

Part-Time SEAX Trust Estate Manager

£38,553 to £41,591 pro-rata per annum* - Two Days per Week

Candidate Information Pack



SEAX Trust, c/o Grove House School, Sawyers Hall Lane, Brentwood, Essex CM15 9DA

www.seaxtrust.com Tel: 01245 963000 Email: jobs@seaxtrust.com



www.kingswodehoe.essex.sch.uk



www.langhamoaks.co.uk

Thriftwood
Specialising in Business and Enterprise

www.thriftwoodschool.com



www.grovehouseschool.co.uk



www.thehawthorns.com

Letter from the Chief Executive Officer



SEAX Trust
c/o Grove House School
Sawyers Hall Lane
Brentwood
Essex CM15 9DA
Tel: 01245 963000

Dear Candidate

Thank you for your interest in this unique and exciting opportunity at SEAX Trust. I hope this pack paints an informative picture of our vision and the values, which we believe are fundamental to achieving our aims and that this, in turn, will inspire you to apply.

This is an exceptional opportunity for a suitably qualified and experienced Estate Manager to work closely with Trustees, the Central Team and the leadership teams in our schools, to support SEAX Trust's improvement and growth agenda; ensuring that the sites and facilities of each school provide an effective and high-quality environment in which the MAT can achieve its objectives.

SEAX Trust is a Multi Academy Trust which oversees the work of four Special Schools, with a fifth school due to open in temporary accommodation in January 2023. The schools are situated along the A12 corridor in Essex, between Brentwood and Colchester, and all serve pupils with moderate learning difficulties and other complex needs. The Trust is committed to delivering successful outcomes for all of its pupils and the successful management of our Estate forms a very important part of our vision. We are looking for a professional with an in-depth estate management and facilities background, plus experience of running a multi-site, multi-tenanted operation to join our team of collaborative and dedicated staff.

We can offer the successful candidate a stimulating and rewarding opportunity to work with highly professional colleagues in developing new goals and strategies and, thereby, supporting the delivery of exceptional business and pupil outcomes across the Trust.

To this end, we seek an individual who shares our ethos and will be committed to the Trust's vision and values which are to:

- ◇ **Provide outstanding educational experiences for children and young people with special educational needs**
- ◇ **Put the well-being and achievement of pupils at the heart of all decision making**

If you feel that your experience, skills, commitment and enthusiasm can help us, then we look forward to meeting you and exploring what you have to offer.

Ruth Sturdy

Ruth Sturdy
CEO, SEAX Trust

About SEAX Trust



The **SEAX Multi-Academy Trust** was established in 2015 in partnership with:

- **Langham Oaks School**, Langham, SEMH, part-residential, boys, 10 – 16 provision
- **Thriftwood School**, Chelmsford, MLD 5 -13 provision
- **Thriftwood College**, Chelmsford, MLD, 14 -19 provision

Since that date, it has grown to include:

- **Grove House School** in Brentwood, SLCN, 8-19 provision
- **Kingswode Hoe School**, Colchester, MLD, 6 -16 provision

And in 2022/23 will include:

- **The Hawthorns**, Chelmsford, ASC, 7-16, with residential provision.

Your work would cover a range of **interesting and varied sites**, from the 19th Century buildings at Kingswode Hoe to our state-of-the-art, purpose-built provision at Langham Oaks, which is less than two years old. Of course, there is also The Hawthorns School in Chelmsford, currently awaiting the first spade to enter the ground.

The Trust has a **Board of Trustees** and each academy currently has its own Academy Committee (AC). The Board of Trustees has overall responsibility for the Trust and its constituent academies. Some of these accountabilities are delegated to the AC through the Scheme of Delegation.

There is also a small **Central Team** of staff who actively support the CEO, the Headteachers and individual Academies and manage the affairs of the Trust:

- Chief Executive Officer
- Director of Academy Improvement
- Directors of Business
- Director of HR
- Director of Governance & Compliance
- IT Communications Manager
- Business Support Manager (part-time)

The Trust arranges regular group meetings, including those of all Headteachers, Business and HR Managers and specialist groups such as Safeguarding, ICT, Wellbeing, and Data Protection. It is our intention that the successful candidate will form and lead a new **Facilities/Premises Group** in order to work in tandem with the current site-based premises staff.

Although small, SEAX is currently the **leading Trust in Essex** dedicated solely to pupils with Special Educational Needs. We are extremely proud of the work we do to support our young people and their families towards achieving better life chances and brighter futures when they leave us to begin the next stage of their journeys.

SEAX Trust Estate Manager

Part-Time Permanent Post based across SEAX Trust

Actual Salary: £15,629 to £16,861 per annum*

LGPCD Salary Scale 10

15 hours/2 days per week (flexible)

52.14 weeks per annum to include 6.6 to 7.4 weeks' holiday*

(*Amounts are subject to the NJC National Annual Award for Pay & Conditions with effect from 1.4.22.)

Job Title:	SEAX Trust Estate Manager
Grade:	Scale 10, Points 34-37
Based At:	Based across the SEAX Trust sites, with the ability to travel independently
Reports to:	The SEAX Trust CEO
Responsible for:	Expertise in estate management and advice to the CEO in estate management decisions
Liaison with:	CEO and Headteachers
Job Purpose:	<ul style="list-style-type: none">Support and advise the CEO on matters relating to the Trust's Estate, in order that the Trust can successfully achieve its Estate Management Plan
Principal Accountabilities:	<ul style="list-style-type: none">The development of a Trust Estate Management Plan, which ensures that all Trust sites are well maintained and used to their best advantage to the benefit of all of the young people who are educated in the Trust schoolsChallenge proposed costings in relation to the Trust's estate, ensuring best value is maintained in line with Trust and ESFA requirements, undertaking tender requirements as necessary

Job Description SEAX Trust Estate Manager



Job Purpose

- Advise the CEO on all matters relating to the SEAX Trust estate, in order to ensure that decisions are taken with a strategic view to the maintenance and development of the estate
- Lead and deliver a professional, efficient and cost effective estate & facilities management service to the Trust that is safe, compliant and fully functional throughout the year, in accordance with Premises Management Policies and Procedures and all relevant legislation
- Promote teamwork and motivate staff to ensure effective working relationships
- Oversee and advise the CEO and Trustees on the quality and performance of all external facilities management contracts including: premises site maintenance, grounds' maintenance, security, mechanical & electrical and service engineers
- Lead on the development of the Trust's Estate Management Plan, which facilitates fully functioning provisions which are safe, compliant and fully meet the needs of the pupils and staff they serve at all times, within agreed budgets
- Lead on and oversee all external bid applications for grants and funding, ensuring bids are submitted in a timely way
- Oversee the management of premises on all Trust sites to ensure compliance with all Health & Safety legislation, including compliance with the Equality Act, undertaking all risk assessments, maintenance of all fire and other safety equipment, hazards and defects, as well as leading the Health & Safety in all Trust provisions
- Plan and execute building works and refurbishments, updating and developing the asset management and forward maintenance plans, liaising with the CEO, CFO and school Headteachers to ensure school sites are fit for purpose and operate efficiently
- Project-manage building design for all new sites and leases with construction including lead contractor, architects and principal designer (building design and construction projects).

Key Accountabilities

- The development of a Trust Estate Management Plan, which ensures that all Trust sites are well maintained and used to their best advantage to the benefit of all of the young people who are educated in the schools
- Challenge proposed costings in relation to the Trust's estate, ensuring best value is maintained in line with Trust and ESFA requirements, undertaking tender requirements as necessary.

Organisation

- Develop plans which mean that all sites are managed efficiently and effectively to ensure the safety of staff, students and visitors
- Ensure that Health & Safety is effective across all sites
- Develop, monitor and co-ordinate a 24-hour helpdesk facility
- Receive from site managers all maintenance records, providing a monthly status report of all services covered within the contracts
- Control the selection, supervision and quality of work undertaken and ensure a safe system of work for all staff and external contractors working on the Trust sites
- Manage the 'Permit to Work Scheme' for all Contractors coming on to site, including those appointed directly by the schools
- Maintain oversight of the schools' Asset Registers
- Identify and project manage building and refurbishment works.

Job Description



Budget Management

- Produce a costed rolling replacement budget and maintenance plan and ancillary costs budget
- Ensure adherence to all financial policies and procedures, with particular focus on competitive tendering and procurement regulations
- Manage tenders and advise on the appropriate use of national and local framework contracts in line with financial regulations.

Procurement and Tendering

- Establish appropriate standards required and relevant performance indicators
- Obtain and assess bids for services and contracts against financial and non-financial performance criteria, alongside responsible school and Trust staff
- Identify, tender, procure and prepare contractual documentation and present to Trustee Committees, following discussion with the CEO
- For larger projects, work with externally appointed project administrators, as appropriate.

Managing Service Providers and Contractors

- Oversee the supervision and management of contractors when undertaking work on school buildings and grounds, ensuring all labour levels associated with the maintenance and upkeep of the facilities are maintained, including any specialist sub-contractors used to deliver contracts
- Ensure safe working practices and appropriate quality standards are maintained across all sites including Risk Assessments and Method Statements
- Undertake contractor management responsibility for reporting and monitoring against key performance indicators, including regular reviews with contractors to review and resolve problems, anticipating changes to mitigate problems in advance
- Lead and manage all contractors, ensuring they follow all school and Trust protocols.

Health & Safety and Risk Management

- Manage the implementation of the Trust's Health and Safety Policy, ensuring compliance with all appropriate legislation, to cover school staff as well as contractors and suppliers
- Provide training for staff on preparation of Risk Assessments, review Risk Assessments prepared by school staff, and prepare all common school Risk Assessments
- Manage schedule of annual audit of Health & Safety, including Risk Assessments, ensuring all matters are reported to the relevant Headteacher, CEO and Trustees, when required
- Receive termly Health & Safety reports for each School and prepare summary reports for the CEO and Trustees
- Review and update all relevant building operation policies annually and present for approval (to Headteachers, CEO and Trustees, to include H&S, Emergency Planning, Environment & Recycling, Premises Management, Fire Plans and Lockdown Procedures).

Job Description



General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider Trust community
- Encourage **interaction and teamwork** within the schools and Trust; attend relevant Trust and school meetings, as required, sharing ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the Trust and individual schools
- Comply with all **Trust and individual school policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the CEO to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete an Enhanced Disclosure & Barring Service (DBS) application with Children's & Adult's Barred List Checks, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time in consultation with the post-holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification



Qualifications & Experience

Detail		Essential	Desirable
Specific qualifications & experience	In-depth knowledge of estate management and/or facilities/buildings maintenance/security	✓	
	Experience of running a live multi-site, multi-tenanted operation		✓
	Experience/understanding of working in the education sector		✓
	Membership of the Chartered Institute of Building, or equivalent qualification	✓	
	Principal Quantity Surveyor Qualification, or similar	✓	
	Qualification in Health & Safety (eg NEBOSH), or Health, Safety & Environment (HS&E) Test	✓	
	Site Management Safety Training Scheme (SMSTS)	✓	
Relevant Procedures	Knowledge of First Aid	✓	
Literacy	Excellent reading and writing skills	✓	
Numeracy	Ability to undertake accurate mathematical calculations	✓	
Technology	Good knowledge of security, heating plant and other building systems	✓	

Communication

Written	Ability to complete complex forms, and accurately compile letters and reports	✓	
Verbal	Ability to exchange complex verbal information clearly	✓	
Languages	Seek support to overcome communication barriers with children and adults	✓	
Negotiation	Ability to communicate effectively at all levels to achieve best outcomes; managing, influencing, guiding, mentoring	✓	
	Ability to manage difficult or controversial exchanges	✓	

Working with Children & Others

SEND	Understand and support the differences in children and adults and respond appropriately in relation to the role	✓	
Child Development	Basic understanding of the general aspects of child development		✓
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	

Person Specification



Working with Children & Others			
Relationships	Ability to establish rapport and respectful and trusting relationships with others	✓	
Team work	Ability to Line Manage and lead a team	✓	
	Ability to work effectively with a range of other adults	✓	
	Ability to prioritise workload and work on own initiative to deadlines	✓	
Working with partners	Understand the role of others working in and with the Trust & schools	✓	
Information	Know when, how and with whom to share information	✓	
	Understand and enforce confidentiality	✓	
Responsibilities			
Organisational skills	Excellent organisational skills	✓	
	Ability to remain calm under pressure	✓	
Line Management	Ability to supervise and monitor the work of others	✓	
Time Management	Ability to manage own time effectively	✓	
	Demonstrate a flexible approach	✓	
Creativity	Demonstrate creativity and an ability to resolve complex problems independently	✓	
General			
Equalities	Demonstrate and promote a commitment to equality	✓	
Health & Safety	Excellent understanding of and commitment to Health & Safety	✓	
Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality & Data Protection	Understand, implement and promote the Trust's Data Protection procedures and legislation relating to confidentiality	✓	
CPD	Demonstrate a clear commitment to develop and learn in the role	✓	
	Ability to effectively evaluate own performance and share knowledge with others	✓	

Application and Recruitment Procedure



Candidates should download and complete the SEAX Trust application form available from:
www.seaxtrust.com or www.essexschoolsjobs.co.uk

Required: Autumn Term 2022 (Exact date to be agreed with the preferred candidate)

Visits: If you would like to make an appointment to visit SEAX Trust, please telephone Kate Stannard, Director of HR on **01245 963006**

Closing Date: **12:00 noon on Monday 19th September 2022**

Shortlisting: **20th-21st September 2022**

Interview: To be held at the **SEAX Trust Office** on **Tuesday 27th September 2022**

Salary & Benefits: **LCPCD Scale 10 (Points 34-37)**
FTE Salary: £38,553 to £41,591 pro-rata per annum*
Actual Salary (15hpw) £15,629 to £16,861 per annum*

References: Referees will be contacted **prior to the interview date** to request references on all shortlisted candidates. The Trust may review social media relating to shortlisted candidates as part of the pre-employment screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in an educational environment.

On-Line Searches: In line with statutory requirements, SEAX Trust carries out online searches (including social media) as part of its due diligence on all shortlisted candidates. This helps identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the applicant at interview.

Applications should be addressed to -

Mrs Kate Stannard
Director of HR & Assoc CIPD
SEAX Trust
c/o Grove House School, Brentwood, Essex CM15 9DA
Tel: 01245 963006
Email: jobs@seaxtrust.com

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

**Provide outstanding educational experiences for children
and young people with special educational needs
and to**

Put the well-being and achievement of pupils at the heart of all decision making

Our greatest asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

We offer a clear and competitive **pay policy** and **progression route**
Holiday pay and **salary** which is paid *evenly* across the year for our support staff
Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff
An extensive range of **in-house training** opportunities
Experienced and **dedicated practitioners** who are keen to help you learn
A range of exciting internal **career opportunities**

Be inspired by us ...

Challenging roles and **recognition** of achievement
A **motivational** strategy towards both education and business
Staff **involvement** in wider decision-making
Teachers who choose to **stay in the profession**

Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**
A **highly supportive** organisational culture
A firm commitment to the strengths of **equality and diversity**
A sense of **cohesion and belonging**
A policy to raise **matters of concern**

Ask us ...

If you would like the opportunity to progress your career within the **SEAX Trust**, we would be delighted to hear from you. You can register your details and area of interest by contacting:

Mrs Kate Stannard Assoc CIPD, Director of HR for SEAX Trust
Email: jobs@seaxtrust.com Telephone: 01245 963000

The **SEAX 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 posts are subject to satisfactory medical checks, enhanced DBS clearance and references.

We look forward to hearing from you soon