



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER

Applicant Information Pack

Head of Estates & Operations

Start Date:	As soon as possible
Closing Date:	12.00pm, Monday 30 June 2025
Shortlisting:	Wednesday 02 July 2025
Interview Day:	Monday 07 July 2025
Salary	Competitive – Depending on experience
Contract Term	Full Time/Permanent



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Welcome from the Chief Executive Officer

Dear Candidate,

A very warm welcome to Lydiate Learning Trust (LLT), I am delighted that you are considering this exciting opportunity to join our Trust as Head of Estates and Operations, a pivotal role as we continue to grow and evolve.

This role is central to ensuring that our learning environments are safe, efficient, and inspiring for all members of our school communities. As Head of Estates and Operations, you will lead on the strategic and operational management of our estate, health and safety, capital projects, and facilities services across all Trust sites.

We are looking for a strategic thinker with a strong commercial mindset, excellent people skills, and a deep understanding H&S, compliance, estates and facilities management ideally within an educational setting. You will need to be resilient, collaborative, and committed to delivering high standards across all areas of responsibility.

Lydiate Learning Trust currently includes two large secondary schools, Deyes High School (Sefton) and Childwall Sports and Science Academy (Liverpool) and two primary schools, The Grange Primary (Sefton) and Knotty Ash Primary (Liverpool). We also operate a thriving initial teacher training centre (AMP SCITT).

Lydiate Learning Trust has a very strong Board of Trustees who are exceptionally committed, giving long hours and offering challenge and support in equal measure. Their skills and professional background are diverse, and they work well together as a team. They have a clear vision, values and strategic direction. Please read more about them on the Lydiate Learning Trust website. Ultimately, it is correct to say that the Trustees share our vision that children only get one chance and deserve the very best start in life.

Our Trust is values-driven, and ambitious. We are proud of our inclusive culture and our commitment to staff development and wellbeing. You will be joining a strong and supportive team, and your work will directly contribute to the success and sustainability of our schools.

If you share our passion for creating outstanding environments for learning and want to make a meaningful impact, we would love to hear from you. Should you have any questions or require further information, please contact our People and Culture Team hr@lydiatelearningtrust.co.uk.

I look forward to reading your application.

Warmest wishes,

Ann Stahler (CEO)

About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

ENABLING

1. Enabling all of our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

What can we offer you

At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jobs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

Equal Opportunities

Lydiate Learning Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [Equal Opportunities in Recruitment Monitoring \(Page 1 of 6\)](#) form which can be found on our Careers Homepage.

Job Description – Head of Estates & Operations

Main Purpose:	<p>The Head of Estates and Operations will be responsible for the strategic and operational management of all premises-related functions across the Trust. This includes ensuring that all school environments are safe, compliant, well-maintained, and conducive to learning. The postholder will support the CEO, Director of Finance and Operations, Trustees, Headteachers, and Academy Governing Committees by:</p> <ul style="list-style-type: none">• Leading the safe, efficient, and effective management and development of the Trust's estate and facilities.• Overseeing the planning, deployment, and performance of site staff across all schools.• Developing, reviewing, and monitoring estates-related policies to ensure compliance with national and local regulations.• Ensuring all statutory and regulatory requirements are met across the Trust's premises.• Managing health and safety across all sites, in collaboration with designated leads.• Supporting due diligence processes for new schools joining the Trust.• Delivering a high-quality, professional estates and facilities service, including budget oversight, contractor management, and service delivery aligned with agreed standards.
Reporting to:	Director of Finance and Operations
Responsible for:	All team managers and teams working within the Trust operations structure
Liaising with:	Director of Finance and Operations, CEO, Executive Team, Headteachers and Board/Governors as required
Salary:	Competitive, depending on experience
Working Pattern:	Full time, 37 hours a week, flexible work patterns
Working base:	The role is based at the Trust Central Office in Wavertree, Liverpool, with regular weekly travel to and attendance at Trust schools. Hybrid working and flexible hours will be considered, with an expectation of occasional out-of-hours or weekend work to fulfil operational duties.
Level of disclosure:	Enhanced
Main Duties:	<p>Operations and Maintenance</p> <ul style="list-style-type: none">• Develop and maintain schedules for inspections, testing, and maintenance of all plant, equipment, tools, and facilities, ensuring all records are accurate, secure, and up to date.• Plan and oversee maintenance and capital works programmes in collaboration with the Executive Team, including budget planning and funding applications (e.g., CIF).• Lead procurement and contract management for estates and facilities services, ensuring compliance with Trust financial policies and securing best value.• Manage purchasing systems for estates-related supplies and services and provide

technical advice on procurement matters.

- Oversee the management of asbestos across all Trust sites and ensure compliance with relevant legislation.
- Secure and manage appropriate licences, warranties, and insurance for Trust premises.
- Ensure all Trust sites are safe, secure, clean, and conducive to learning, in line with health and safety requirements.
- Monitor and manage the performance of staff and contractors delivering estates and facilities services, addressing issues as they arise.
- Manage the development and implementation of estates-related policies, procedures, and performance indicators.
- Ensure timely and cost-effective completion of planned and reactive maintenance, aligned with warranty and insurance requirements.
- Manage estates and facilities budgets in accordance with Trust financial procedures.
- Oversee the quality and compliance of cleaning and catering services, whether contracted or in-house.
- Maintain accurate stock records and oversee procurement of tools and equipment.
- Monitor and advise on energy usage and sustainability across Trust sites.
- Maintain comprehensive records of inspections, maintenance, and utilities usage.
- Manage staffing cover and site use for lettings and community activities, including security and income generation outside core hours.

Leadership and Management

- Ensure the effective deployment of estates and facilities staff across all Trust schools, maintaining appropriate staffing levels to meet operational needs.
- Lead, support, and develop the premises and estates teams to build a high-performing, skilled, and engaged workforce capable of delivering a high-quality estates and facilities management service.
- Oversee the performance management and appraisal processes for all premises-related staff, in line with Trust policies and procedures.
- Regularly monitor and review work routines to ensure efficiency, effectiveness, and alignment with service standards.
- Develop, implement, and maintain consistent working procedures and quality standards for all estates and premises staff across the Trust.

Project Management

- Manage the strategic planning and development of the Trust's estate, ensuring alignment with long-term organisational goals.
- Oversee the effective delivery of capital and improvement projects across all Trust sites, including procurement, tendering, contractor selection, and contract management.
- Manage all aspects of project implementation, ensuring minimal disruption to school operations and maintaining continuity of service during works.
- Ensure all projects are delivered on time, within budget, and to the required quality and compliance standards.
- Collaborate with internal stakeholders to define project scopes, priorities, and timelines, and provide regular progress updates to the Executive Team.

Health and Safety

- Manage the implementation of the Trust's health and safety policies and procedures across all sites, ensuring compliance with relevant legislation and best practice.

- Assist in the coordination and monitoring of risk assessments (including general, specific, COSHH, and personal), ensuring they are completed, recorded, and regularly reviewed.
- Work with designated site-based health and safety leads to ensure documentation is accurate, up to date, and compliant.
- Support the delivery of health and safety training and awareness initiatives across the Trust.
- Contribute to the planning and coordination of fire safety, emergency procedures, and first aid provision.
- Assist in the investigation and reporting of accidents, incidents, and near misses, ensuring appropriate follow-up actions are taken.
- Liaise with external agencies and contractors to support compliance with health and safety standards.
- Participate in health and safety audits and support the implementation of any resulting actions.

Fire and Security

- Manage the regular maintenance and testing of all fire and security systems across Trust sites, ensuring accurate records are maintained and systems remain fully operational.
- Oversee the preparation, review, and implementation of fire risk assessments in compliance with statutory requirements.
- Ensure all Trust and non-Trust personnel are fully informed of fire safety procedures and evacuation protocols.
- Lead the development and implementation of Personal Emergency Evacuation Plans (PEEPs) for individuals with disabilities.
- Take responsibility for the development and management of robust site security measures to prevent unauthorised access, theft, or damage to Trust property.

Budget, Reporting and Business Continuity

- Manage relevant estates and facilities budgets, ensuring all expenditure aligns with the Trust's financial regulations and delivers best value.
- Prepare and present reports on estates and operations matters to the Trust Board, CEO, Director of Finance and Operations, Academy Governing Committees (AGCs), and external bodies as required.
- Oversee the development, implementation, and regular review of the Trust's business continuity plan, ensuring a robust approach to risk mitigation and crisis management.

Sustainability

- Lead on sustainability initiatives across the Trust, promoting environmentally responsible practices.
- Identify opportunities to reduce energy use, waste, and carbon emissions.
- Support sustainable procurement and engage staff and students in environmental awareness.

Developments

The work of the Academy Trust changes and develops continuously, which in turn requires post holders to adapt and adjust. The functions/responsibilities above should not therefore be regarded as permanent but may change as appropriate to the grading of the post.

Equal Opportunities:

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all

	employees to understand and promote this policy in their work
Health and Safety:	<ul style="list-style-type: none">All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statements of health and safety policy
Safeguarding Commitments:	<ul style="list-style-type: none">The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.



Person Specification – Head of Estates & Operations

Qualifications & Training	
Level 2 Maths and English or equivalent	E
Professional, technical or academic qualification at degree level or above in relevant subject	E
Membership of relevant professional association RICS, IWFM	D
Appropriate Health & Safety qualification – IOSH, NEBOSH	E
Experience and Skills	
Senior leadership experience in an Estates Management role	E
A strong record of innovation within Estates & facilities management, improving efficiency and effectiveness	E
A strong understanding of health and safety legislation, compliance, and risk management	E
Knowledge and application of cutting edge environmental and sustainable developments in property and estates management	E
Knowledge of current issues and future trends impacting on schools	D
Evidenced experience of effectively managing large, capital projects or systems implementations	E
Proven experience of reviewing, developing and successfully implementing, multi-site estate strategies	E
Experience of negotiating and maintaining best value contract terms for all property development projects	E
Proven experience of implementing effective systems of performance management which continuously improve performance across all spheres of responsibility	E
Ability to identify and validate capital and development funding opportunities	E
Ability to develop positive, collaborative working relationship with partners, colleagues, Board governors and stakeholders	E
The ability to develop and project a positive image of the Trust through personal, written and oral skills.	E
Personal Attributes	
A strategic thinker with an eye for detail	E
Great people skills and a track record in change management	E
A strong commercial mind-set.	E
Self-reliant and resilient.	E
Professional and value led with integrity, inclusivity and respect for diversity.	E

Social confidence and the ability to represent the Trust effectively with outside agencies, employers and other bodies	E
Willingness to work flexibly, including occasional evenings and weekends	E

How to Apply

We require all candidates who are wishing to apply for any position at The Trust, whether this be a teaching or support post, to complete an application form. CV applications, or prospective applications, are not accepted.

If you are interested in joining us on our journey, please apply by completing the online application form on our [career site](#)

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