



St Joseph

Catholic Multi Academy Trust

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title:	Head of Estates and Health & Safety	Grade:	Competitive
Area/Section:	Trust Central Team	Salary:	Competitive
Date Prepared:	April 2025	Hours:	37 hours per week
		Contract:	All year round

Role Purpose and Summary

The Head of Estates and Health & Safety plays a pivotal strategic and operational leadership role within the Trust's Central Team. Reporting directly to the Chief Financial and Operations Officer (CFOO), this role is responsible for shaping, delivering, and evolving the Trust's estates and health & safety functions to ensure all school environments are safe, compliant, and conducive to high-quality education.

This is not solely an operational post—it is a key leadership position with significant influence over the Trust's long-term estate planning, capital investment, sustainability agenda, and growth strategy. The successful candidate will lead on the development and implementation of a Trust-wide estates vision, overseeing a large and complex estate portfolio, managing multi-million-pound capital funding streams, and driving transformational improvements across all settings.

Working collaboratively with other members of the Central Team and in partnership with an external estates provider, the Head of Estates & H&S will ensure a high-performing, efficient, and forward-thinking estates function. They will also lead and support school-based site teams, with a view to transitioning towards a more centralised model of estates management as the Trust grows.

Key Responsibilities and Accountabilities

Strategic Leadership & Collaboration

- Act as the lead professional for estates and H&S across all schools in the Trust.
- Work closely with the CFOO and Central Executive Team to align estates strategy with Trust priorities.
- Collaborate with other Central Heads to deliver sector-leading operational support.
- Lead and support a team of site managers and build a roadmap toward a more centralised estate staffing model.
- Support due diligence activity and onboarding processes for schools joining the Trust, including estates-related risk assessments and infrastructure reviews.

Capital Investment & Project Delivery

- Manage the School Condition Allocation (currently valued at approximately £0.8m to £1m per annum) to deliver impactful capital projects.
- Oversee large-scale refurbishments, new builds, and site improvements.
- Ensure all capital works are delivered on time, within scope, and on budget.
- Partner with the external Estates partner to implement and realise the Trust's capital investment plans.
- Develop and manage planned maintenance strategies, including life cycle costing and long-term capital planning.

Facilities Management

- Oversee the development, maintenance, and accuracy of comprehensive asset registers for all fixed and portable assets across the Trust, ensuring robust systems are in place for



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tracking, auditing, and lifecycle planning of assets, enabling informed investment and maintenance decisions.

- Lead on the development and implementation of Trust-wide site security policies and procedures, including keyholding, intruder alarms and access control to ensure the safety of staff, students, visitors, and assets.
- Review and manage the delivery of both internal and externally contracted cleaning services to maintain high standards of hygiene and presentation across the estate.
- Evaluate and procure Trust-wide cleaning contracts where appropriate, ensuring consistency, value for money, and compliance with health and safety standards.
- Develop and expand the Trust's lettings strategy in collaboration with the external lettings management partner, aiming to maximise community engagement and income generation, while ensuring all lettings comply with Trust safeguarding, health & safety, and site security policies.
- Collaborate closely with the Head of Operations to support the development and delivery of catering services across the Trust and contribute to the planning and oversight of catering facilities, including maintenance and compliance of kitchen environments.

Compliance, Health & Safety (H&S)

- Lead Trust-wide compliance, risk, and H&S strategy.
- Maintain gold-standard systems using the Trust's Compliance Management System.
- Develop and maintain accurate statutory records, inspections, and condition data across the Trust.
- Partner with our External H&S partner to ensure effective delivery of our Health and Safety strategy, maintaining a high level of compliance.
- Conduct Trust-wide H&S reviews, policy updates, and staff training.
- Deliver H&S training to Trustees, Governors, site teams, and senior leaders.
- Lead on Trust-wide fleet management, including policy, compliance, driver training, testing, servicing, licensing, and fuel cards, while ensuring alignment with environmental regulations (e.g. ULEZ compliance) and contributing to the Trust's wider decarbonisation agenda.

Sustainability & Environment

- Champion our environmental strategy, including our goal to be Carbon Zero by 2030.
- Lead on Streamlined Energy Carbon Reporting (SECR).
- Drive energy efficiency projects and sustainability funding applications.

Procurement & Supplier Management

- Lead estates-related procurement, ensuring best value and contract compliance.
- Establish and manage a preferred supplier framework.
- Monitor and evaluate supplier performance, ensuring value for money and quality assurance.
- Leverage Trust-wide purchasing power to deliver savings and consistency.

Risk Management & Business Continuity

- Manage the estates and H&S risk registers across all schools.
- Contribute to Trust-wide and school-level business continuity planning.
- Ensure appropriate insurance is in place for all capital and operational activities.

Training, Development & Culture

- Train site staff, academy-level business leaders, and senior leaders in H&S and estates compliance.
- Deliver communications and briefings to Trustees and Governors on estates policy, risks, and changes in legislation.
- Foster a culture of continuous improvement and high standards.
- Build a learning community to share best practice and upskill teams.



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- Contribute to the professional development and succession planning of site teams, identifying skills gaps and supporting training needs to build long-term capacity across the estates function.

Reporting & Governance

- Prepare reports for Trustees, Governors, and external stakeholders (Health and Safety Executive and Department for Education).
- Complete the Land and Buildings Collection Tool (LCBT) and other statutory returns.
- Deliver regular estates and compliance updates to SET, Local Governing Bodies, and the Trust Board.
- Ensure all reporting obligations, including internal and external audits and external monitoring requirements, are met.

General Responsibilities

- Follow all Trust policies and procedures relating to legislative and statutory requirements, including on Health and Safety and Safeguarding, including those required by Company education and charity law, Data Protection, and funding agreements.
- To participate in performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To be aware of and support difference and ensure equal opportunities for all.
- To attend meetings within the trust and external events as required.
- To maintain constructive relationships and communicate with other agencies/professionals/parents and pupils.
- To recognise own strengths and areas of expertise and use these to support others.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Promote a safe and healthy environment for pupils, staff and visitors.
- Other duties commensurate with the grade of the post as directed by the Trust CFOO.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.



PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

	Essential	Desirable
1. Qualifications and Training		
GCSEs (A*-C/5 or above) in Maths and English or equivalent OR relevant qualification at level 2 (or equivalent).	✓	
Educated to degree level or equivalent experience.		✓
NEBOSH or equivalent (or willingness to work towards).	✓	
A relevant professional management qualification.		✓
Willingness to work towards relevant qualifications as appropriate.	✓	
Training in systems implemented by the Trust.	✓	
2. Experience, Skills and Knowledge		
Significant experience in estates and facilities management.	✓	
Demonstrable experience managing capital projects and compliance.	✓	
Strong knowledge of Health & Safety.	✓	
Excellent stakeholder engagement and leadership skills.	✓	
Familiarity with estates management systems.	✓	
Experience managing multi-site operations.	✓	
Strong financial literacy and procurement expertise.	✓	
Full UK driving licence and access to a vehicle.	✓	
Education sector experience.		✓
Experience in MAT or school estates environments.		✓
Experience securing and managing sustainability funding.		✓
3. Professional and Personal Qualities		
Belief that every student should have access to an excellent education regardless of background.	✓	
A commitment to the Trust's core purpose around giving children the best possible Catholic education	✓	
A commitment to supporting the Catholic ethos of the Trust	✓	
Willingness and commitment to Professional Development	✓	
To have excellent attendance and punctuality	✓	
Ability to persuade, motivate, negotiate and influence	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Commitment to high educational, professional and personal standards, acting with integrity and honesty to safeguard the financial probity and reputation of the school	✓	
Understanding of promoting positive relationships with the wider school community	✓	
Thinks and acts strategically by reflecting and analysing and making sound ethical judgements	✓	



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	Essential	Desirable
Works to high levels of accuracy	✓	
Pursues a shared vision with enthusiasm and determination	✓	
Willingness to continually improve own and team performance	✓	
Effective communication skills – both written and verbal	✓	
Ability to communicate a vision and inspire others	✓	
Commitment to ensuring the best outcomes for all pupils.	✓	
Empathy and respect for children, parents and their needs	✓	
A calm manner and a good sense of humour	✓	
Approachable, committed and resourceful	✓	
Able to manage stressful and challenging situations	✓	
Professional appearance and presentation	✓	
Prepared to work flexibly and adapt to changing needs	✓	
Fairness, empathy and listening skills	✓	
Integrity, confidentiality and discretion	✓	
Tenacity and the ability to work effectively under pressure	✓	
Proven capacity to work innovatively and independently	✓	

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.

Disclosure of Criminal Record:

	The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A

The employment checks are required:

	Evidence of entitlement to work in the U.K.	✓	
	Evidence of essential qualifications – section 1 of PS	✓	
	Two satisfactory references	✓	
	Confirmation of medical fitness for employment	✓	
	Registration with appropriate bodies (where applicable)	✓	