



ST TERESA
of **CALCUTTA**
Catholic Academy Trust



DIOCESE of SALFORD

Head of Facilities and Estates Applicant Information Pack



MAKE CHRIST *known*;
MAKING LIVES *better*



Welcome from the CEO

On behalf of St Teresa of Calcutta Catholic Academy Trust, I would like to thank you for your interest in the post of Head of Facilities and Estates.

Our Trust Mission is simple, it is to make Christ known, and ensure we are making lives better for our communities, our children and young people and all of our stakeholders. We model our work on the example of service set by St Teresa.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust began in 2017, and we currently comprise fourteen schools; eleven primary and three secondary. Over the coming months and years, we anticipate more Catholic schools to join us on our journey. Before the end of the calendar year, four further schools will have joined us.

It is an increasingly exciting time for our Trust. We are fortunate to have committed and talented Headteachers leading each of our schools, and we are building a strong collaborative culture across our schools. It is only together, using our resources and talents that we make a difference to all our children and young people, regardless of their location.

Over the last twelve months we have worked incredibly hard to align our organisation into four critical functions. We have been fortunate enough to recruit candidates to lead our operations, finance, information and performance functions. We are now seeking an individual to join our operations function to lead the Facilities and Estates service. This is a role with great scope and great potential and will play a critical role in the development of our Trust. I would suggest all potential candidates take some time to review our Trust website so they get a sense of the organisation we are going to build together. Please do take the time to review the job description and person specification.

Thank you for your interest in this position and we look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read "C Foley".

Chris Foley
Catholic Senior Executive Leader (CEO)





About the Trust

Our Trust began in 2017, and we currently comprise fourteen schools; eleven primary and three secondary. Over the coming months and years, we anticipate more Catholic schools to join us on our journey.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust will consist of eighteen schools by Christmas 2024 and will continue to grow over the coming years in line with the Salford Diocesan Academy Strategy.

Our Mission

Our Trust Mission is simple, it is to make Christ known, making lives better for our communities, our children and young people.

Our Values:



One of Hope

Inspired by St Teresa of Calcutta, we are people of hope. We have a complete belief in the future we will build together. By offering our children, staff and schools, opportunities to grow and flourish, we make aspiration and ambition a reality. Our people, just like St Teresa are relentless and fiercely ambitious. We will always reach for that which seems to be just out of our grasp.



One of Courage

As modelled for us by St Teresa of Calcutta, we will have the courage to do what is right. As a community, we will not shy away from making decisions that ensure our communities thrive. We will be brave in our actions. As a truly Catholic organisation this courage will be most apparent in how we collectively support the most vulnerable.



One of Innovation

St Teresa of Calcutta changed the world. Together, we will always be pursuing new ideas and best practice in all areas of our work. We will prepare our children and young people for the world that awaits them. A world which they will shape and change.



About the Role

St Teresa of Calcutta Catholic Academy Trust (STOC) is seeking to appoint a Head of Facilities and Estates to work across all the academy sites in our Trust and play a key role in delivering a professional service to the existing schools in the Trust whilst ensuring the schools that are scheduled to join as part of the growth strategy receive the same professional level of service.

This is an exciting opportunity to join the Trust as it continues its transition from a single site autonomy developing to a professional management approach to all estates matters as the Trust grows over a period of time into a Catholic Academy Trust which, at scale, will be one of the largest Trusts in England.

The Head of Facilities and Estates will work closely with the leadership teams to ensure that all our schools and facilities of the academies provide an efficient and high-quality environment in which the Trust can achieve its objectives. They will ensure that the buildings and site are clean, safe, secure, accessible, and welcoming, while promoting teamwork and motivating staff to ensure effective working relationships are in place. Our priority is to ensure children have the best learning environment possible for them to feel inspired and motivated to receive an excellent education.

The successful candidate will:

- be a confident communicator (written and oral),
- have significant experience of facilities management over a multi-site organisation,
- experience in managing staff remotely with this skill set.
- possess strong analytical and problem-solving skills.
- have well-developed ICT skills,
- work well under pressure, working accurately with attention to detail, and meeting deadlines,
- be flexible in approach to working patterns.

We can offer:

- an opportunity to be a member of a forward-thinking and innovative Operations team,
- the opportunity to lead the Facilities and Estates function that at end point will include Catholic schools in Bury, Bolton, Rochdale, Salford and Wigan,
- a caring and engaged group of stakeholders,
- a committed and highly supportive Central Team and Trust Board,
- precise support for your own professional and spiritual development from both the Academy Trust and the Diocese,
- excellent local and borough wide collaborative links,
- employer contributions to the Pension Scheme.





POST TITLE: HEAD OF FACILITIES AND ESTATES

RESPONSIBLE TO: Chief Operating Officer

SALARY: £60,000 - £80,000 per annum

WORKING PATTERN: 37 hours per week, full year

Core Purpose:

The Trust is seeking a Head of Facilities and Estates to work across all the academy sites in our Trust and play a key role in delivering a professional service to the existing schools in the Trust whilst ensuring the schools that are scheduled to join as part of the growth strategy receive the same professional level of service.

The Head of Facilities and Estates will work closely with the Leadership teams to ensure that all our schools and facilities of the academies provide an effective and high-quality environment in which the Trust can achieve its objectives. They will ensure that the buildings and site are clean, safe, secure, accessible, and welcoming, whilst promoting teamwork and motivating staff to ensure effective working relationships are in place. Our priority is to ensure children have the best learning environment possible for them to feel inspired and motivated to receive an excellent education.

Main Duties

- To lead, shape and develop the Facilities and Estates Management function across the Trust, to provide the best possible environment for teaching and learning.
- To manage and develop with key Trust stakeholders effective Facilities, Estates and Catering functions across the Trust.
- To support the Headteacher(s)/Leadership teams and other staff by providing the professional skills, technical capabilities, and specialist knowledge required to ensure that the academies in the Trust are kept open, fit for purpose, and that value for money is achieved.
- To take responsibility and ensure that the day-to-day management of the estate across the Trust is achieved.
- Collaborate with relevant stakeholders to identify and prioritise maintenance and improvement projects.
- To develop effective systems to support a customer-focused, effective and efficient delivery of Estates management processes and policies to an evolving and expanding Trust.
- To contribute to the Trust's success, to engage with and support all employees, to create an inspirational learning and working environment which nurtures and encourages the development of personal and professional excellence.



FINANCE AND MANAGEMENT

- To work with the Headteacher(s) and key staff in each academy and the Trust Central Team to ensure that the budgets for Facilities and Estates are prepared correctly and that information is made available so that current and future expenditure is recorded and monitored. Report regularly to the COO, immediately highlighting any budget issues/pressures and the measures taken to deal with them.
- To liaise with the Salford Diocese, Local Authorities, Education and Skills Funding Agency, Department for Education, Insurance Brokers, and a variety of other third parties as necessary.
- Work with the Procurement Manager to manage the procurement of Trust-wide contracts ensuring that value for money is achieved via competitive tender in compliance with the Academy Handbook and The Trust Financial Procedures.
- To monitor and manage the Trust-wide contracts ensuring the contracts deliver service to specified standards.
- To plan and monitor the expenditure of the relevant allocated budgets.
- To develop a five-year budgeted plan in line with the Trust strategy and objectives.
- To ensure that regular checks of buildings, grounds, furniture, and fittings are undertaken and to take appropriate action, which will include advising senior leadership within the school and at Trust level on technical issues, and financial and budgetary implications.
- To ensure that orders placed for approved contractors/site works/services are in accordance with approved procedures, specifications, and timescales and that the work is supervised and completed satisfactorily.
- To ensure the security of Trust resources and accommodation including the operation of fire, smoke, and intruder alarms, emergency key holder responsibilities, and risk management.
- To establish, monitor and evaluate risk assessments within the areas of specific responsibility.
- To take responsibility for site security and ensure out-of-normal-hours service for locking/unlocking, ensuring the provision of suitable keys as appropriate.
- To organise and be part of the call-out rota to respond in the event of an out-of-hours emergency, ensuring an effective response to meet operational needs i.e. heating failures, breakdowns, and security issues, and be a key holder to attend the site.

MAINTENANCE AND CAPITAL WORKS

- To lead the development and implementation of the Trust-wide estate development strategy, ensuring that plans are consistent with the aims and objectives set within each academy development plan and the Trust strategy.
- To ensure that where additional funding is available for capital works, those opportunities are identified and that effective bids are submitted correctly and on time to maximise the number of resources available to the academies.
- To manage the tendering, letting, implementation, and snagging of all capital projects so that they are completed on time and within budget and are fit for purpose.



STANDARDS/QUALITY ASSURANCE AND ADDITIONAL RESPONSIBILITIES

- To participate in the Trust's Professional Development activities and performance management activities as required, and the development review process both in terms of self and other staff as appropriate.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Trust, to support its distinctive aim and ethos, and to encourage staff and students to follow this example

General Responsibilities

- To work closely with the Leadership teams in the academies in ensuring that the sites and facilities of the academies provide an effective and high-quality environment in which the Trust can achieve its objectives.
- To manage staff in the Facilities, Estates and Catering functions and work with them to ensure that all the buildings and sites are clean, safe, secure, accessible, and welcoming; to ensure the correct distribution of deliveries so that supplies and equipment required by students and staff are available when needed; be responsible for cleaning supplies, equipment and spares, and to update the records relating to them.
- To effectively manage the duties of Buildings and Facilities staff in the areas of accommodation and resources, recruiting and providing induction to new staff within the areas of responsibility.
- To oversee and plan, including training, the work of the Buildings and Facilities staff, to cover a wide range of repairs and maintenance work as required.
- To provide appropriate support for Buildings and Facilities staff as required; to be hands-on and provide cover, as required, for members of the team.
- To manage, audit, and review the STOCAT cleaning staff as well as external agency cleaners.
- Ensure all cleaners are well trained and meet the standards required for a clean, healthy, and safe environment in line with COSHH, IOSH, and NEBOSH.
- Manage alongside the Trust Catering Manager, the Catering function and ensure food quality, value for money and hygiene standards are met across the Trust.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities Policies.

This Job Description is correct at the date of issue (June 2024) and gives the main responsibilities and tasks of the role but may be changed or added to as appropriate. The list of duties in this job description should not be regarded as exclusive or exhaustive. The Trust environment is a dynamic one and changes in working practices occur on a regular basis; duties and responsibilities may change over time as requirements and circumstances change. Staff must be resilient to change and show a willingness to adopt and champion new practices. This job description does not form part of the post holder's contract of employment.



This post is subject to an enhanced Disclosure and Barring Service check.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

Location:

The role will be based at Central Office in Bury but will require mobility between schools.

A valid driving licence and regular access to a vehicle are necessary to fulfil this role.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.



PERSON SPECIFICATION

POST: HEAD OF FACILITIES AND ESTATES

		Essential / Desirable	Evidence
Qualifications	Good standard of education to Degree, or Professional standard	E	A/C
	Hold <u>(or committed to obtaining)</u> an IOSH/NEBOSH qualification or equivalent	D	A/C
	A willingness to learn new skills, complete training and contribute ideas	E	A/I
	Project management qualification	D	A/C
	Professional CPD courses	D	A/C
Knowledge and Experience:	Previous estates, facilities, security, or relevant experience	E	A/I
	Evidence of managing teams effectively	E	A/I
	Sound knowledge and understanding of Health & Safety regulations, policies and practices	E	A/I
	Good working knowledge of ICT and Microsoft Office including spreadsheets	E	A/I
	Working knowledge of industry software systems for facilities and asset management	D	I
	Experience of contract administration	D	I
	Construction and building development experience	D	A/I
	Previous school/educational experience	D	A/I
	Multi-site management	E	A/I
Personal Qualities and Ethos	Ability to prioritise, plan and organise with thorough attention to detail	E	I
	Ability to plan several steps ahead to deliver medium and long-term goals and objectives	E	I
	Ability to manage time effectively, meet multiple deadlines, change priorities and work under pressure	E	I
	Ability to take responsibility and work on own initiative	E	I
	Ability to effectively lead staff working across several sites	E	A/I
	Ability to work alongside Procurement Manager to contract services, evaluate performance and negotiate solutions with suppliers	E	A/I
	Good ICT skills with the capacity to learn to use new systems and software	E	A/I
	Good communication skills, both oral and written, including presentational skills	E	A/I



Ability to form good working relationships both within the Trust and with external bodies and suppliers	E	A/I
Ability to be discreet and maintain confidentiality, awareness of data protection issues	E	A
Understanding of the educational environment	D	A/I
Commitment to the aims of the Academies working together as a Trust	E	A/I
Self-motivated with drive, initiative and high degree of pro-activity	E	A/I
A flexible and proactive approach	E	A/I
Team player, commitment to working as a positive and constructive team member	E	A/I
Strategic and analytical thinking	E	A/I
Organisation wide holistic approach	E	I
Full driving license with access to a vehicle	E	A/C
Willingness to undertake training to improve skills base or adapt to changing circumstances	D	A
Commitment to Equal Opportunities	D	I
Understand and comply with GDPR	E	A/I

Key

E Essential **D** Desirable
A Application **I** Interview
C Certificate **R** References



HOW TO APPLY

Please complete the online application form accessible via St Teresa of Calcutta Catholic Academy Trust website. Click here to access the advert: [Job Vacancies](#).

The closing date for this position is:

Monday, 24th June 2024 at 10 am

Shortlisting will take place on:

Tuesday, 25th June 2024

Interviews will be held on:

Thursday, 27th June 2024

Applicants are strongly urged to arrange a conversation with the COO and visit the central office to discuss this role. Initial contact should be made with our Trust Administration Team by email admin@stoccat.org.uk.

St Teresa of Calcutta Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

Applications will only be considered from individual applicants on our standard application form and not via CV alone or agencies. An online search will be performed on all shortlisted applicants as part of our safeguarding procedures.

