

# Director of Estates



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# 01. About Academy Transformation Trust

## Our Mission

Transforming lives by *putting education first*.

## Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

## Our Values

### Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

### Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

### Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

### Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

**To learn more about our story/journey, please read our [ATT Magazine](#)**



# Welcome

to Academy Transformation Trust

At Academy Transformation Trust, we're on a mission. We want to transform education, performance and lives, and we're giving young people the best possible start to their careers across our fast-growing network of academies. A not-for-profit trust, we focus on our students' interests in everything we do, and we are passionate about using innovative technology to accelerate learning. We work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values. At ATT we are passionate about Diversity, Equity and Inclusion and welcome all applications.

# Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

## Our Priorities: Big Moves

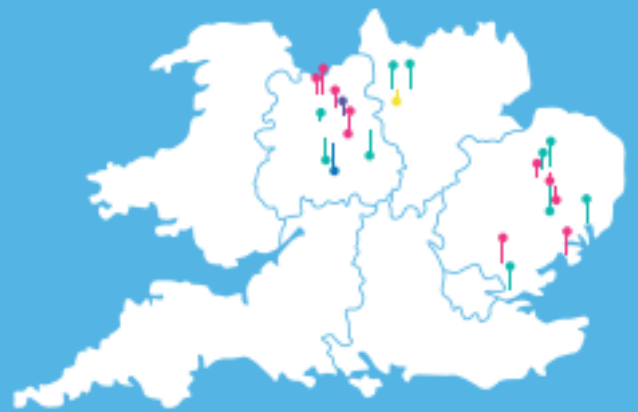
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



- Academy Transformation Trust
- Secondary Academies
- Primary Academies
- Special Academies
- FE Colleges



**ATT | 21 Academies**

Local Authority Areas | 10

**Staff | 1720**

Primary | 409  
Secondary | 1130  
Special | 30  
FE | 76  
Other | 75

**Learners | 13,334**

Primary | 2711  
Secondary | 9280  
Special | 45  
FE | 1298

**Governance**

People Engaged | 120+  
Trustees | 10  
Members | 4

**Finance**

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

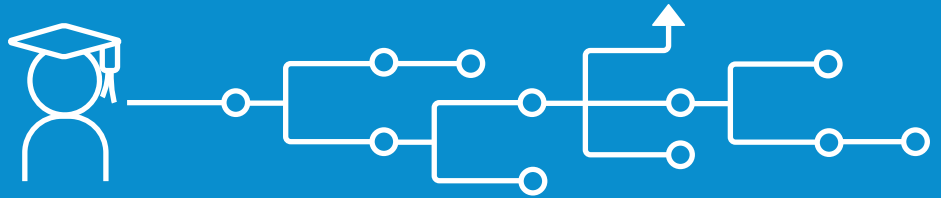
**Ofsted**  
Performance

1 Outstanding

**19 Good**

1 Requires Improvement

# 02. Career Testimonials



## **Donovan Stansbury** | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

## **Samantha Chilton** | PA to Principal

During my 14 years at Bristnall Hall Academy, I have been fortunate to have had various roles within the academy. I joined as a Learning Support Practitioner, supporting SEND students in the classroom, however 7 years ago developed my career further to become an Attendance Officer. The transition from LSP to Attendance Officer was well supported by the academy and ATT through a range of CPD, as well as the opportunity to work with colleagues across the Trust to share best practice.

More recently, I have become PA to the Principal, and with the support, guidance, and advice of my colleagues within the Trust, have been able to develop my skills and knowledge to enable me to carry out my role effectively.

## **Nicola Powling** | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

[Click to Learn More](#)

Transformational Teaching

[Click to Learn More](#)

Transformational Services

[Click to Learn More](#)

Professional Development at ATT:

## 03. The ATT Institute

### What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

### PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

### Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

[academytransformationtrust.co.uk/institute](https://academytransformationtrust.co.uk/institute)



# 04. Job Description



## Director of Estates

### Purpose of the job

Contribute to and lead the implementation of an estate's strategy, this will include working in partnership with the Principals and facility staff in our academies'.

Manage all aspects of the academy properties including upkeep, care maintenance, security, health and safety and facilities management.

Manage refurbishment, expansion and other building advancements in terms of bidding, developing, procuring and implementing building projects.

Ensure compliance across all statutory areas of hard and soft FM and maintenance.

Responsible for: The Regional Estates Team and those working within the Estates function

Responsible to: Deputy CEO

### Key Responsibilities and duties:

#### Accountabilities:

The Director of Estates will:

- Lead and hold responsibility across the Estates directorate.
- Provide robust management and leadership of a high performing team within the Estates directorate, promoting a collaborative ethos with excellent communication skills.
- Lead on and hold Estates and FM responsibility across all areas of health and safety.
- Develop and implement strategies to support the continuous development of each directorate.
- Lead and hold responsibility for the Estates Directorates revenue and capital budgets, ensuring each budget balances and complies with all aspects of the academy financial handbook, the Trust's financial scheme of delegation, regulations, and policies.
- Lead on Basic Need and large capital projects.
- Develop relationships with key Contractors, sector influencers and government departments.
- Ensure each the estates directorate are meeting goals and KPI's that promote company growth and support the Trust's wider strategic plan.
- Oversee daily activity of each directorate and line management of each directorate lead.
- Develop plans to increase efficiency and reduce costs across Estates budgets.
- Improve existing systems and policies across within Estates and H&S.
- Support the Deputy CEO and undertake other tasks as required.

#### Key Responsibilities:

##### Estates and Facilities Management

- Develop and maintain Estates Vision and Strategy, and ensure estates function adheres to the Department for Education's Good Estates Management for Schools guidance



- Contribute Lead on the strategic trust wide estates plan and individual estate development plans for each academy. Ensure the estates team lead the implementation of these plans within the Trust to deliver objectives for each of our academies and the Trust.
- Ensure the estates directorate regional and site teams have an appropriate structure and strategy in place to deliver the needs of our academies.
- Lead on the development of bids for capital funding opportunities.
- Develop and implement an annual capital program and asset management plan.
- Ensure the estates team delivers building projects. Act as project manager for authorised schemes, paying particular attention to regulatory requirements, quality and compliance with agreed specifications, timescales and safety ensuring that value for money can be evidenced in all awarded contracts.
- Effective liaison on academy sites with contractors involved in major projects and ensure that procedures are effective at academy level in terms of academy staff/contractor liaison.
- Ensure all regulatory testing and reports are in place at each site across estates and Health and Safety.
- Proactive engagement and management of professional contractor services ensure that services are procured in line with academy financial/procurement regulations and the delivery of high quality and cost-efficient services, in line with the Trust policy.
- Ensure that all estates and facilities management systems, processes and practices are consistent across all of our academies.
- Develop and ensure implementation and maintenance of accessible and auditable records for asset maintenance and management, including records of inspections, maintenance requests, complaints, costs and repairs.
- Ensure that accurate and detailed floor and site plans are kept and updated regularly.

#### Health and Safety

- Ensure that accurate and detailed floor and site plans are kept and updated regularly.
- Ensure that all risk assessments and other statutory and non-statutory testing and inspections are complete within a timely manner and by staff/contractors who are appropriately qualified.
- Ensuring that all health and safety management systems, processes and practices are consistent across all of our academies and are synchronized and coordinated.
- Coordinate and ensure implementation of ATTs responsibilities in relation to maintaining health and safety statutory documentation.
- Review and develop (relevant) existing and new policies in line with statutory requirements and manage any necessary consultation process.
- Any other duties commensurate with the role.

#### Catering

- Lead catering function and oversee contract management of outsourced catering provision
- Ensure catering function adheres to legislation and guidance for catering operations
- Work with Regional Catering Managers and finance to ensure best value is achieved through cost-effective procurement of food and other catering supplies
- Regularly review staffing levels within catering teams across academies to ensure staffing levels are efficient and effective

We particularly welcome applicants from under- represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion or belief.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

ATT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's safeguarding policies and procedures.

# 05. Person Specification



## Director of Estates

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>A professional/chartered qualification in a property, engineering or facilities management discipline (e.g., architecture, estates management, construction or surveying).</li> </ul>	<ul style="list-style-type: none"> <li>A relevant qualification in estates and/or health and safety.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Proven track record of success of working at a senior level within a complex organisation with a committee structure.</li> <li>Proven track record and substantial experience of responsibility for managing a complex property portfolio, multidisciplinary team, and significant budgets.</li> <li>Demonstrable experience of delivering major building projects on time and to budget, communicating effectively with a wide range of stakeholders.</li> <li>Substantial experience of managing estates operations and maintenance.</li> <li>Detailed and up-to-date knowledge of the legal, environmental, and financial aspects of both building projects and estates management.</li> <li>Experience of developing a quality and value-based framework for services, contractors, and suppliers.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of the education sector.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>Excellent leadership and management skills and the ability to develop and lead high-performing multi-disciplinary teams.</li> <li>Strong strategic capability, with proven ability to create clear and effective leadership in a complex environment.</li> <li>Collaborative influencing and negotiating skills.</li> </ul>	<ul style="list-style-type: none"> <li>Sound report writing ability.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of developing briefing documents, analysing curriculum and accommodation schedules and procurement/delivery methods.</li> <li>• Flexible and adaptable to a changing environment, strategic in their thinking and reasoning bringing innovation and creativity to the team.</li> <li>• Excellent communication and presentation skills with the ability to express themselves clearly and succinctly both orally and in writing.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Credible, resilient committed and self-motivated.</li> <li>• Strong attention to detail, to effectively manage contractors or procurement of estates-related goods or services.</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Strong belief in delivering the best learning environments for students and staff.</li> <li>• Value-for-money focused, to ensure the best deals are secured for academies and the Trust.</li> <li>• Strong hard work ethic.</li> <li>• Committed to teamwork and development of others.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrates integrity.</li> <li>• Promotes and defends equal opportunities.</li> <li>• Commitment to the safeguarding and welfare of all pupils.</li> <li>• This post is subject to an enhanced Disclosure and Barred Service check.</li> </ul>	

# 06. How to Apply

## Director of Estates

### Applying:

Please apply by visiting our vacancy site.

[Vacancies - Academy Transformation Trust](#)



### Status:

37 hours per week, All Year Round  
Permanent

### Salary:

£75,000 - £85,000 (Spot Salary)



### Closing Date:

9am on 10<sup>th</sup> January 2025

### Start Date:

To be confirmed



### Interviews:

Week commencing 20<sup>th</sup> January 2025



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