

About the Education Village Academy Trust

The Education Village Academy Trust (EVAT) is a Multi-Academy Trust (MAT) made up of seven academies and schools in the borough of Darlington. We are an ambitious and growing Trust and our vision for the future is simple:

The Education Village Academy Trust is a place where learning has no limits

Our mission is to deliver exceptional learning experiences to all our children and young people. We stretch aspirations and aim to inspire everyone who learns and works with us to reach high and achieve their potential.

Our values are:

- **Excellence** and high standards
 - A can-do culture and no-excuses ethos
- **Values driven** with a deep sense of moral purpose
 - Putting children and young people first
 - Behaving ethically
- **Ambition** and aspiration for all
 - Irrespective of background or barriers – being truly inclusive
- **Teamwork**
 - We do more, better and faster, together

We provide education and support to over 2000 children and young people across the borough, and our mix of mainstream and specialist provision across all phases is unique. We are an impactful Trust with extensive experience of improving schools and academies.

We have a reputation as a high quality and high performing Trust, and a key part of this is ensuring we deliver a high quality estates and facilities offer. It is essential that our learning environments are aspirational and generate creativity and engagement for everyone who learns and works in our schools. We are looking for an estates/facilities professional to work with us and our key partners to lead the development and implementation of a Trust-wide estates and facilities strategy which delivers innovative, sustainable and inspirational learning spaces that meet the needs of our children and young people.

The role – Trust Head of Estates and Facilities

EVAT has a broad estates portfolio including a large Private Finance Initiative (PFI) site, which is a shared site and is home to three of our schools. The PFI site is scheduled to pass into the Trust's ownership in 2030.

Our other schools are located in building types that range from Victorian and Edwardian constructions through to a Grade 2 listed building and a 1970s build. The varied nature of our estate and facilities presents an exciting opportunity to an experienced and ambitious estates/facilities professional who wants to make a difference to the learning experiences of children and young people,

As EVAT's Head of Estates and Facilities you will lead the development and implementation of our estates/facilities strategy, and deliver plans and capital programmes which enable us to deliver on our aspirations for our buildings/facilities and embed a culture in which sustainability and respect for the natural environment is central.

You will be our most senior estates and facilities management expert and this role will be highly visible at all levels. You will build strong, trusted relationships across all key stakeholders (staff, leadership teams, Trustees and external partners) ensuring that you and your team provide advice and support to maintain a safe and high quality estate across the Trust.










We are looking for an inspiring and highly credible leader with experience in successfully leading estates and facilities management, including developing and implementing estates strategies and capital investment programmes. You will have a deep knowledge of asset management and health and safety and you will be a confident changemaker, with a collaborative and informed approach to all things related to the management and sustainability of estates.

Why work for EVAT?

It's an exciting time to join EVAT. We have a bold vision for the future and by 2028 we are on track to have achieved four ambitious objectives, which are to:

- Provide exceptional learning experiences and achieve the best possible outcomes for our children and young people
- Build a stronger, even more resilient Trust, that is fit for the future
- Grow our Trust sustainably, strategically and with moral purpose
- Have a positive impact on the natural environment and create a passion for its protection and sustainability in our pupils and staff

Employee benefits

	Local Government Pension Scheme membership – 17.5% employer contribution rate
	Free 24/7 advice line for counselling, support and legal advice
	Opportunities for training/CPD and to lead Trust transformation programmes
	32 days annual leave every year + bank holidays
	Bespoke induction, leadership and professional development
	Hybrid/agile working opportunities
	Cycle to Work Scheme
	Access to a Blue Light discount card
	Free staff car park (EVAT main site)

EVAT is committed to promoting equal opportunities in employment. All staff and job applicants receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Job Title:	Head of Estates and Facilities
Job Grade:	£58,569 to £61,534 (L6-L8)
Reports To:	Deputy Chief Executive Officer
Direct Reports:	Estates Officer; Health and Safety Officer; Capital Programme Manager; PFI Manager
Clearance Required:	Enhanced DBS
Key Stakeholders:	All levels of leadership and management, employees, governors, trustees, learners, parents, external agencies and partners

Job Purpose

The postholder will strategically lead the Trust's:

- Development and implementation of strategies for estates, facilities and sustainability across EVAT and its schools/academies
- Management of the main PFI site, preparing for handover of the site to EVAT in 2030 by working with key partners such as Darlington Borough Council, Kajima and Mitie (onsite facilities management)
- Effective and efficient deployment of estates and facilities staff across the trust
- Formulation of estates-based capital investment programmes to guide the Trust's investment of funding in the maintenance and improvement of assets and estates
- Delivery of an estates and facilities service to schools, working with Executive Principals/Principals to support the management of site team leadership ensuring operational maintenance (including facilities contract management)
- Development and implementation of systems and procedures to ensure compliance, efficiency and value for money
- Coordination and procurement of estates and facilities contracts including catering, utilities, waste and recycling and grounds maintenance
- Overall Health and Safety provision, ensuring that effective strategies, plans and processes are in place to deliver compliance and good practice

Key Responsibilities and Accountabilities

Leadership	
1.	Develop, implement and deliver a strategic Trust-wide estates strategy, including underpinning capital programmes and estates-based action plans for each school/academy
2.	Lead the estates and facilities team to ensure regulation and legislation in relation to estates, facilities management, compliance and health and safety are communicated to staff members throughout the Trust
3.	Support onsite facilities teams to ensure site compliance by regularly reviewing and monitoring compliance systems and processes
4.	Develop, implement and monitor service level agreements (SLAs) and contracts as required to ensure the effective delivery of estates services, capital programmes and facilities management
5.	Implement a business partnering approach to working with school leaders across the Trust to establish and resolve any issues and to develop plans and strategies to support the delivery of strategic estates plans and capital programmes
6.	Play a lead role in the implementation and monitoring of Climate Action Plans and Trust sustainability plans to reduce emissions and the carbon footprint make the Trust and its schools more energy efficient
7.	Provide clear information, advice and recommendations to the Trust's executives and non-executives, regarding performance and compliance in relation to estates and facilities management, strategic estates plans, sustainability, capital programmes and health and safety compliance
Estates and facilities management	
8.	Oversee Trust estates/facilities teams and liaise with Principals to ensure learning spaces are inspirational and have a positive impact on the delivery of exceptional learning experiences
9.	Work with estates/facilities teams to manage all aspects of the trust's academy properties including maintenance, security, health and safety and facilities management, in line with statutory and regulatory requirements
10.	Strategically manage building refurbishments and new build projects, overseeing project management and delivery ensuring regulatory requirements, timescales and value for money are achieved

11.	Effectively liaise with contractors involved in major projects and ensure that procedures are effective at a Trust and academy level in terms of academy staff/contractor partnership working
12.	Ensure annual maintenance inspections and condition surveys are completed for each academy, and work with Building Maintenance Officers (BMOs - or equivalent) to develop and implement planned maintenance programmes for the Trust and each academy's estate and assets
13.	Ensure that estates and facilities management systems, processes and practices are consistent across all the academies and a suitable framework and/or system is in place to effectively measure, monitor and report compliance
14.	Identify and access potential sources of funding to further develop the trusts estate, including opportunities to generate income
15.	Strategically support the Trust's growth ambitions, leading the estates and facilities aspects of conversion and transfer of schools and or merger with other schools and/or Multi Academy Trusts
16.	Manage and review all maintenance contracts/warranty programmes, ensuring that the Trust achieves value for money
Health and safety	
18.	Manage the Trust's health and safety service ensuring policies are up to date, shared with key stakeholders appropriately and the Trust is compliant with health and safety regulation and legislation
19.	Supervise regular compliance testing in relation to disaster recovery/major incident plans and report on findings to executive leaders and Trustees
20.	Review and develop existing and new estates-based policies and processes in line with statutory/legislative requirements
21.	Ensure full and accurate health and safety and training records are maintained
Budgets and reporting	
22.	Manage estates/facilities budgets, ensuring expenditure is in accordance with the requirements of the Trust's finance policy

23.	Provide relevant expertise and guidance for all facilities related budgets, including the development and implementation of capital programmes
24.	Prepare reports for the executive team, Board of Trustees and relevant external bodies in all areas relating to the Trust's estates and facilities, as and when required

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.

Person Specification

Qualifications	Essential or Desirable
Degree in related subject or ability to demonstrate equivalent experience	E
An appropriate formal qualification in facilities management/health and safety or equivalent subject	E
Skills	Essential or Desirable
Excellent interpersonal, negotiation, and influencing skills to engage effectively with stakeholders at all levels	E
Strong change management and project management skills	E
Ability to effectively plan and manage estates data, systems, programmes and functions to produce strategies and plans	E
Ability to drive value for money, manage budgets effectively, and make sound commercial decisions related to estates and facilities	E
Experience	Essential or Desirable
Experience of working at a senior level in estates/facilities management/asset management capacity	E
Experience of developing and implementing long-term estates and facilities management strategies that support the achievement of business objectives	E

Experience in managing significant capital programs and complex projects simultaneously	E
Experience of delivering estates/facilities management services in the education sector	D
Experience of formulating and managing the delivery of planned maintenance activities/projects	D
Experience of managing change and implementing new systems/procedures/controls	E
Experience of supporting the merger or transfer of estates and/or assets into an organisational structure	D
Knowledge	
Working knowledge of health and safety practices (e.g. IOSH, COSHH and Fire Safety) and the ability to work within the trust's health and safety policies, regulations and code of conduct	E
Deep knowledge of estates management, construction, facilities management, and relevant legal and statutory requirements	E
Knowledge of contract review and evaluation practices and processes for PFI	D
Other	
A great communicator, verbally and in writing	E
A good listener, able to understand tasks and apply their own way of working to them	E
Able to remain calm under pressure and demonstrate sound judgement	E
Able to build strong connections and relationships across teams and stakeholder groups	E
Able to respond to emergencies which occasionally may occur outside of normal working hours	E