



# Candidate Briefing Pack

## Deputy Estates Director

## Chief Executive Introduction

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Through a model of education that creates a network of inspirational and inclusive academies that share the same values, the Trust provides the drive for educational improvement and dynamic transformation. All of the academies work closely and collaboratively together, along with our partners, seeking to exploit the key educational philosophy of human scale education. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the young people in our care.

From 1st September 2021, our Trust will be responsible for nearly 30 academies of all phases and types. They are tightly organised geographically in the South-East of England which makes support, collaboration and teamwork straightforward. We will be educating almost 18,000 students, employing nearly 2,500 talented staff and responsible for an annual budget of circa £120m. The Trust is establishing four 'clusters' of academies: North West Kent; Central Kent; South East London; Medway. In addition, the Trust is responsible for one of the region's biggest initial teaching training organisations, a large teaching school and a brand-new apprenticeship provider.

Due to the promotion of the current postholder, we are seeking to appoint an outstanding Deputy Estates Director with considerable experience in the education and/or public sector, highly effective commercial acumen and a successful track record of managing the estate of a complex multi-site organisation. You will report directly to the Estates Director, be based at our Strood Head Office and support with leading our trust wide estates team.

This is a rare and exciting opportunity in our Trust and we hope that you will share our enthusiasm for the challenges ahead. The successful candidate will enjoy high levels of job satisfaction as they will play a fundamental role in managing the environment in which all of our students learn and achieve.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE  
**CHIEF EXECUTIVE**  
**Leigh Academies Trust**

## Who we are

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Leigh Academies Trust is a non-profit making charitable company limited by guarantee, based in Strood, Rochester, Medway. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational transformation. It has significant experience in running schools, and today includes both sponsored academies and schools which have chosen to convert to academy status.

The Trust was formed in 2008 with the linking of The Leigh Technology Academy and Longfield Academy under one governing body. It now encompasses nearly 18,000 students, between the ages of 3 and 19, in 29 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich.

**Our Mission:** *Shaping Lives, Transforming Communities*

### Our Values:

- **We care** – about our pupils through our human scale approach to education, our staff and their well-being and the communities that we serve, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team in the belief that we are greater than the sum of our parts. We foster an enterprising culture through collaboration and in close partnership with industry and other educators.
- **We keep getting better** – using our ‘can-do’ attitude towards continuous improvement and innovation.

### Trust Advantages:

- Expert central services for finance, HR, IT, facilities and estates functions.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for internal promotion opportunities.
- Central reserves protect individual school budgets.
- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Close collaboration between senior leaders across the Trust.
- Integration of primary and secondary approaches into all-through education.
- Adequate scale to design and test new ideas.
- High quality strategic governance with wide business and professional experience.
- Robust delivery models as government policies, rules and measures change.

<b>Position:</b>	<b>Deputy Estates Director</b>
<b>Responsible to:</b>	<b>Estates Director</b>
<b>Responsible for:</b>	<b>The entire estates team across all academies</b>
<b>Basis:</b>	<b>Permanent, full-time</b>
<b>Location:</b>	<b>Trust Head Office, Strood Academy, Kent</b>
<b>Commencement:</b>	<b>1st April 2021</b>
<b>Salary:</b>	<b>circa £60,000 (depending on experience), plus performance bonus</b>

Our mission is to shape young people's lives for the better through high-quality education and in doing so, transform the communities in which they live. To achieve this we not only need outstanding teachers but also world class buildings that are inspiring places to work and learn.

Due to the rapid promotion of our current Deputy Estates Director to the post of Estates Director, we have a rare and unique vacancy for someone with experience of supporting and leading outstanding estate operations within the education/public sector in a large, multi-site organisation. The successful candidate will have excellent commercial acumen, high levels of resilience and the ability to manage a demanding workload in a fast-paced environment. They will have a strong track-record of success in their current role and ideally experience across all aspects of estate management from essential activities such as managing health and safety to more strategic activities such as the management of building life cycles and new build projects. We are open-minded to appointing a candidate currently working in either the public or private sector, but experience of the former is crucial.

As Deputy Estates Director, you will be part of the central Trust Executive team, led by the CEO. You will lead, challenge and support a team of estates professionals reporting directly to the Estates Director and Chief Operating Officer. You will enjoy high job satisfaction by helping to improve the future life chances of our students.

For further information and to discuss the role informally with our Estates Director (Designate), Phil Whittall, please contact [rachel.cribben@latrust.org.uk](mailto:rachel.cribben@latrust.org.uk) to arrange a phone call or meeting. We would encourage all candidates to do this before applying.

### **Our ideal candidate will:**

- Be an outstanding and inspirational leader;
- Have excellent commercial acumen;
- Have a proven track record of success in estates operations in a large, multi-site organisation;
- Be organised, energetic and passionate about driving improvements;
- Be committed to the LAT ethos of high expectations;
- Be a committed team player; and
- Have considerable knowledge of the education/public sector.

### **In return, you will receive:**

- A highly competitive salary which reflects your experience and expertise;
- Excellent opportunities to develop your leadership skills and your overall career within a long-established, geographically organised, successful and well respected multi-academy trust.

**Job title: Deputy Estates Director**

**Reporting to:** Estates Director

**Job purpose:** Leading on the strategic estate and facilities management across the LAT portfolio.

Providing leadership support to the Estates function across the Trust and its academies, including providing advice and guidance to the central Estates team.

Contributing to the improvement of all aspects of Estates Services throughout the Trust. LAT Estates services include:

- Soft and hard FM contracts
- Capital projects
- Insurance claims
- Income generation
- Health, Safety, Security and Environmental

**Key areas of responsibility:**

- Deputising for the Estate Director
- Hard FM Contract management
- Energy management
- Health, safety and regulatory compliance
- Premises management and development
- Team management and technical support

### **1. Hard FM Contract Management**

- Procure and strategically manage contracts for all hard services
- Audit contract performance and ensure adherence to KPIs
- Chair contract review meetings
- Liaise with LAT retained M&E consultant on issues and performance

### **2. Energy Management**

- Implement energy management arrangements across the estate to reduce energy consumption and cost including time controls and staff awareness training
- Review energy audits and ensure implementation
- Ensure meter readings are taken for all utilities and submitted to facilitate accurate billing and consumption comparisons
- Undertake analysis of consumption data to highlight out of hours use and any trending issues in order to mitigate and reduce cost

### **3. Estate management and development**

- Support the Estate Director in keeping abreast of the national agenda in terms of School Business Management, Estate Management and Operations
- Co-Author the LAT Estate Vision, Strategy and Asset Management Plan and lead on implementation
  - Ensure LAT asset and condition information is held and reviewed suitably
  - Support in the resolution of complex defect issues across the estate



- Lead on the development of the Trust Business Continuity Plan, liaising with all Central Trust Departments, creating and reviewing processes and procedures
- Support cluster Business Managers in their Premises development plans for the Academy to provide a safe, clean environment suitable for learning in
- Advise the site on how to maintain a high standard through the use of internal and external resources including both planned and reactive maintenance schedules
- Monitor holiday work schedules to support the development plan
- Refer to operation and maintenance manuals when undertaking all works and ensure updates are made

#### **4. Team Management and support**

- Line manage Business Managers within assigned locations including performance management and CPD
- Support Business Managers on all their particular responsibilities including Transport, Admission Appeals, local projects and contract management
- Support the Business Managers liaising with contractors over defects and latent defects on capital build projects when required
- Organise and negotiate cover for any long term absence or vacancy of a Business Manager
- Monitor the premises related budgets and expenditure supporting finance in forecasting full year expenditure
- Undertake Estate Service review meetings with Principals to improve service delivery
  - Support the Business managers in the delivery of executive support to their Academy Principals, with particular focus on new initiatives and change
- Lead on the development of Estates Team apprenticeships and delivery

#### **5. Health, safety and regulatory compliance**

- Adhere to the Trust H&S policy arrangements
- Ensure compliance with all planning and building control requirements, H&S, CDM and Environmental regulations as well as standards for school premises
- Review contractor risk and method statements as well as CPPs where applicable

#### **6. General**

- Prepare papers, write reports and contribute to meetings as directed
- Where required, support and attend events as directed by the Estate Director
- Ensure Trust and Academy policies are adhered to by self and team members
- Work alongside the Deputy Finance Director to inform and review the Trust Risk Register for items relating to the Estate Department.

## Person Specification

Competencies Required	Essential	Desirable
<p><b>Technical competencies:</b></p> <ul style="list-style-type: none"> <li>· Ability to demonstrate experience of working in a similar environment or comparable industry sector</li> <li>· Experience of working in a multi-site environment</li> <li>· Experience of academies</li> <li>· NEBOSH Certificate or equivalent</li> <li>· IWFM (BIFM) qualification or equivalent</li> <li>· Knowledge/training in a mechanical/electrical trade .</li> <li>Project Management experience</li> <li>· Contract Management experience</li> <li>· Tendering in the public sector</li> <li>· Ability to write specifications for works</li> <li>· Knowledge of statutory compliance in public buildings .</li> <li>Knowledge and understanding of Health &amp; Safety</li> <li>· Excellent computer skills, use of excel</li> <li>· Transferable software skills</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>-</li> <li>-</li> <li>✓</li> <li>-</li> <li>-</li> <li>-</li> <li>✓</li> <li>-</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>✓</li> <li>✓</li> <li>-</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>-</li> <li>-</li> <li>✓</li> <li>-</li> <li>-</li> <li>-</li> <li>-</li> </ul>
<p><b>Communication:</b> Excellent written, analytical and verbal communication skills. Ability to write concise and informative reports to be read and understood by all stakeholders</p>	✓	-
<p><b>Drive and resilience:</b> Increased energy and effort when circumstances demand to achieve positive results</p>	✓	-
<p><b>Influence and Negotiation:</b> Persuades and negotiates by building common ground and listening in order to positively influence situations</p>	✓	-
<p><b>Innovation:</b> Generates new ideas and tries out different approaches</p>	✓	-
<p><b>Response to change:</b> Communicates change and helps to make change work by supporting others</p>	✓	-
<p><b>Teamwork:</b> Encourages teamwork by actively supporting others and promoting the team</p>	✓	-
<p>Ability to work at a pace and with accuracy to meet deadlines</p>	✓	-

## Application Process

Naturally, we are seeking to appoint the best possible candidate and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

Suitable and interested candidates are encouraged to discuss the role in the first instance with our Estates Director (Designate), Phil Whittall, by arranging a telephone call. To schedule an appointment please contact [rachel.cribben@latrust.org.uk](mailto:rachel.cribben@latrust.org.uk)

We welcome suitably experienced and interested applicants to submit a full application via the 'Apply' button on our website or via this direct link;

**Deputy Estates Director - [Click here to submit an online application](#)**

**Application guidelines**

- Your application letter should be structured around the competencies as detailed in the person specification, ensuring that you include real examples and evidence which demonstrate how you meet them.
- All documents/material must be submitted electronically in one application
- All fields must be completed as part of the standard application format
- Additional documents such as a CV, supporting statement, letter of application, etc can also be uploaded
- Please ensure that a minimum of two referees are included in your application.

**The closing date for applications is Monday 18th January 2021 (noon).**

All applications will be acknowledged on receipt. Shortlisting will be carried out on Wednesday 20th January and candidates will be notified straight away afterwards.

**Interviews and assessment activities will take place on Thursday 28th January 2021 (all day)**

If you have any queries on any aspect of the application process or need additional information, please contact the recruitment team at - [talent@latrust.org.uk](mailto:talent@latrust.org.uk)