



*Creative  
Education  
Trust*

## **HEAD OF ESTATES & FACILITIES JOB DESCRIPTION AND PERSON SPECIFICATION**

**Reporting to:** Director of Finance & Resources

**Salary:** c. £55-65k pa

**Location:** Home based with regular travel to Midlands and East Anglia

**Contract type:** full time, permanent

### **ABOUT US**

Creative Education Trust is a non-profit educational charity recognised by the Department for Education as one of the leading national multi-academy trusts. We support a growing network of schools to achieve academic success for our students. At the forefront nationally of improvement in academic standards, curricular innovation and staff development, our educational vision harnesses creativity to knowledge and skills.

The Creative Education Trust schools network currently consists of nine secondary academies and five primary academies across the Midlands and East Anglia. This number will increase to seventeen by the end of 2018. We plan to expand the number of academies in the network to around twenty-five over the next two years. This scale will allow our schools to collaborate even more effectively to develop imaginative new ways of delivering education, whilst preserving the bespoke approach that we currently offer.

Our schools rely on the experience of our Head Office team to provide high-quality support with educational improvement, curriculum design, strategy, finance, estates, operations, and marketing & communications.

Design is important to Creative Education Trust because the quality of the built environment, its proper maintenance and safety influence behaviour, performance and feelings. We help our academies balance design quality and value for money so that buildings, learning spaces and surrounding landscape contribute positively to educational outcomes and to students' appreciation for the built and natural environments.

Creative Education Trust is thus seeking to appoint an exceptional individual to the newly-created role of Head of Estates & Facilities. The role will have the responsibility for establishing an integrated estates and facilities management operation across our growing network of schools to ensure the smooth, effective and consistent operation of all facilities, to achieve value for money and to introduce best practice as well as ensuring high standards of compliance with health and safety legislation.



The post holder will also be expected to take responsibility for the planning and delivery of major capital projects as well as routine and cyclical maintenance and renewals, and for negotiating and monitoring third-party supplier contracts for facilities-related services.

## **THE ROLE**

This is a senior management role combining technical expertise with sound team management skills and commercial experience in third-party contract negotiation and supervision. The successful candidate will be able to demonstrate extensive practical experience in both the planning and delivery of large-scale capital projects and the establishment of standards and routines for the smooth and efficient delivery of day-to-day services, including building and grounds maintenance, cleaning and catering, as well as the establishment and monitoring of processes for essential health and safety compliance.

Prior experience of working with schools, or at least an understanding of the school environment and operational needs, is essential. The ability to work successfully with a range of colleagues from school leaders to site staff is essential, as is the ability to train and develop an effective team. Experience of negotiating contracts with suppliers and ensuring timely and value-for-money delivery of services are also required skill-sets.

## **Key Responsibilities & Accountabilities**

- Lead the establishment and continuous improvement of a national property, estate and facilities function, including systems, processes and reporting structures for effective, efficient delivery of high-quality and responsive services
- Take overall responsibility for and be a source of professional advice on all facilities and health & safety matters with oversight of risk assessments, fire safety systems and inspections, asbestos and legionella, school travel policy, and first aid policy
- Be responsible for planned, reactive and cyclical service provision nationally including establishing and implementing documentation, controls and systems
- Commission up-to-date condition surveys for the national estate and develop rolling integrated five-year revenue maintenance and capital investment plans to prioritise effectively the expenditure of available funds, involving key stakeholders and persuading them of the plans' priorities and rationale
- Prepare the development and submission of capital bids to maximize additional grant income



- Advise on which services should be provided in-house and which contracted out to third-party suppliers, providing a standards-based and economic rationale
- Build and train in-house service teams and work with relevant colleagues to tender and manage external service delivery
- Be responsible for regularly reporting on both performance and status to school leaders, executive colleagues and to Creative Education Trust's Board via its Estates & Property Committee
- Maintain and develop professional, effective working relationships with all stakeholders to ensure an integrated approach to the achievement of key property, estates, facilities and new project functions
- Be responsible of establishing annual and regular reporting against national budgets for property, estates, facilities and new projects
- Be responsible for preparing any reports and submissions required by ESFA and other funding agencies
- Establish a standardised national estates and facilities related risk identification and compliance regime. Be responsible for statutory compliance and preventative actions to mitigate risk
- For estates and facilities functions take ownership and responsibility for ensuring health and safety systems are fully maintained, and that staff training and awareness regimes are in place
- Act as a specialist building expert in assessing condition/defects/other such issues and advising on the most appropriate actions/direction and approaches
- Carry out or commission as appropriate professional services including inspection, early-stage design, space utilization studies and improvement proposals to develop concepts through feasibility and statutory consent stages
- Act as the contract administrator/employer's agent/client's lead representative on a wide range of building types, projects, new and current contracts utilizing construction contracts duties (including design and project management), assuming full responsibility for cost control, quality, performance and timely delivery within safe working practices
- Liaise with, commission, and lead the delivery of services including maintenance, design and build, grounds maintenance, cleaning and catering through in-house teams or a range of consultants and specialist providers/contractors



- Attend meetings (including some evenings and weekends) with stakeholders and partners or as directed

The job description is a general outline of the job duties and responsibilities and may be amended as Creative Education Trust develops and the role and team grows. The post holder may be required to undertake other duties as may reasonably be required from time to time.

### PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• British Institute of Facilities Management qualified or equivalent practical experience</li> <li>• NEBOSH or ISOH qualified or equivalent practical experience</li> </ul>	<ul style="list-style-type: none"> <li>• COSH, Legionella Certification and Asbestos Management Certification desirable</li> <li>• Recognised qualification in project management e.g PRINCE 2</li> <li>• Appropriate postgraduate and/or professional qualifications in a relevant discipline</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Significant experience of developing and delivering strategies for overseeing and managing a large estate, including a strong working knowledge of asset and facilities management</li> <li>• Prior experience of working with schools or an understanding of the school environment and operational needs</li> <li>• Experience of negotiating contracts with suppliers and ensuring timely and value-for-money delivery of services</li> <li>• Experience of commissioning refurbishment works and capital projects to a high quality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a multi-academy trust</li> </ul>



<p>Knowledge and understanding</p>	<ul style="list-style-type: none"> <li>• A sound understanding of the legal and financial aspects of major property projects and transactions</li> <li>• Expert in the use of property management software programmes, and able to train others in their use</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of current legal and regulatory developments in respect of construction for schools</li> <li>• Good understanding of health, safety and environmental requirements applicable to schools</li> </ul>
<p>Skills and personal attributes</p>	<ul style="list-style-type: none"> <li>• Ability to manage a complex property estates and facilities portfolio, staff, and budgets</li> <li>• Demonstrable ability to think strategically as well as deliver operationally</li> <li>• A demonstrable drive and determination for delivering success</li> <li>• Evidence of a proven track record of successful working relationships</li> <li>• Excellent ability to communicate effectively at all levels and simplify complex issues and concepts, through presentations and written documents</li> <li>• Flexible and resilient under pressure</li> <li>• Ability to train and develop an effective team</li> <li>• Commitment to the educational vision of Creative Education Trust</li> </ul>	
<p>Equal opportunities</p>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<p>Safeguarding</p>	<ul style="list-style-type: none"> <li>• An understanding of up-to-date safeguarding requirements</li> </ul>	



Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.