



Advert for our Estates Lead

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Dear Candidate,

Thank you for showing an interest in our brand-new advertised Estates Lead role.

An overview of the role

Symphony Learning Trust is an ambitious and growing Trust and we are excited to be appointing a brand-new role of an Estates Lead, to help us on our journey and to strengthen our estates service. You will be based in our central office in Ashby Hastings Primary School, with a requirement to spend the majority of your time at schools or working remotely.

We envisage the Trust to be working in a wider capacity than just Leicester/Leicestershire within two years. All of our schools are either 'Good' or 'Outstanding' and we have a structure of high-quality Headteachers leading these schools. Our School Business Managers are also highly successful and work very closely together. Headteachers and the Business Managers work in a wider team with the Executive Team to ensure the Trust continues to grow and succeed.

So why do we need an Estates Lead?

Reporting to the CFO the role will provide professional oversight of premises and estates development across the Trust. This is a great opportunity for an experienced professional to shape the estates of the schools in our Trust, driving consistency, procurement and contracts.

You will be tasked with keeping abreast of all legislative changes that apply to our sector, as well as seeking and embedding best practice, to advise local and Trust boards of strategic information to enable them to make informed decisions. Managing Estates projects and budgets, securing external funding for specific projects. We receive an annual grant, School Capital Funding, from the ESFA. This is a regulated fund to develop our estates and requires the Estates lead to develop the strategy, implement and manage projects funded by this grant, alongside other capital funding.

To be successful in this role you must be an influential estates professional with multi-site operational experience. Exceptional sector knowledge and leadership ability is also required. As an expert in the field, you will have a deep understanding of the level of responsibilities, accountabilities and statutory duties that are fundamental to this role. You will be a strong role model who rolls up their sleeves and gets stuck in with day-to-day operations, when required.

Supported by an Executive Team, the Estates Lead will play a pivotal role in enabling our schools to develop our school-based sites, working with the SBMs and external contractors to implement the Trust Estates Strategy. This is an exciting opportunity for you to truly flourish and succeed, so whether you are a currently an Estates Manager or an aspirant estates professional with the relevant qualifications and experience – we would love to hear from you.

Although the role is initially part-time for two years, as the Trust grows and the progress made by the candidate is highly successful, consideration for additional hours and extension of contract would be seriously considered.

Once again, thank you for your interest in this role and we look forward to hearing from you.

Yours sincerely,

Talvinder Tundall
CFO

Job Description

Estates Lead

Part time (40%), 52 weeks and initially temporary for two years

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| SALARY: Grade 12 or 13 - £41,208 to £50,865 pro-rata (depending on experience) |
| LOCATION: Symphony Learning Trust – working across all schools and with the centralised team / remote working (established base would be Ashby Hastings Primary School) |
| REPORTS TO: CFO with liaison/communication lines with the CEO, Director of Primaries, Finance and Ops Lead, Headteachers and School Business Managers |

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.

Overall, Purpose of the Role

As a new role, the Estates Lead will be responsible for leading in all aspects of the Estates function.

You will lead on the strategic direction of the Estates and site systems across the Trust. The role will focus on procurement and delivery through to completion for projects across all school sites. Procurement of trust wide contracts will result in consistent and outstanding services to the Trust.

You will be expected to play an active, hands-on role in all aspects of the Trust's Estates strategy and provide strategic input, support and advice in premises management. You will be responsible for leading the development of the estates strategy to improve the Trust's facilities within the primary schools and will procure and manage the delivery of estates projects in a timely manner.

Key Duties

LEADERSHIP AND MANAGEMENT

- With support from the Trust Finance & Operations Lead and CFO develop and implement the estates strategy and management plan for the Trust.
- Lead and manage the wider estates team, ensuring that the school-based site teams are supported resulting in effective site management.
- In partnership with the wider estates team, develop 3-year site development plans for each school reflecting maintenance, condition and development requirements.
- Manage capital budgets in line with financial procedures.
- In partnership with the CFO manage capital and large projects in line with financial and construction regulations.
- Produce information, data and reports as required for the SLT and Trust Board.
- Monitor and manage stock within an agreed budget, cataloguing resources and overseeing audits as required at Trust level.
- Actively represent estates for the Trust, through attendance at meetings as required.
- Update the H&S element of the Trust risk register in liaison with the Trust H & S Lead and SBM's and provide periodic reports as required by the Trust Finance and Audit Committee.
- To be the point of contact for professional guidance and advice to the estate teams regarding estates and facilities issues, as required in conjunction with Trust and School leadership.
- Provide guidance and support to the wider estates team on recruitment, training of new employees, performance management and the development of training plans to ensure benefits can be obtained across the Trust.
- To utilise the skills within the premise's teams across the schools and to upskill estate personnel to ensure greater efficiency across the Trust.
- Ensure there are systems and arrangements in place for each school to deploy site staff efficiently to deliver a timely and proactive service that ensures all sites are accessible during adverse weather, liaising with key personnel on site.

- Oversight of consistent Trust wide systems and processes to ensure the security arrangements for buildings, facilities and grounds are undertaken to a high standard.
- Act as a champion on environmental policies ensuring that each school is at the forefront of best practice.
- Keep up to date with the latest legislation and guidance in facilities related matters and ensure that the estates team are given access to training to support in their roles.
- Oversight of the management of commercial lettings, in relation to maximising revenue for the Trust and staffing/security arrangements regarding lettings and events on site.
- Lead on the estates and facilities due diligence and on-boarding of any new schools joining the Trust as part of the transition process.
- Completion of statutory returns relating to estates and H&S.

H & S AND COMPLIANCE

- To work closely with the H & S Lead to ensure compliance and proactively identify and resolve related H&S issues with key personnel.

PROCUREMENT AND COMPLIANCE

- To lead on estates projects and compliance to deliver Value for Money through enterprise wide and single contracts and monitoring to ensure that compliance checks are undertaken to the correct frequency and standard.
- Establish an integrated supply chain of competent professionals and contractors to support the Trust in the delivery of an excellent estates function.
- Oversee the selection, evaluation and monitoring of external contractors ensuring best value in line with agreed standards.
- Coordination of the creation and management of building maintenance programmes ensuring the required number of quotes, professional liaison with contractors / external agencies, and overseeing projects to completion.

GENERIC REQUIREMENTS

- Ensure the values Symphony Learning Trust are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct.
- Contribute to the formulation and implementation of the Trust Improvement Plan Be prepared to work 'across piece', being flexible and interested in other areas.
- Be aware of and take part in the Trust's Performance Management framework participating in training and development activities as required.
- Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality.
- Carry out appropriate additional tasks at the request of the senior leader.

REVIEW AND AMENDMENT

- This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive This job description is a representative document. No job description can account fully for all tasks needing to be performed by the post holder and, as such, the contents of this document should not be seen as exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Safeguarding Children

Symphony Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS Disclosure prior to taking up an appointment with Symphony.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Person Specification

| Criteria | Essential | Desirable | Assessed By (Application, Task, Interview) |
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Qualifications

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| Educated to degree level or equivalent with a focus on Estates Management | ✓ | | Application |
| Enhanced DBS Check with a Satisfactory Outcome (will be obtained on offer of employment) | ✓ | | Application |

Professional development, skills, experience and knowledge

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| Understanding of primary school learning environment. | ✓ | | Application, Interview |
| Previous experience in a Estates environment | ✓ | | Application |
| A strong understanding of estates and project management | ✓ | | Application, Task |
| Ability to work under pressure and to tight deadlines. | ✓ | | Application, Task |
| Commitment to the safeguarding and promotion of the welfare of young people. | ✓ | | Interview |
| Experience of Health & Safety and Estates Compliance legislation and practices | | ✓ | Application, Task |

Personal skills and attitudes

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| Must accept and actively support Symphony's values including equality and diversity. | ✓ | | Application form, Interview, Task |
| Have initiative and be proactive in solving problems and meeting deadlines. | ✓ | | Application form, Interview |
| Excellent written and verbal communication skills, including negotiation skills. | ✓ | | Interview, Task |
| Good interpersonal and organisational skills. | ✓ | | Application form, Interview, Task |
| Ability to work as part of a team and motivate others. | ✓ | | Interview |
| Analytical ability with an excellent eye for detail. | ✓ | | Application / Task |
| Responsive and flexible attitude to changing needs and demands. | ✓ | | Application / Task |

Application Details

Closing Date – 9.00am on Monday 15th January 2024

Interview Date – TBC

Start Date – ASAP

Applicants should submit an application form and include a letter of no more than two sides of A4 in font size 11 using the information provided in this pack to outline the following;

- Why you feel you would be the ideal candidate
- Why your passion for this area of work would be perfect for Symphony
- An example of an estates project that you have managed – including a SWOT analysis
- Any other relevant information

Applications should be submitted via Eteach or by email to Lisa Watson - lwatson@symphonylearningtrust.co.uk

Informal discussions with the CFO are encouraged, please contact Talvinder Tundall by email:
cfo@symphonylearningtrust.co.uk