



THE HOWARD
Academy Trust

Candidate Briefing Pack

Estates Hub Manager





Welcome to The Howard Academy Trust

As a Trust, we currently comprise of 7 schools, across Kent and Medway. We currently have 3 secondary schools and 4 primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision for our member schools is “working together to create a community of successful learners”. In doing this, we will deliver an outstanding education for the children and young people who attend our academies. We endeavour to ensure that all our pupils have access to the highest standards of teaching, resources and opportunities. The Trust’s role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Both Temple Mill Primary School and Waterfront UTC joined the Trust as sponsored academies and have moved from Special Measures to a Good school on their first inspection. Our schools serve their own community, and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Owen McColgan
Chief Executive
The Howard Academy Trust





Working together to build a community of successful learners

Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Temple Mill Primary School
240 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent



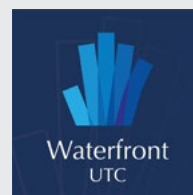
Deanwood Primary School
230 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Thames View Primary School
460 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Miers Court Primary School
400 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Waterfront UTC
270 Pupils on Roll
Rated Good by Ofsted
Located in Gillingham, Kent



The Abbey School
1,200 Pupils on Roll
Located in Faversham, Kent

Further information about our
academies can be found at
www.thatrust.org.uk



Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

Wellbeing

- All year round support staff receive 24 days annual leave (pro-rata'd for part time staff) as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



Hear from staff across the Trust



Job Description

Post:	Estates Hub Manager
Location:	Trust Central Team
Function/Department:	Estates
Grade/Salary:	PO1 points 27-32 (£35,745-£40,221) & £2k Golden Hello
Responsible to:	Head of Estates

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties below and as may be required by the Head of Estates. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity.
- Regular opportunities for collaborative CPD to ensure best practice across academies.
- A proactive network for joint working across academies, for staff at various career stages.
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships.
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos.
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust.
- Each academy is a hub for its local community and families.
- Facing outwards and working in collaboration with other organisations and stakeholders.
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should always conduct themselves professionally, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Key responsibilities

The Estates Hub Manager is responsible for the Estates function for a hub of schools, under the direction and guidance of the Head of Estate. Key responsibilities include:

Implementation of the estate's strategy for your hub of schools, ensuring all aspects of the properties upkeep, care, maintenance, security, health and safety and facilities management are compliant with statutory and regulatory requirements.

- Establishing, executing, and regularly updating a planned maintenance programme for your hub of schools.
- Initiating ideas for improvements and exploring ways to achieve more efficient and economic methods of maintaining the premises and grounds.
- Ensuring that all buildings comply with current Fire and Health & Safety regulations, in consultation with the Health & Safety and Security Manager.
- Ensuring that all testing and remedial work required either by statute or relevant guidelines is undertaken at appropriate intervals (e.g., PAT, fixed appliances, lifts, pressure vessels, lightning conductors, asbestos, Legionella etc).
- Assisting with the preparation of plans for building refurbishments and developments, including obtaining relevant approvals (e.g., Building Control, planning permission) for smaller projects that do not have a professional design team.
- Acting as Project Manager on building projects.

General

- To work closely with the Head of Estates, Trust SLT & school leadership teams to ensure that the sites and facilities of the schools within your hub provide an effective and high-quality environment in which the MAT can achieve its objectives.
- To ensure that the school buildings and site are clean, safe, secure and accessible.
- To promote teamwork and to motivate staff to ensure effective working relationships.

Health & Safety - Trust wide lead

- As the designated 'competent person' for health and safety, to ensure that the relevant legislation and good practices are continually observed.
- To be responsible for leading, developing, implementing, auditing and reviewing the MAT' Health & Safety management systems, and provide advice to ensure that pupils, staff and visitors are provided with facilities that are safe and fit for purpose.
- To develop and implement policies, procedures and processes concerning Health and Safety (including risk/emergency management).
- To promote and monitor safe working practices within the MAT and to provide regular reports to the Head of Estates.
- To review MAT Estates & Facilities Policies and Procedures ensuring they are relevant, updated and comply with all relevant legislation and are implemented consistently across schools.
- To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required.
- To ensure the security of MAT resources and accommodation including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- To establish, monitor and evaluate risk assessments within the areas of specific responsibility.
- To manage effectively the duties of Site Maintenance for a hub of schools

Capital Works & Maintenance

- To be involved in the development and implementation of the MAT-wide estate development strategy for your hub.
- To prepare and manage an effective Planned Preventative Maintenance programme across your hub.
- To establish, monitor and review a list of contractors for minor works including the provision of predetermined pricing/specifications as appropriate.
- To develop and monitor systems relating to minor maintenance/health and safety/accommodation/resources requests from staff.
- To be responsible for developing and maintaining a programme of electrical testing of portable items of electrical equipment including relevant record keeping.

Finance & Management

- Line management of the Maintenance Team for your schools including reviewing the skills and suitability of the Team, ensuring appropriate training is arranged where necessary for Site Maintenance staff.
- To plan and monitor the expenditure of the relevant allocated budgets.
- To ensure that regular checks of buildings, grounds, furniture, fittings are undertaken and to take appropriate action, which will include advising Senior Management on technical issues, financial and budgetary implications.
- To obtain financial estimates relating to necessary work and advise Head of Estates accordingly.
- To ensure that orders placed for approved site works/services are in accordance with approved procedures, specifications, timescales and that the work is supervised and completed satisfactorily.

Administration

- Complete relevant premises documentation
- To use IT equipment and software packages (Outlook, Word, Excel,) to assist in delivery and management of site services and develop its provision.
- Control the budgets allocated for repairs and maintenance, tools and equipment, cleaning materials and toilet requirements (other than those used by the cleaning contractors) and ensure adequate stocks of materials and equipment for carrying out the various elements of school housekeeping
- Complete purchase order request forms for materials and external services required for the Trust sites
- To advise on staffing needs, creation of job descriptions, person specifications and participate in the recruitment of relevant staff.
- To assist the Head of Estates with project work as required
- Be comfortable and capable of operating equipment in line with health and safety policies and procedures.

Management

- This post manages the selected School site staff within your hub of schools.

Additional Duties

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Head of Estates to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role;

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> A-C Grades in Maths & English GCSE or equivalent Health and safety qualification or accreditation 	<ul style="list-style-type: none"> First Aid Trained Evolve trained Other estates related qualification Trade skill NEBOSH qualification or equivalent with relevant experience in an estates and facilities management role
Experience	<ul style="list-style-type: none"> At least 2 years' experience of managing teams effectively in an estates environment with a track record of delivering strategic and operational goals Ability to procure contract services, evaluate performance and negotiate solutions with suppliers Full clean Driving Licence Project management experience 	<ul style="list-style-type: none"> Experience of working within the academy or education sector
Knowledge and skills	<ul style="list-style-type: none"> Good understanding of the construction and maintenance industries Ability to manage time effectively to complete tasks to a high level To undertake any training relevant to the role Good IT skills including competency with Microsoft Office. Strong interpersonal skills 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how these impacts on morale, high expectation and high standards.
Personal qualities	<ul style="list-style-type: none"> A personable nature to build effective working relationships. Availability to work at required times. A self-Assured team player Ability and keenness to promote the Trust's positive culture and ethos A high level of integrity, confidentiality and discretion. Desire to undertake professional development within the role. 	