

# **Trust Estates Lead**

## **Candidate Information Pack**

# Welcome to LDST

Welcome to LDST. Thank you for your interest in working in our family of schools and committing to making a difference to our learners right across our Trust.

***LDST is a multi-academy Trust of 18 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.***

As a Trust, we have a very clear purpose, and an uncompromising vision:

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



### **Learn**

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



### **Love**

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



### **Achieve**

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



### **Together**

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

**We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.**

## What we can offer you

- **Excellent Terms and Conditions** – We are committed to maintaining (or bettering) national terms and conditions.
- **Hybrid Working** – Central Team staff are able to work flexibly where possible within the requirements of the role.
- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work.

# Job Description

Title: **Trust Estates Lead**

Salary: **NJC Point 36 to 40** (currently £45,718 - £49,764 per annum).

Hours: **36 hours per week, 52 weeks per year** (flexible working requests will be considered).

Accountable to: **Chief Operating Officer**

Location: This post is based at the **LDST Hub, 11 Damfield Lane, Maghull, L31 6DB**. However, the post holder will be required to travel to schools across the Liverpool Diocese covering Liverpool, Sefton, Knowsley, St. Helens, Warrington, Wigan, and West Lancashire. Remote working will also be available when appropriate.

## Summary

This is a challenging strategic role within the Trust, reporting directly to the Chief Operating Officer. The Trust Estates Lead will be responsible for leading the implementation of estates strategies for the schools within our Trust and working closely with senior leaders and site management teams at each school to ensure all aspects of each school site, including upkeep, care, maintenance, security, health and safety and facilities management, are in line with statutory and regulatory requirements.

This role is key to ensuring that our schools provide a safe, accessible and welcoming environment in which pupils and staff can deliver their best. You will have the opportunity to work closely with key stakeholders within our schools and within the Central Trust Team.

You will contribute to upholding the Trust's vision, values and ethos and treat everyone within the Trust with respect, offering high levels of support and customer service.

## Main Duties and Responsibilities

- To support in the development of, and ensuring the implementation of, a long-term vision and strategy for effectively managing designated aspects of the Trust's estate, in alignment with educational priorities and Governance requirements.
- To ensure that Trust estates are safe and compliant in line with relevant policies, legislation and the DfE's Good Estates Management Guide.
- To promote and manage lettings arrangements across multiple schools, working with the Central Finance team and school-based colleagues.
- To develop and manage the estate budget(s), monitor expenditure and obtain the best value from providers, developing annual business plans and budgetary submissions.

- To support the delivery of the Trust's major capital programme funded by Schools Condition Allocation (SCA)

### **Strategic Development**

- To contribute to formulating the Trust estates strategy by assisting in the evaluation of each site and usage options and proposing creative solutions for improvement projects.
- To support school senior leaders and site management teams to develop and manage a 5-year capital programme, a maintenance programme, effective planned preventative maintenance scheduling for each site and cyclical maintenance in terms of decorating, carpet replacements and blinds etc that enables an effective programme of work, which is costed out and fed into the Trust budgeting cycle.
- To implement the estates strategy, directing the activities of staff, consultants and contractors, where appropriate, for the execution of such plans, and manage progress regarding time, quality and cost.
- To develop strong and positive working relationships with school staff including senior leaders and site management staff to maximise the potential of the estate.
- Responsible for providing any premises related pre-conversion due diligence for any new schools joining the Trust.

### **Estates Management and Development**

- To work closely with the COO and school leaders to develop and maintain the Trust's Estates Strategy.
- To ensure Asset Management Plans and condition data for all schools is both accurate and complete.
- To ensure that development plans for the Trust's estates are regularly updated, prioritised and costed.
- To ensure the annual submission of the Land and Buildings Collection Tool, Capital Spend Survey, and any other estates related statutory returns as required by the DfE.
- To oversee local schools' site teams, including Site Managers, Maintenance Officers, Caretakers and Cleaners.
- To be responsible for the appropriate deployment of Estates staff across LDST schools, ensuring adequate levels of staffing.
- To oversee the effective performance management of all Estates staff in line with Trust policies and procedures.
- To ensure that annual programmes of maintenance are in place and that planned preventative maintenance is completed on schedule and within budget, keeping the Trust's estate operational and safe.

- To ensure that all registers and records of maintenance and Estates works are adequately maintained.
- To develop and maintain an asset register ensuring that all fixed plant, machinery and equipment is properly maintained and inspected to meet legal requirements.
- To oversee capital projects as directed by the COO, including procurement and oversight of contractors delivering the Trust's major capital programme funded through School Condition Allocation.
- To quality control works carried out by contractors and the LDST internal workforce.
- To ensure the timely submission of any insurance claims relating to estates-based activities.
- To oversee the management of utility contracts, ensuring the resilience of utility services to meet future demands.
- To develop an effective and efficient sustainability plan for the Trust's estate, ensuring best practice in energy conservation in the use of heating, light, water etc. is developed and maintained.
- To oversee the financial management and effective use of Trust estates and capital budgets.
- To comply with the Trust's financial procedures on matters relating to finance and procurement of estates related projects.
- To ensure the ongoing review of relevant school resources and contracts, considering any opportunities for centralisation and streamlining.
- To oversee the efficient and effective cleaning of the Trust estates in liaison with school site management teams.

### **Maintenance of Grounds and Buildings**

- To ensure that the fabric of each school is maintained to a high standard and meets the individual school's current and future needs.
- To work with school site management staff to ensure the daily maintenance of all areas of each school. This will involve both reactive maintenance and planned preventative programmes.
- To work with school site management staff to support them in formulating and managing medium- and long-term building programmes.
- To prepare annual, costed plans for repairs and upgrades of each site, giving knowledge and expertise where necessary.
- To work with estates staff to ensure all works are within budget and managed accordingly.
- To ensure that school grounds are effectively maintained, including the management of the ground's maintenance contracts.

### **Provision of Utilities and Estate Services**

- To ensure all utilities provision, including water, gas, electricity and other provisions are effectively managed to leverage the purchasing power of the Trust, and that usage minimises waste.
- To oversee schools' compliance with the Trust's overall sustainability agenda including the management of waste and recycling.
- To develop estates management policies and procedures which address areas such as emergency management, business continuity and other estates related policies.
- To take responsibility for risk management with regards to each estate, including disaster and business continuity planning and managing the development and maintenance of a risk register.

### **Health and Safety, Fire Safety and Security of the Trust Estates**

- To manage the contractual agreement with the Trust's outsourced Health and Safety service level agreement provider, including monitoring performance delivery against contractual terms.
- To ensure that the Trust properly discharges its duties under its Health & Safety Policy; the Health & Safety at Work Act; COSHH regulations; and any other relevant statute, regulation or directive in all matters relating to the management of Trust estates and catering.
- To ensure that contractors operate safely in accordance with the Trust's Health & Safety Policy and any other relevant statute, regulation or directive.
- To act as the Trust's Project Manager and responsible Health & Safety Coordinator for Construction Design Management projects. Also, to act as the Trust's Asbestos Control Manager and the Legionella Control and Health & Safety Manager.
- To ensure that fire risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff/contractors, who are appropriately qualified.
- To ensure that the Trust's Health & Safety management systems are complete and accurate, and that processes and practices are consistent across all schools.
- To coordinate and ensure the implementation of the Trust's responsibilities in relation to maintaining health & safety statutory documentation.
- To review and develop existing and new policies in line with statutory requirements, and to manage any necessary consultation processes.

- To ensure that buildings are safe and secure at all times and adhere to both Health & Safety requirements and statutory Ofsted guidelines for the health and wellbeing of staff, pupils and visitors.

### **Lettings**

- To promote the safe and efficient use of school facilities for lettings where possible.
- To ensure that the Trust builds strong relationships with community users of Trust estates.
- To assist in the annual updating of the Trust Lettings Policy and relevant charges for facilities hire for approval by Directors.
- To support and advise school administrative staff to ensure that all required paperwork is in place prior to a letting being implemented. Relevant documentation includes DBS details, insurance policies and other documents listed in the Trust Lettings Policy.

### **Supplementary Support**

- Be aware of, and comply with, policies and procedures relating to child protection, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall Christian ethos/work/aims of the Trust.
- Attend and participate in meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Other duties as directed by the COO within the broader boundaries of the role.
- Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The Trust reserves the right to alter the content of the job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this

commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

# Person Specification – Trust Estates Lead

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Estates management experience across multiple disparate sites.</li> <li>• Experience of managing/leading a team.</li> <li>• Experience of managing capital and revenue budgets.</li> <li>• Experience and knowledge of planning and evaluation.</li> <li>• Experience or knowledge in premises management.</li> <li>• Proactive approach to keeping up to date with health and safety legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the education sector context</li> <li>• Experience of developing strategies and policies</li> </ul>	Application form and Interview
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills, including the ability to use MS Office and other software packages.</li> <li>• Exceptional leadership skills and the ability to motivate and inspire staff.</li> <li>• Evidence of managing Health &amp; Safety and up to date knowledge of H&amp;S requirements.</li> <li>• Knowledge and understanding of risk management frameworks and the operation, reporting and management of risk and internal controls.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience with EveryCompliance management software</li> </ul>	Application form and Interview
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A role model who understands and is committed to the Trust's values.</li> <li>• Outstanding leadership qualities with a proactive and flexible approach.</li> <li>• Ability to prioritise work efficiently and accurately, particularly under pressure/deadlines and using own initiative.</li> <li>• Ability to use professional judgement.</li> <li>• Excellent personal organisation and self-motivation, commitment, reliability, and trustworthiness.</li> <li>• Flexibility to respond to the needs of the organisation.</li> </ul>		Application form and Interview

Criteria	Essential	Desirable	Method of assessment
	<ul style="list-style-type: none"> <li>• Ability to be sensitive to the needs of others.</li> <li>• Ability to be supportive.</li> <li>• Professionalism and resilience.</li> <li>• Willingness to reflect upon their experiences and practice in a critical and constructive manner.</li> </ul>		
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• A professional qualification in estates management or equivalent.</li> <li>• A professional qualification in health and safety or equivalent.</li> <li>• Literacy and Numeracy skills equivalent to level 2 of the National Qualification and Credit Framework.</li> <li>• A First Aid qualification or willingness to achieve.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development activities</li> <li>• Driving licence and own transport.</li> </ul>	Application form and Interview

# How to Apply

## Application Process

The application process for this role is a 2-stage process:

- Application form
- Presentation, Interview and Task

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [recruitment@ldst.org.uk](mailto:recruitment@ldst.org.uk) or call 07714 934424/07883 391217.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: 20<sup>th</sup> June 2025, 9am**

**Interview Date: 2<sup>nd</sup> July 2025**

**Start Date of Post: 1<sup>st</sup> September 2025**

## **Our Trust Prayer**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen