



APPLICATION PACK

ROLE:	Estates Manager
START DATE:	Negotiable
SALARY:	£41,418 - £45,441
GRADE:	Grade 9, pt33 – pt37

CONTENTS

PAGE	ITEM
3	Message from Omega Multi-Academy Trust
5	Job description
9	Person specification
11	The selection process
13	Staff benefits & wellbeing

MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role within Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan borough of Warrington and the city of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable all to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In the recent months schools in Omega Multi-Academy Trust have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each of the Ofsted Inspections.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two secondary schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully



A handwritten signature in black ink, appearing to read 'C Wilcocks', written in a cursive style.

Mr Christian Wilcocks
CEO Omega Multi-Academy Trust

JOB DESCRIPTION

Job Title:	Estates Manager
Based at:	Central office in Warrington (with potential to support other schools within the Trust as required)
Grade:	Grade 9, pt33 to pt37
Salary:	£41,418 - £45,441 per annum
Hours:	37 hours per week, full-time, all year round
Holidays:	26 days holiday + bank holidays
Start date:	Negotiable
Accountable to:	Chief Finance and Operating Officer Chief Executive Officer
Responsible for:	All Schools and the Trust's Central offices
Working Relationships:	Executive Team, Business Managers, Headteachers, school-based premises staff and external service providers as required.
Closing date:	Friday 10 th May 2024 – 9am

Purpose:

The purpose of the role is to work in conjunction with the Chief Finance and Operations Officer (CFOO) to oversee and quality assure the Estates Management function for Omega Multi-Academy Trust. This role will work to support school leaders and school business managers in the management and operational oversight of the estates function across various sites. It will involve covering all aspects of estates management, ensuring the Trust achieves value for money, improving its capital assets, whilst ensuring compliance with the Trusts health and safety obligations. The role will be Warrington based requiring the ability to travel around the school sites within the Trust.

Main Responsibilities:

Under the direction of the CFOO the postholder will have the following responsibilities:

- To provide managerial oversight for Estates Management across all sites
- To manage all facilities management, maintenance and security activities across the sites, ensuring an effective and efficient overview of building compliance for all sites, in line with statutory and regulatory requirements.

Health & Safety

- To be responsible for Health and Safety, liaising with external advisors and engaged providers, including the review of all related policies.
- To review and improve estates-related systems and practice across all the schools, advising premises staff on best practice as appropriate.
- To ensure that the Trust properly discharges its duties with regards to Health and Safety in all activities undertaken, including regular review of H&S policy, practice and training.
- To ensure the Trust's overall compliance with the most recent Health and Safety legislation, including HSE and DfE/ESFA updated guidance, COSHH regulation and any other statute, regulation or directive.
- To be responsible for ensuring Health and Safety-related policies are followed.
- To liaise with external advisors and engaged providers, to ensure that all H&S management systems, processes and practices are consistent and coordinated across all sites.
- To act as the Trust's H&S Manager, including Asbestos and Legionella Control Manager.
- To ensure all fire plans and evacuation procedures are regularly operated, reviewed, risk re-assessed and inspected in a timely manner and by appropriately qualified staff/contractors.
- To ensure that regular risk assessments are undertaken, providing regular communication and reminders to all leaders.

Estates Management:

- To be responsible for all Estates Management processes and procedures.
- To ensure all sites' full building-related compliance, implementing estates management software, which is accessible and auditable, to include all maintenance data records and essential monitoring.
- To manage facilities management, maintenance and security, ensuring an effective and efficient overview of building compliance for all sites, in line with statutory and regulatory requirements.
- To review and improve estates-related systems and practice across all the schools, advising premises staff on best practice as appropriate, through regular site inspections and systems monitoring, to ensure consistency of high-quality provision across the Trust.
- To ensure there are effective programmes in place at each site for cyclical building maintenance, redecoration and grounds maintenance.
- To project manage with support from external providers as needed, ensuring quality, regulatory requirements, compliance with agreed specifications, timescales and safety to provide evidenced value for money for all awarded contracts.
- To maintain up-to-date and accurate site plans and accessibility plans for the Trust's estates.
- To review all contracts and external service providers, undertaking site and works inspections, managing new projects and supervising contractors as required.
- To maintain ongoing review of premises and estates staffing, ensuring appropriate levels of capacity.
- To advise the CFOO, CEO, Headteachers, and site staff at school-level on all Estates matters, providing accurate and prompt information and reports.
- To ensure the maintenance of correct, accurate and up-to-date records and database for compliance, maintenance and improvement.

Professional Development:

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting Estates Management.
- Participate in regular performance management for self and lead appraisal reviews for direct report staff in accordance with any future central staff developments.

General:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and Promoting the welfare of Children and young People: adherence to academy policies and procedures at all times.
- Health and Safety: compliance with academy policy and taking responsibility for relevant risk assessment and personal H+S.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with academy policy and Equality Duty obligations, ensuring all dealings with others are based on respect.
- The post-holder must uphold the Trust's ethos and values, promoting the safety, happiness and well-being of staff and students of the academy.

This job description is not a comprehensive definition of the post by including every task and function in full detail and will be subject to modification or amendment at any time after consultation with the post-holder. Employees of the Trust will be expected to comply with any reasonable request from the Executive Leadership Team/direct line-manager to undertake work of a similar level, commensurate with the grade and job title, which may not be specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to all who may visit or contact the Trust.

Employees are expected to carry out their duties in the most effective, efficient and economic manner.

Employees are expected to be committed to continue their own personal development in the relevant area, undertaking training as deemed necessary and to maintain any relevant certification/qualification compliance for their role.

Employees are expected to participate fully in the staff appraisal review process. This post is subject to a six-month probation period.



In my role as IT Manager at Omega Multi-Academy Trust, I oversee all of the IT services for all schools. I am in a privileged position to be involved with a lot of colleagues across the trust including Class Teachers, Heads of Year and Directors, as well as students. My role is challenging at times but incredibly rewarding. I've worked in IT in education for over 10 years as there are very few sectors that give you this level of reward and visibility of your actions. During my time here at the Omega Multi-Academy Trust, I have always felt valued and believe my voice has always been heard.

David Lomas
IT Manager

PERSON SPECIFICATION

Job Title: Estates Manager

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.

QUALIFICATIONS/TRAINING/KNOWLEDGE		
E	Relevant Estates-related qualification and/or significant current experience at high level, BIFM or similar training	A
E	Health and Safety qualification relevant to role, IOSH/NEBOSH training	A
E	Have a high standard of education, literacy and numeracy (minimum equivalence of GCSE C/5+ English and Maths)	A
D	Has demonstrable knowledge of the school sector	A
D	Relevant and recent personal and professional development	A
E	Up to date working knowledge of buildings compliance and regulations	A
E	Full DBS clearance	A
E	Full UK Driving Licence	A

GENERAL REQUIREMENTS		
E	Commitment to the Trust's ethos and values.	A/I
E	Commitment to providing a responsive and supportive service.	A/I
E	Proactive in acquiring and understanding changes to Estates-related law and guidance, including training as required to benefit the role	A/I

EXPERIENCE & SKILLS

E	Understanding and experience of Estates Management and H&S processes, procedures and policies	A/I
D	A minimum of 5 years' experience of leadership in Premises/Facilities/Estates Management	A/I
D	Recent experience working in the current educational environment	A/I
E	Budget management and procurement experience	A/I
E	Successful experience of leading contract and project management	A/I
D	Experience of leading staff teams and directing staff	A/I
E	Experience of administration, operational systems and procedures related to Estates Management	A/I
E	ICT literate and awareness of Estates-related software	A/I
E	Record-keeping skills and information management	A/I
E	Good listening, oral and literacy skills	A/I/T
E	Time management, ability to prioritise and work to deadlines	A/I
D	Knowledge of Data Protection legislation, including GDPR	A/I

COMPETENCIES

E	Is an effective communicator with highly developed interpersonal skills	A/I
E	Able to work flexibly in order to support and advise meetings that might be outside the normal working day.	A/I
E	Is able to establish professional working relationships with all key stakeholders	A/I
E	Adheres to and encourages in others professional standards of fairness and integrity	A/I
E	Is committed to safeguarding and promoting the welfare of children and young people	A/I
E	Is enthusiastic, self-motivating and able to prioritise and manage multiple work and deliver to deadlines	A/I
E	Is resilient and responds well to pressure, deadlines, interruptions and conflicting demands	A/I
E	Maintains confidentiality and is able to remain impartial	A/I
E	Possesses a sense of humour, keeps a sense of perspective, and has the ability to maintain a healthy work/life balance	A/I
E	A strong work ethic and commitment to task completion beyond normal working parameters as required on occasion	A/I

THE SELECTION PROCESS

HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy trust then please follow below information:

- Download the Omega Multi-Academy Trust Application Form and Equal Opportunities Form, found at www.omegamat.co.uk
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Omega Multi-Academy Trust. CVs cannot be accepted.
- Email completed application forms to recruitment@omegamat.co.uk by 9am on Friday 10th May 2023

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.



Since joining Omega Multi-Academy Trust I have had the opportunity to expand my role from Safeguarding Administration Officer at a single academy to Safeguarding and HR Administration Officer for the whole trust. During my career within Omega Multi-Academy, I have been offered a variety of training opportunities to develop my professional progression, which I have embraced. I have always felt extremely supported by management and my colleagues, especially when I have encountered challenging personal experiences. I have always been treated with sensitivity and empathy in these situations, which I have appreciated greatly. I feel incredibly lucky to work in such a dynamic environment, that encourages me to grow and challenge myself, and makes me feel that all my contributions are appreciated.

Maria Hartless

Safeguarding & People Services Administration Officer

STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK

STAFF WELLBEING & BENEFITS



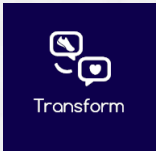
Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



Video or phone consultation with a GP at a time that suits you.



Legal, money advice and personal support and guidance.



Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



I originally started working at Great Sankey High School and have been very lucky to be part of the journey from maintained school, to an academy to a multi-academy trust, which has offered me the opportunity to now be Finance Manager for Omega Multi-Academy Trust.

Omega Multi-Academy Trust has a friendly and welcoming atmosphere and it is a privilege to be a member of a team which has such strong core values, providing a safe and supportive learning environment for all staff and students. The positive interaction with colleagues contributes to a sense of belonging and a knowledge that together we can overcome any obstacle or challenge that we are faced with.

Alison Tomlinson
Finance Manager



**Omega Multi-Academy Trust , Lingley Green
Avenue, Great Sankey, Warrington, WA5 3ZJ
01925 988330
enquiries@omegamat.co.uk
www.omegamat.co.uk**