

Trust Estates Manager

Candidate Pack

Salary: NJC—MAT 10, Scale Points 36-39 (£47,181 - £50,269)

Contract Type: Permanent contract 37 hours per week

Location: Halsnead Primary School: Pennywood Drive Whiston, Prescot, Merseyside, L35 3TX.

Please note that for this role, you will be required to travel across all schools within the trust.



About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

Academic rigour is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness: we look out for each other.

With integrity: we do the right thing.

With tenacity: we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)



Trust Estates Manager

Salary

NJC SCP 36-39 (£47,181 - £50,269)

Contract Type

Permanent

Hours

37 hours per week

Closing Date

Monday 24th August 2026

We are looking for a dedicated Trust Estates Manager to take responsibility for the effective leadership, development, and management of estates across all schools within our trust.

The Trust Estates Manager will be responsible for ensuring that Trust sites are safe, compliant, well maintained and effectively supported through the delivery of high-quality operational services. To provide operational leadership and management of the Trust's estates, facilities and compliance functions across all Trust schools.

The postholder will lead and support Site Managers, oversee compliance systems and contractor performance, coordinate maintenance programmes and ensure consistency of operational standards across the Trust.

Working closely with the Director of Infrastructure, the role will support the implementation of the Trust's estates strategy whilst maintaining a strong focus on operational delivery, compliance assurance and service improvement.

Key Responsibilities

- Supporting on the delivery of all sitewide construction activities and manage capital projects, from initial brief development through to completion, including budget management, procurement, and contractor coordination with oversight and lead from the Director of Infrastructure.
- Support the Director of Infrastructure with the development and implementation of the trust's overall estates strategy, asset management strategy, climate action plans and energy-saving initiatives.
- Develop planned maintenance programs based on condition surveys and manage the proactive upkeep of school buildings and grounds.
- Work closely with headteachers, academy premise teams, architects, consultants, and contractors to deliver projects and maintain estate standards.
- Develop preliminary cost estimates for projects, monitor project expenditure, and ensure that projects are delivered to budget and provide value for money.
- Proactively support the Trust in providing a high quality, value for money, safe environment for staff, students and visitors.

Job Description

KEY RESPONSIBILITIES:

Operational Leadership

- Provide operational leadership across the Trust's estates and facilities functions.
- Lead, manage and support Site Managers across all Trust schools.
- Develop and maintain consistent operational standards across the Trust estate.
- Ensure schools receive effective and responsive estates support.
- Promote a culture of professionalism, accountability and continuous improvement.
- Act as the primary escalation point for operational estates matters.

Compliance and Assurance

- Maintain oversight of all statutory estates compliance activities.
 - Ensure site managers have compliance inspections, servicing and remedial actions are completed within required timescales.
 - Monitor Trust-wide compliance performance through iAM Compliant and associated systems.
 - Ensure compliance records and evidence are maintained appropriately with the assistance of the Operations Administrator.
 - Support the Director of Infrastructure in managing operational risk relating to estates and facilities.
 - Undertake compliance audits and site reviews as required.
- Ensure schools are inspection-ready and compliant with statutory requirements.

Estates and Facilities Management

- Oversee planned preventative maintenance programmes across the Trust.
- Monitor reactive maintenance performance and ensure timely resolution of issues.
- Manage contractor performance and service delivery.
- Support procurement and contract management activities.
- Ensure value for money is achieved across estates-related expenditure.
- Coordinate operational responses to emergencies and significant estates incidents.

Project and Capital Support

- Support the delivery of Trust-wide estates improvement projects.
- Oversee the work of the Trust Maintenance & Projects Lead.
- Support the planning and implementation of capital projects.
- Liaise with external consultants, contractors and professional advisors.
- Ensure projects are delivered safely, effectively and within agreed timescales.

Job Description

People Management

- Line manage Site Managers and direct reports.
- Support recruitment, induction and performance management processes.
- Identify training and development needs across operational teams.
- Build strong relationships with Headteachers and school leadership teams.
- Promote collaborative working across Trust schools.

Systems, Administration and Reporting

- Oversee the effective operation of iAM Compliant and associated estates systems.
- Monitor operational KPIs and compliance performance.
- Prepare reports and updates for the Director of Infrastructure.
- Support the preparation of information for Trust leadership, committees and Trustees.
- Ensure operational records and documentation are maintained accurately.

Ensure asset registers are maintained and up to date.

Strategic Support

- Support the Director of Infrastructure in implementing the Trust's estates strategy.
- Contribute to asset management planning and maintenance prioritisation.
- Assist with service development and continuous improvement initiatives.
- Support the development of operational policies and procedures.
- Contribute to business continuity and resilience planning.

General Responsibilities

- Promote and uphold the Trust's values and ethos.
- Ensure compliance with safeguarding, health and safety, GDPR and Trust policies.
- Participate in training and professional development activities.
- Undertake other duties commensurate with the grade and responsibilities of the post.
- The postholder will be required to travel to any schools within The Heath Family (NW).
- Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/vision and values of The Heath Family (NW)
- Attend and participate in meetings outside of normal working hours.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

PERSON SPECIFICATION – Trust Estates Manager		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
Qualifications, Knowledge & Experience		
Full UK Driving Licence	X	
Have relevant experience of Health and Safety incl. CDM and building regulations and their practical application	X	
NEBOSH General Certificate or equivalent health and safety qualification	X	
Facilities, Estates or Project Management qualification.		X
Experience of managing estates, facilities or operational services across multiple sites.	X	
Experience of line managing operational teams in multi site organisations.	X	
Experience of managing contractors and service providers	X	
Experience of compliance monitoring and assurance within education or similar environments.	X	
Experience of budget management and procurement processes	X	
Experience of delivering maintenance, refurbishment or capital projects	X	
Health and safety legislation and best practice.	X	
Knowledge of maintenance planning, asset management and contractor performance management	X	
Risk management principles.	X	
Skills, Abilities and Personal Qualities		
Strong leadership and people management skills.	X	
Excellent organisational and prioritisation abilities.	X	
Strong communication and relationship-building skills.	X	
Ability to analyse information and make sound operational decisions.	X	
Strong IT skills including Microsoft 365.	X	
Ability to cope effectively in a busy, demanding role	X	
Proven ability to maintain confidentiality in all aspects of work	X	
Ability to build effective working relationships with Headteachers, school leaders, contractors and external partners	X	
Able to use own initiative within a busy, diverse team	X	
Ability to read and understand CAD and complex/commercial data	X	
Flexible approach to working hours and positive attitude to work	X	
Suitability to work with children		
Enhanced DBS clearance is required for this position	X	

How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk

Application closing date: Monday 24th August 2026

Shortlisting Date: Tuesday 25th August 2026

Interview Date: Thursday 27th August 2026