complex property estates and facilities portfolios	Application/ Interview
7.	Broad experience both in the preparation and control of development programmes, building and engineering projects and in managing facility operations and maintenance services	Application/ Interview
General and Specialist Knowledge		Form of Assessment
Essential		
8.	Extensive knowledge of health and safety and practices	Application/ Interview/Selection
9.	Ability to manage a complex property estates and facilities portfolio and budgets	Application/ Interview/Selection
10.	A sound understanding of the legal and financial aspects of major property projects and transactions	Application/ Interview/Selection

Person Specification

Skills and Abilities		Form of Assessment
Essential		
11.	High level planning and forecasting skills	Application/ Interview
12.	High level organisational skills, with the ability to respond appropriately to conflicting user demands and expectations	Application/ Interview
13.	Strength and quality of leadership and the personal skills required to develop and lead an effective and well-motivated, multi-disciplinary and multi-task estates and facilities team	Application/ Interview
14.	Ability to communicate effectively at all levels, bot orally and in writing	Application/ Interview/Selection
15.	Excellent influencing and negotiation skills, confidence and credibility to work with senior staff	Application/ Interview
16.	Competent in the use of Windows-based applications including Excel	Application/ Interview/Selection
Personal Attributes		Form of Assessment
Essential		
17.	Ability to work under pressure and manage multiple deadlines	Application/ Interview/Selection
18.	Teamwork	Application/ Interview
19.	Person of integrity, discretion and confidentiality	Application/ Interview
20.	Emotional intelligence	Application/ Interview
21.	Ability to remain impartial	Application/ Interview
22.	Have a flexible approach to working hours	Application/ Interview
23.	Be sympathetic to the needs of others	Application/ Interview

Person Specification

24.	Have an openness to learning and change	Application/ Interview
25.	Have a positive attitude to personal development and training	Application/ Interview
26.	Have good interpersonal skills	Application/ Interview
Other		Form of Assessment
Essential		
27.	Willing to undertake further professional training as appropriate	Application/ Interview
28.	Must be legally entitled to work in the UK	Application
29.	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the most up-to-date Disability Discrimination Act	Application/ Interview
30.	Ability to cope with the requirements of the post	Application/ Interview

This post is subject to satisfactory vetting, including a satisfactory enhanced disclosure from DBS

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Selection process guidance

Our aim is to ensure that we recruit the right person for the job. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any anomalies.

We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Visits to schools

Visits to our school are warmly welcomed by prior arrangement. The visit will give you an opportunity to ask questions about the role and the Trust estate.

Applications

Please ensure that all parts of the application are completed. All applications should be submitted via [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk). Please ensure you demonstrate how your experience and skills make you suitable for the position and fill in all parts of the form.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff. Candidates who best meet the person specification will be invited to an interview. We will notify you by email. If you do not hear from us, you have not been successful at this stage.

Reference

We request references for all candidates and your first reference should be your current or last employer.



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Selection process guidance

Interview day

The interview day will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Final selection

Following the tasks and formal interview, we will use the person specification as guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of employment

We will make you a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is conditional and made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Satisfactory online checks
- Provision of proof of identity and qualifications

Key dates

Closing date: Tuesday 16 April 2024, 16:00

Interviews: Wednesday 24 April 2024

How to contact us

Via email to tracey.parry@priestley.academy





“Staff value the high-quality professional development they receive in school and from the trust” - Ofsted, 2019



How to apply

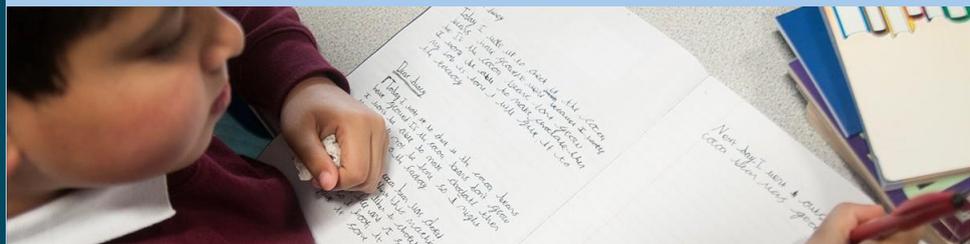
If you wish to apply for the post of Director of Estates at The Priestley Academy Trust, please complete the application form via the link below.

We would request that you provide details of daytime and evening contact numbers and email addresses for use should you be called for interview. You will be informed at the earliest opportunity if your application has been unsuccessful.

To arrange an informal discussion about the post please contact Anne-Marie Holdsworth via anne-marie.holdsworth@priestley.academy

Applications should be sent to: anne-marie.holdsworth@priestley.academy

Thank you for your interest in our post. We look forward to receiving your application.





www.atlasprimary.co.uk



www.greenlane.bradford.sch.uk



www.lilycroftprimaryschool.co.uk



www.mmpps.bradford.sch.uk



www.miriamlord.co.uk



www.westbourne.bradford.sch.uk

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