





Candidate Brochure

Estates Manager

THE DEAN TRUST

Believe Achieve Succeed

Estates Manager

Job Summary

SALARY:

Band 7, SCP 26-29 £38,510 - £41,177

START DATE:

ASAP

WORKING PATTERN:

36.25 hours Monday to Friday. Working on a shift pattern and rota basis between 6:30am and 8pm and key events (e.g. parent evenings)

CONTRACT:

Permanent

LOCATION:

Dean Trust Ardwick

RESPONSIBLE FOR:

Site Maintenance & Compliance - Estates Operatives

ACCOUNTABLE TO:

Head of Estates Operations

We are looking for an experienced Estates Manager to take operational responsibility for ensuring our school environments are safe, compliant, well maintained, and fit for purpose across Dean Trust Ardwick.

This is a critical role within The Dean Trust, providing strategic and operational leadership. You will oversee the day-to-day delivery of estates services, including planned and reactive maintenance, health and safety compliance, statutory testing, site security, and the effective management of premises and facilities.

The successful candidate will, ensure that the maintenance, compliance, security, and day-to-day operation of Dean Trust Ardwick are managed to exceptional Standards.

Reporting to the Head of Estates Operations, you will lead and support dedicated site team across the school site, ensuring consistent standards, effective communication, and a responsive estates service. You will work closely with academy leaders, contractors, and Trust colleagues to identify priorities, resolve issues, and continuously improve our estates provision.

This is an exciting opportunity for an experienced estates professional to play a key role in shaping safe, welcoming, and high-quality environments for our pupils and staff, while benefiting from the support, resources, and professional development opportunities available within a forward-thinking multi-academy trust.

The Dean Trust is an equal opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Main Purpose of the Role

To provide professional, tech-enabled premises management and proactive asset care across assigned Trust sites, driving high standards of health and safety governance aligned with the DfE Good Estate Management for Schools (GEMS) framework.

To move beyond traditional site caretaking, delivering modern facilities leadership, utilising digital compliance platforms to track statutory data, manage PPM schedules, and direct local estates teams and contractors. The post holder will ensure all school grounds, buildings, and facilities remain safe, secure, fully compliant, and exceptional environments for teaching and learning.

Key Responsibilities

Site Leadership & Operational Delivery

- Operational Control: Lead daily premises and facilities operations ensuring school maintains high standards of safety, cleanliness, function, and presentation.
- PPM Schedule Execution: Implement the Planned Preventative Maintenance (PPM) schedule carrying out and coordinating statutory inspections within mandatory timeframes to achieve 100% completion metrics.
- Reactive Maintenance Management: Triage, log, and resolve site-level reactive maintenance requests, prioritising works based on educational impact, operational urgency, and health and safety risk.
- Site Staff Supervision: Day-to-day line management, task delegation, and supervision of estate operatives and cleaning teams across to ensure cover and high standards of service.

Compliance & Health and Safety

- Statutory Testing & Documentation: Carry out, monitor, and digitally log routine statutory checks (including water hygiene/legionella, fire safety systems, emergency lighting, asbestos management logs, and playground equipment checks).
- Data Integrity & Compliance Systems: Ensure all completed statutory compliance records, certifications, defect logs, and service reports are accurately uploaded to centralised digital Trust compliance platforms in a timely manner.
- Risk Assessments & COSHH: Draft, review, and maintain up-to-date site risk assessments, safe systems of work, and COSHH registers for premises management tasks.
- Audit Preparation & Remediation: Prepare assigned school premises for internal and external Health & Safety audits, actively completing assigned remedial actions and risk control measures within agreed deadlines.

Contractor & Project Support

- Contractor Supervision & RAMS: Supervise external contractors on site, verifying DBS checks, issuing permits to work, ensuring adherence to Risk Assessments and Method Statements (RAMS), and managing site inductions.
- Quality & SLA Monitoring: Monitor the quality of work delivered by external premises service providers, specialist technicians, and maintenance contractors, reporting performance against SLAs to the Head of Estates Operations.

- Capital & Minor Works Assistance: Assist the Head of Estates Operations and Chief Estates Strategy Officer (CESO) with local site condition surveys, improvement projects, and access coordination for major works or lifecycle replacements.

Security, Emergency & Incident Response

- Site Security & Access Control: Oversee keyholding, building opening/closing protocols, alarm systems, perimeter security, and access control across assigned sites to protect Trust assets.
- Emergency Response: Act as a primary keyholder and first point of escalation for premises emergencies, out-of-hours intruder/fire alarm activations, and adverse weather responses (e.g., gritting, flood prevention) across allocated sites.

Reporting, Governance & Communication

- Assurance & Compliance Reporting: Produce regular site-level compliance, PPM completion, and reactive maintenance reports for the Head of Estates Operations, utilising digital systems to highlight operational risks, statutory actions, or resource deficits.
- Headteacher & School Leadership Liaison: Maintain regular, structured communication with Headteachers and the Senior Leadership Team providing clear operational updates, schedule overviews for site works, and prompt notice of site disruptions.
- Incident & Escalation Logging: Promptly report and log all site incidents, health and safety hazards, statutory compliance failures, or significant equipment outages in line with Trust procedure.
- Asset & Capital Data Input: Provide accurate site condition data, utility/energy consumption metrics, and asset lifecycle updates to support Trust-wide capital planning, SCA bids, and DfE portal uploads.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post

To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.

Person Specification

	Essential	Desirable
Qualifications		
GCSEs or equivalent qualifications or relevant knowledge, skills and experience gained through practical experience in a similar role.	✔	
IOSH Managing Safely (or equivalent recognised Health & Safety certification).	✔	
Evidence of formal technical, H&S, or digital compliance training suitable for modern facilities management.	✔	
NEBOSH Certificate.		✔
Formal training in DfE GEMS framework principles.		✔
Experience		
Demonstrable experience in building maintenance, premises management, or facilities operations (preferably within an educational or public sector environment).	✔	
Practical experience managing statutory compliance testing, PPM schedules, and logging digital compliance records.	✔	
Experience identifying site-level compliance failures or major safety hazards and taking decisive action to report, escalate, and resolve them within formal governance structures.	✔	
Experience supervising contractors and enforcing safe working practices on site.	✔	
Experience supervising or delegating tasks to staff.	✔	
Experience managing premises across multiple educational sites or primary school settings.		✔
Experience working within or alongside PFI/contractor framework environments.		✔

Knowledge		
Strong proficiency using digital CAFM (Computer-Aided Facilities Management) software, compliance logging apps, and cloud tools to manage statutory data, rather than relying on paper-based logs.	✔	
Working knowledge of modern estate management frameworks (such as DfE GEMS) covering statutory compliance, asset preservation, and risk control.	✔	
Expert practical understanding of UK H&S regulations including COSHH, Working at Height, Asbestos, Legionella, and Fire Safety.	✔	
Knowledge of automated building management systems (BMS) and smart meter monitoring.		✔
Skills and abilities		
Hands-on approach with strong initiative and problem-solving skills.	✔	
Excellent verbal and written skills, with the confidence to deliver clear, professional operational updates and risk briefings to Headteachers, Senior Leaders, and central Trust officers.	✔	
A strong sense of personal ownership over site safety and standards, ensuring issues are logged, escalated transparently, and followed through to completion.	✔	
Ability to prioritize workloads effectively across multiple school sites.	✔	
Full UK driving licence with access to a vehicle to travel between allocated sites.	✔	

How to apply

If you would like to apply for this role please apply through our online recruitment site which is available via:
careers.thedeantrust.co.uk

Application Closing Date: 12:00noon 26th November 2026
Interview Date: 3rd December 2026

If you have any queries, please contact the HR team on 01942 511987 or email dtwoffice@deantrustwigan.co.uk

