



Head of Estates

Information pack



Together we are stronger

Contents

| | |
|---|-------|
| OUR VISION | 3 |
| WELCOME FROM THE CEO | 4-5 |
| WELCOME FROM THE DIRECTOR OF OPERATIONS & ESTATES | 6-7 |
| THE ESTATES TEAM | 8-9 |
| JOB DESCRIPTION | 10-11 |
| PERSON SPECIFICATION | 12-13 |
| WHAT CAN WE OFFER YOU? | 14-15 |
| HOW TO APPLY | 16 |
| CONTACT | 17 |



Our vision

The vision for the Trust clearly articulates the need to think of our learning family as one. Through the individuality of each school and the uniqueness each school brings to the family, we must ensure that all children in our care have a greater equality of experience, and enable all leaders, teachers, governors, support staff, parents and children to understand what being part of “One Trust” means for them. Working together as one trust should ensure effective practice across the MAT, ensure how we improve is evidence-based, lead to economies of scale in terms of time, resources and speed of school improvement and enable staff to work within clearly defined values that are common across the Trust.

Together we are stronger



Welcome

Welcome from the CEO, Richard Gill CBE



We are all driven by our commitment to our children, our schools, and our communities.



I am delighted that you are considering applying for the position of Head of Estates.

We are a learning family of 22 schools. We put children at the heart of everything we do. To give our children the very best start to life, they need to be taught well, they need to be supported, they need to be cared for and loved.

We are at the start of our new people strategy with the vision of ensuring that ATLP is the employer of choice, where staff want to spend their entire career, due to the development opportunities and range of schools available. We already offer staff a unique wellbeing package that crucially gives time to all staff and there are a range of other benefits including a health care package.

Each of our schools has its own unique identity due to the communities that each serves. But running through the core of our schools is our 'One Trust' vision. These are also the values we strive for in our work: the belief that by working together, we are stronger; that we are all responsible for all our children, regardless of which school you are based in and, of course, our main purpose that has brought our family of schools together: children. Children only get one chance, and it behoves all of us across the organisation to put children at the heart of everything we do.

The Trust has evolved during its period of growth to provide greater support to our schools. In recent years we started our centralisation agenda, bringing all HR operations (including payroll), finance, estates and operations under the direct leadership of the Trust. This has started to enable headteachers to concentrate more on what they know best, leadership, learning and teaching, and has allowed us to bring about greater capacity and efficiency across our schools. We have not yet reached our destination in this work, but it is a key priority within our strategic plan.

In addition to our 22 schools, we also have our own SCITT as part of our learning family – recently rated Outstanding by Ofsted and is designated as one of the smaller pool of IT providers from September 2024. The SCITT is an important part of the family creating a supply of quality new entrants to the profession to our ATLP schools and beyond. We are also the designated Teaching School Hub for North Birmingham and have recently been designated as a Language Hub. I work closely with the DFE in a range of roles. The Trust is a capacity giver – supporting other schools when required for the benefit of children. We value system leadership and the opportunities this holds for our staff and all children.

We want you to use your application to give us the best impression of who you are, both professionally and personally. We want you to be clear about the added value you will bring to the school and Trust, if successful. We want your application to highlight what you are most proud of, again, both professionally and personally.

We are ambitious. Trustees share that ambition. Our partnership working and child-centred ethos is infectious, driving all involved to make a difference and give all our young people the very best start in life.

The successful applicant will make a significant contribution that will ensure the support given to our family of schools is the very best it can be. We know we can always improve, and we strive to do so. I hope this pack answers many, if not all the questions you might have and leaves you excited to want to join us or, indeed, gain this promotion if you are already within the organisation.

I know any of the team would be delighted to answer any questions you might have. As a senior appointment, I will be part of the panel that makes this appointment so good luck and I hope to meet you.

With all good wishes,

Richard Gill CBE - CEO
The Arthur Terry
Learning Partnership



CEO, Richard Gill with guests and speakers Richard McCann, Musharaf Asghar and Jaz Ampaw-Farr at the 2020 ATLP staff conference

Welcome from the Director of Operations and Estates

Thank you for your interest in the role of Head of Estates



Miss Michelle Doughty
Director of Operations &
Estates

Thank you for your interest in this exciting and pivotal Head of Estates role at ATLP. This role is not just a new chapter for you, but also a new senior role within our Operations and Estates service team, intended to develop estates service excellence and futureproof our physical infrastructure and facilities for the benefit of our staff, students and communities.

Working closely with me, your leadership will be instrumental in managing and enhancing ATLP's estates services. Your responsibilities will encompass strategic planning, operational oversight, and fostering collaboration with various stakeholders to ensure our learning environments are fit for purpose, futureproof and safe, warm, dry, and sustainable.

Estates services are fundamental to the mission of ATLP by providing the essential infrastructure, resources, and support necessary for delivering high-quality education and fostering a safe, inclusive, and enriching learning environment for all members of our community. We are seeking someone with significant experience and expertise in this field to lead the evolution of our estates services and maximise available resources.

We are looking for a strong leader who can lead and develop our existing team, still relatively early in their journey, following a redesign of services two years ago. In times of national challenges with recruitment and rising costs, we are also looking for someone who is equipped to meet these challenges whilst ensuring we continuously improve to set a benchmark of service excellence.

We have high expectations and ambition and look forward to bringing a wealth of expertise into our team that will cement strong foundations of best practice and further evolve our service to meet future needs in a fast paced, exciting environment.

I hope this pack answers the questions you might have and leaves you excited about the prospect of working with us. If you would like an informal conversation, or wish to find out more, please do not hesitate to contact me at michelle.doughty@atlp.org.uk I would be happy to arrange informal visits for those interested.

I look forward to hearing from you.

Michelle

Director of Operations and Estates, Arthur Terry Learning Partnership



The Estates Team

Our Vision

What we stand for

- Children lie at the heart of everything we do.
- Working together than means we can accelerate school improvement and ensure excellence in and across our family of schools.

What we value

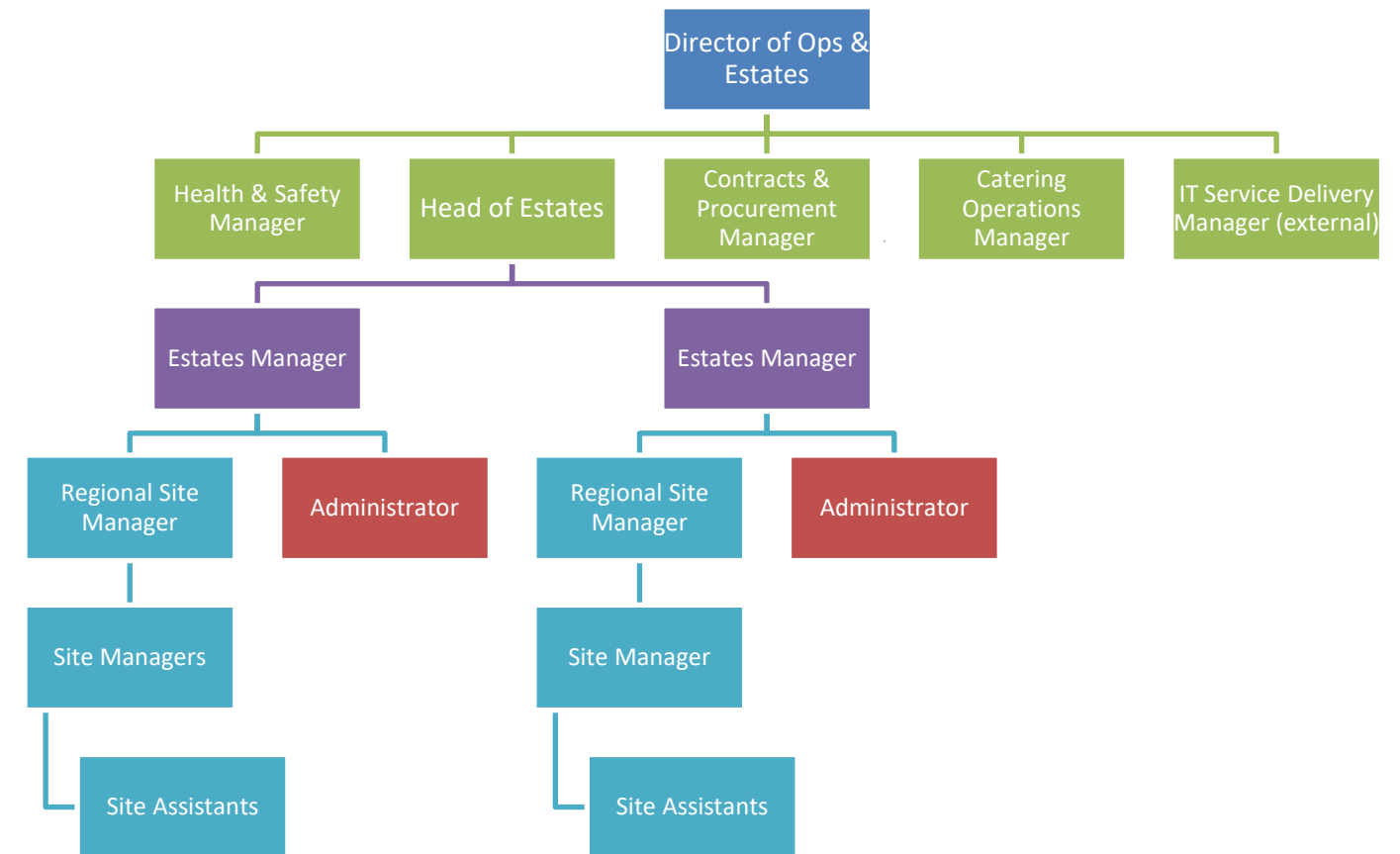
- Developing learners who are innovators, creative and resilient.
- Ensuring excellence in all that we do through strong collaborative working and a shared commitment to all pupils in all of our schools.

Why we stand out

- The diversity of the communities we serve within a tight geographical concentration allows us to share best practice, deliver a localised curriculum and truly personalise the educational experience.
- Our extended and unique provision, embedded around an outward facing philosophy, ensures close and wide-ranging collaboration with all that leads to extended opportunities and links to educators and businesses.



Estates team structure



Job Description



Salary

Up to £61,269 per annum, dependent on experience

Contract

Full time, Permanent

Disclosure Level

Disclosure Barring Service – Enhanced Certificate

Responsible to

Director of Operations and Estates

Liaison with

Chief Finance and Operations Officer, Executive Team, Site Teams, School Leaders, Support Services Teams, External Stakeholders

Key Purpose:

Working closely with the Director of Operations & Estates, The Head of Estates at Arthur Terry Learning Partnership will play a pivotal role in managing and optimizing the trust's physical infrastructure and facilities and leading the Estates team. This position involves strategic planning, operational oversight, and collaboration with various stakeholders to ensure safe, warm, dry and sustainable learning environments.

Principle Accountabilities

Strategic Planning

- Develop and implement a comprehensive estates strategy aligned with the trust's objectives.
- Oversee long-term planning for the maintenance, development, and utilization of trust facilities.

Facilities Management

- Manage the day-to-day operations of all trust estates, both directly and via effective leadership and development of the wider Estates team,
- Ensure compliance with relevant regulations and standards.

Budget Oversight and Income Generation

- Develop and manage the estates budgets, ensuring cost-effective maintenance and improvement of facilities and long-term strategic planning for capital investment.
- Identify opportunities for efficiency and cost savings in estate-related expenditures.
- Lead on income generation strategy, relating to capital investment to develop and futureproof trust estates.

Project Management

- Lead capital projects related to estates, from inception to completion, ensuring projects are delivered on time and within budget.
- Collaborate with external contractors and consultants as needed.

Health and Safety and Safeguarding

- Implement and monitor relevant health and safety and safeguarding policies across all trust estates. Stay abreast of changes in legislation and regulations affecting educational estates.
- Work closely with the trust Health & Safety Manager and Safeguarding Team to ensure compliance and implementation of best practice across trust estates.

Environmental Sustainability

- Integrate environmentally sustainable practices into estates management and project planning, promoting energy efficiency and responsible resource usage.

Stakeholder Collaboration

- Work collaboratively with a diverse range of internal stakeholders and external partners to understand and meet the evolving needs of the trust, acting as adviser on all estate matters.
- Foster positive relationships with all stakeholders and relevant organizations.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Staffing

- To monitor and maintain standards of performance through line management of staff including staff in adherence with ATLP policies and procedures.
- To create a learning and development plan for the team.
- To demonstrate a positive working style with a committed and flexible attitude.
- Promote the importance and benefits of effective team working and well-being.
- To work closely with the HR team to proactively manage and mitigate any staffing issues.
- To carry out annual appraisals and performance reviews of those you line manage.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Technology team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy
- To take responsibility for becoming familiar with academy policies and abide by them.

Person Specification



Qualifications

- Bachelor's degree or equivalent experience in Estate Management, Facilities Management, or a directly related field.
- Professional accreditation related to estates or facilities management is desirable.

Experience

- Proven experience in estates or facilities management. Within an educational setting would be an advantage, but not essential.
- Demonstrated success in leading and managing capital projects.

Professional competencies

- Strong strategic planning and organizational skills.
- Excellent project management and budgeting capabilities.
- Knowledge of estates related regulations and compliance.
- Effective communication skills, both written and verbal.
- Ability to engage and collaborate with diverse stakeholders and demonstrate emotional intelligence.
- Analytical mindset with the ability to identify and address complex issues.
- Proactive problem-solving skills, anticipating challenges and proposing solutions.

- Ability to adapt to changing priorities and handle multiple tasks simultaneously.
- Openness to innovation and continuous improvement.

Other requirements

- Committed to and able to promote the aims of the school and the values of the school and the Trust
- Willingness to share expertise, skills, and knowledge
- Positive Disclosure relating to young people or vulnerable adults



What we can offer you

We recognise that successful people place value on a range of benefits associated with their careers including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. As your future employer we place importance on these aspects too.

- Salary; up to £61,269 per annum depending on experience
- Local Government Pension Scheme
- Up to 31 days annual leave plus 8 bank holidays
- An Employee Assistance Programme and employee benefits package
- Access to continuous professional development opportunities

How to apply



Closing date:
Thursday 11th April 2024 at 9.00am

Selection process & Interview:
Thursday 18th April 2024

Applications must be made using The Arthur Terry Learning Partnership online application form.

Your personal statement must say, in no more than two sides of A4, in succinct format why you think you are the person we need, and providing verifiable evidence of your experience, skills, abilities and knowledge.

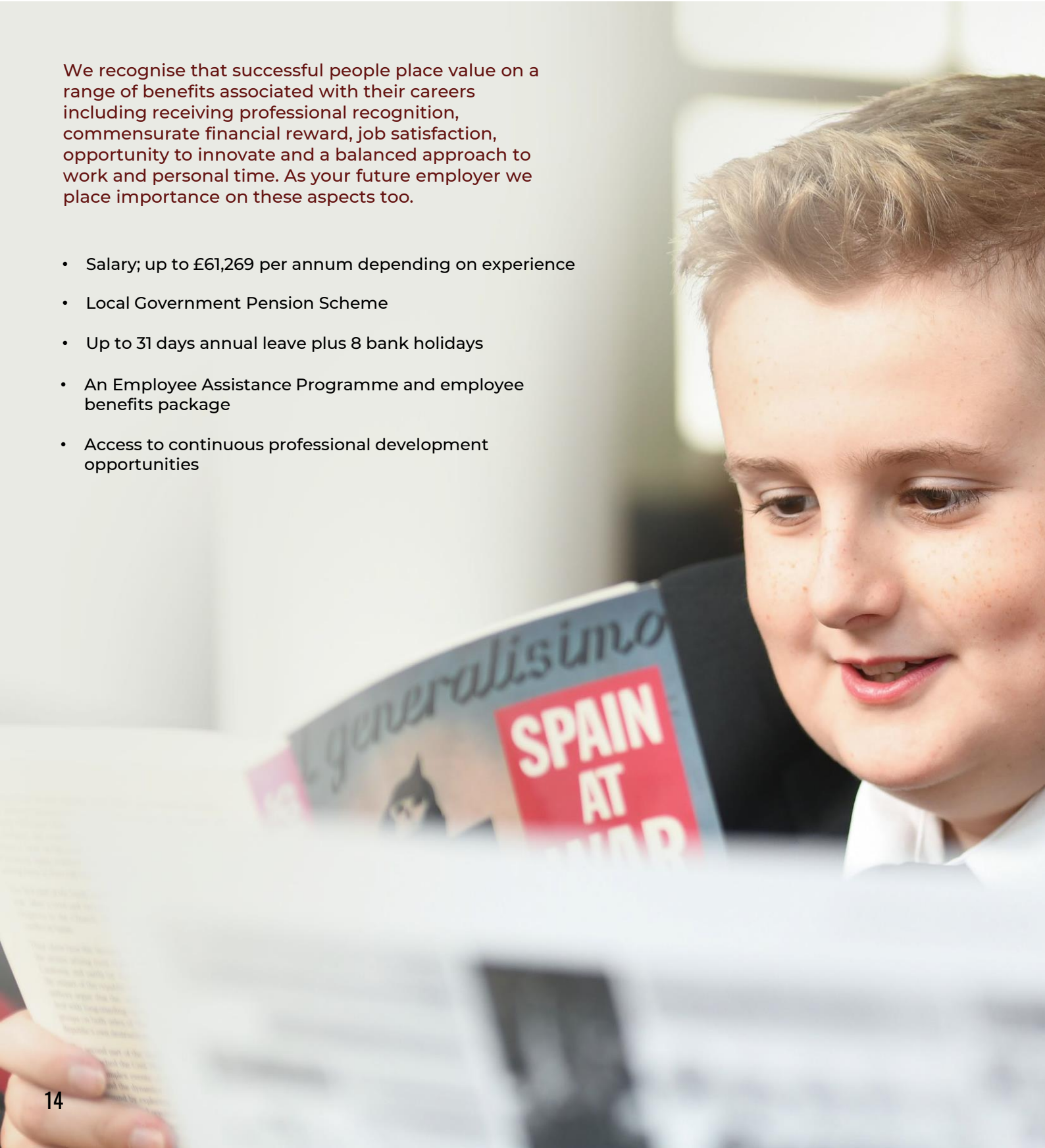
Your application should include full contact details (address, daytime, home and mobile telephone numbers where applicable and email addresses) and details of 2 referees.

For each referee, please provide their name, position, organisation, telephone numbers and email addresses where known. One of these referees must be your current or most recent employer. If you do not wish us to contact referees at this stage, please make this clear.

The Arthur Terry Learning Partnership (ATLP) is 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 subject pre-employment checks, including enhanced DBS, prohibition check, qualifications (where applicable), medical fitness, identity and right to work. All applicants will be required to provide two suitable references which will be sought prior to interview. The ATLP is an equal opportunities employer.

We will carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before interview. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in para 221 of Keeping Children Safe in Education (KCSIE) 2023. Any data collected during this search will be retained in line with our retention schedule which is available on request.

Please find a link to our safeguarding policy which we would encourage you to read prior to applying to work in our organisation [ATLP-Safeguarding and Child Protection policy 2023/2024](#)





Contact us

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The Arthur Terry Learning Partnership, a charitable company limited by guarantee, registered in England and Wales, company number 07730920. Registered office: The Arthur Terry School, Kittoe Road, Four Oaks, Sutton Coldfield, West Midlands, B74 4RZ. CEO: Richard Gill NPQH, NLE, FRSA



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