



Appointment of MAT Estates Manager

Starting from 1st September 2020

**To be part of the Central Team operating across
multi-sites**

Robin Hood Multi Academy Trust

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This pack includes:

Robin Hood Multi-Academy Trust (RHMAT) vision
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The deadline for receipt of applications is

7th July 2020 at midday

Dear Candidate,

Thank you for your interest in the post of Estates Manager within Robin Hood Multi-Academy Trust. Robin Hood Multi-Academy Trust was officially formed in July 2016 and currently has four schools: Robin Hood Academy, Cedars Academy, Yenton Primary and Ulverley School.

Over many years, Robin Hood Academy has specialised in school-to-school support and so creating a Multi Academy Trust (MAT) seemed a natural progression to ensure that we can create lasting partnerships and build upon the effective work that has already taken place.

We are looking for a highly motivated, creative and innovative person to provide business leadership. This needs to underpin the development and implementation of the Trust's Strategic Plan working with the Trust's Finance Director.

The Trust's goal is to create a MAT which links like-minded schools together to create an inspiring learning experience for all of the children – regardless of which school they attend. Our driving principal is that we want to work with schools who have an open mindset and are interested in breaking some of the traditional approaches to education.

We pride ourselves on innovation, taking risks and operating creatively. It is important that, regardless of Ofsted grades, we work with schools who believe in deviating from the educational norm and instead choose to be part of a collective team that creates a system that we fully believe in.

One of the underlying foundations of how we operate is that we want to encourage schools and their staff to take risks, embrace when things don't go according to plan and then evaluate and refine their practice.

No institution is perfect and Robin Hood Multi Academy Trust certainly isn't, but our key strength is our ability to embrace mistakes and use them as a learning opportunity for improvement.

We believe that operating as a MAT gives us a bright future where we work with a range of people who share similar philosophies.

More about our vision can be seen in the following link -

<https://www.robinhoodmat.co.uk/vision/>

We hope you find the information pack helpful. If you would like to know more about us before you apply, please see our website www.robinhoodMAT.co.uk **If you would like to apply, please complete the Application Form and return this to pa@robinhoodmat.co.uk by midday on Tuesday 7th July 2020**; interviews to be held week commencing 13th July 2020. If you have not been contacted within three days of the closing date your application has not been successful. In the meantime, thank you for your interest in the above post.

Job Advert

Salary: NJC SCP 32-40 (£34,788 to £42,683)

Working Hours: 36.5 hours per week

This newly created specialist role will join our Central Team based in Birmingham and be the main point of contact for our Headteachers and Site Staff on all Health, Safety and Estate matters.

Working with the Executive Headteacher, Finance Director, Headteachers and Site Staff, you will have the ability to drive refurbishment and capital programmes and be responsible for the Trust Estates Management Plan that incorporates the above. Leading on health and safety across the Trust, you will also have overall management of Handsam, the H&S portal that drives compliance across our schools.

Ideally you will have experience of site management in an educational and/or a multi site environment, but more importantly you will have the health and safety knowledge and awareness, business acumen, flexibility and determination to make a real difference to our Trust.

Your remit will include spending time working in our academies across the Trust, managing the Estate, ensuring health, safety and security, in line with best practice and the highest standards possible. You will support the Finance Director in procurement and monitoring of premises-based contracts from cleaning to statutory maintenance. As we secure the need and funding for substantial premises and building improvements, you will project manage this work and we will look to you to identify opportunities to secure funding for other initiatives going forward. Ideally you will hold a recognised health and safety qualification and you must have a current driving licence and the use of a vehicle.

We need a committed team player with excellent organisational skills - with the ability to work independently, manage time effectively and prioritise workload with high levels of drive and resilience.

Results focused in your approach, you will act as a change agent through your enthusiasm for continuous improvement. In return we can offer you a competitive salary, the opportunity to join the local government pension scheme and a strong sense of shared moral purpose to make a difference to the lives of young people.

If you are seeking a fresh challenge, enjoy variety in your role and are looking for an opportunity to make this role something special, we would welcome your application.

Please contact Tina Titchen, PA to the MAT, for any queries via PA@robinhoodmat.co.uk
We look forward to hearing from you.

For further information about the role please see the attached Job Description and Person Specification.

Closing date: midday Tuesday 7th July 2020

Interviews: w/c 13th July 2020



Job Description

POST:	Estates Manager
RESPONSIBLE TO:	Trust Finance Director (line manager).
RESPONSIBLE FOR:	The planning, management and delivery of the Estates and Facilities Management service
SALARY:	£34,788 to £42,683
LOCATION:	Robin Hood Multi Academy Trust, Hall Green, Birmingham with travel to other MAT schools as appropriate
WORKING PATTERN:	Full time (36.5 hours a week), 23 days holiday per year (increasing with time in role) Flexible work pattern to meet the demands of the role.
DISCLOSURE LEVEL:	Enhanced DBS

Job Purpose

Core purpose of the role:

- To lead and oversee the estate management programme for the Trust including premises, facilities, Health and Safety, contract management and capital works.

Principal Duties:

- Be a visible and effective leader; developing and leading site staff as the trust grows; able to perform at a high level strategically and operationally;
- Ensure high quality level of performance from all school contracts;
- Effective and efficient leadership of the school sites and grounds, including building fabric, service installations, energy/environmental management, and lettings to enhance the learning environment for staff and pupils;
- Ensure all aspects of Health and Safety (legislation and implementation) are reflected in the highest of standards, ensuring all schools in the trust are safe and legally compliant;
- To be responsible for safeguarding and prioritising the welfare of children.

Key Responsibilities and Accountabilities

Premises

- To ensure the Trust buildings and premises are maintained to appropriately high standards that comply with all relevant legislation seeking advice from the Trust Central Team as required;
- To ensure the appropriate placing of all service contracts and to monitor the work of onsite contractors / liaise with Trust Central Team on Trust wide contracts;
- In conjunction with the Trust Central Team/MAT SLT develop the Trust's emergency procedures;
- To ensure that the terms and conditions of the Trust insurance policy are adhered to;
- To have oversight of all premises lettings across the Trust to outside organisations;
- Overview of maintenance of all furniture, equipment and fittings either via individual Academy contracts or by joining Trust-wide procurement tenders;
- Support FD in other site-based tenders/contracts;
- Responsible for overseeing cleaning and catering contracts;
- Overview of internal cleaning and catering staff;
- To be responsible for maintenance of Asset Management system;
- To have oversight of Premises and IT helpdesk systems;
- Work with Site Managers and Head Teachers in formulating 3-5 year cycle of works;
- Consolidate cycle of works into MAT programme and liaise with FD and CEO;
- Support FD/CEO with IT Infrastructure across the sites;
- Report to the Trust in accordance with the Trust cycle.

Health and Safety

- Oversee and complete weekly tasks on Health and Safety compliance system;
- Manage the Handsam system across the Trust and report back to the Central Team/Board;
- Take ownership of the Academies' Health and Safety Audits and oversee action plans;
- Take ownership of the Academies' Fire Risk Assessments and oversee action plans;
- In conjunction with the Building Site Supervisors, ensure the regulation of all Risk Assessment procedures;
- Ensure all statutory inspections are carried out;
- To advise the Academy Leadership teams on Health & Safety matters, seeking advice from the Central Team as appropriate;
- Working with the Central Team and HT's to ensure school Business Continuity Plans are up-to-date;
- Advise all staff on health and safety matters as appropriate;
- To ensure that all persons in the MAT (staff, pupils, visitors and contractors) are aware of their responsibilities in respect of Health and Safety and that relevant training is provided;
- Manage policies and guidance regarding health and safety, and co-ordinate advice and support to the Trust;
- Report to the Trust in accordance with the Trust reporting cycle.

Capital

- Liaise with the Finance Director over CIF/SCA works.

Policies and Procedures

- Develop the suite of estates and facilities management policies for the Trust;
- Ensure effective implementation and embedding of relevant policies and procedures across the Trust;
- Perform a periodic review of relevant policies to ensure fitness for purpose;

Line Management Responsibilities

- Provide clear and visible leadership at all times;
- Support, coach and mentor all site team members to enable them to reach their potential and deliver results; having a continuous improvement culture across the team;
- Ensure effective recruitment, induction, management and development of site staff team to ensure the day to day work is always at least good;
- Manage team members to ensure high motivation, provision of high quality service;
- Undertake annual appraisals for site staff as part of the Trust's Annual Appraisal cycle, setting, managing and reviewing targets and goals for team members on a regular basis;
- Manage staff attendance and leave to ensure a continuous service throughout the year.

Other

- Supporting the Finance Director in reviewing the risk register for site/facilities risks;
- To be responsible for the MAT minibus fleet including maintenance and compliance with legal requirements;
- To attend various LGB resources meetings and Board meetings when required;
- To be available out of hours for emergency contact;
- Promote the Trust's vision and values;
- Contribute to the wider life of the Trust and the RHMAT community;
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This appointment is with Robin Hood Multi-Academy Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the trust in relation to the post-holder's professional responsibilities and duties.

The appointment is subject to the terms and conditions outlined in the 'Robin Hood MAT Contract

Person Specification

Categories	Essential/ Desirable	Application form	Interview/ Task
Qualifications			
5 GCSEs or equivalent (grade A*-C) including English & Maths	E	✓	
Graduate	D	✓	
Building services related e.g. surveying, engineering	D	✓	
Recognised H&S qualification	D	✓	
Evidence of Continuous Professional Development	E	✓	
Experience			
Significant experience of estates related work including health and safety	E	✓	
Experience of working in a public sector / educational setting	D	✓	
Demonstrable experience in a line management role	E		✓
Experience of working across multiple sites	D		✓
Demonstrable experience of successfully leading and managing large programmes and projects, with a combination of direct delivery responsibility and delivering through a range of partners and budgets	D		✓
Abilities, skills and knowledge			
In-depth knowledge of current Estates legislation, including statutory requirements regarding building services	E	✓	✓
In-depth working knowledge of a range of hard and soft FM services that schools require on a daily basis	E	✓	✓
Good working knowledge of procurement and contract management.	E	✓	✓
Strong ICT skills	E	✓	✓
Understanding of Google Drive	D	✓	✓
Strong interpersonal, communication skills, able to present technical data confidently to other professionals and nonprofessionals.	E	✓	✓
Ability to manage a diverse team of professionals	E	✓	✓
Well organised - able to work to tight deadlines and manage multiple projects simultaneously.	E	✓	✓
Collaborative leadership skills	E	✓	✓
Able to influence key stakeholders and to inspire confidence with the Trust Board	E	✓	✓

Categories	Essential/ Desirable	Application form	Interview/ Task
Personal Qualities			
A strong commitment to personal development for all staff including oneself	E	✓	✓
Self motivated approach to working	E	✓	✓
Flexible, creative and innovative	E	✓	✓
Positive attitude to promoting change	E	✓	✓
A commitment to do everything possible for others to be successful	E	✓	✓
High integrity and openness combined with a dedication to good governance	E	✓	✓
A strong commitment to the Trust's values	E	✓	✓
Other factors			
Commitment to Equal Opportunities	E	✓	✓
Enhanced DBS check	E	✓	✓
Full driving licence and use of car	E	✓	✓
Able to travel across the MAT and beyond to carry out duties	E	✓	✓

The above skills will be assessed during the various stages of the recruitment process through the application form, interview and other processes as appropriate.

Application form

Please contact Tina Titchen, PA to the MAT, at pa@robinhoodmat.co.uk for an application form.

You will also be asked to submit a letter of application, maximum of two sides of A4 Arial font 11, addressing the following points:

- Why you are interested in the post and your experience so far;
- What contributions you could make to development within our Trust;
- Any particular areas of strength and expertise you have to offer linked to the person specification.