



DIRECTOR OF ESTATES & FACILITIES

CANDIDATE INFORMATION PACK



Dear Candidate

Thank you for your interest in the position of Director of Estates & Facilities for the Girls' Learning Trust. We're looking for someone with creativity, passion and ambition to help support our schools to become the very best centres for learning in the country.

The Girls' Learning Trust (GLT) was formed in September 2015 and consists of three successful and high-performing girls' schools: Nonsuch High School for Girls, Wallington High School for Girls and Carshalton High School for Girls. All three schools are located in the London Borough of Sutton. As the largest all-girls multi academy trust in the UK, we have c4,500 students aged 11-18 and over 500 staff. We have a financial turnover of c£30m and operate over three large sites. Our aim is to empower girls and young women by delivering a first-class education and providing an inspirational start to their futures.

Staff are our most valued asset and we aim to support them both in their current roles and to develop them for their future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within each school and across the trust. Continued professional development plays an important role in ensuring that the quality of education is very high in our schools. There are lots of opportunities for cross-trust professional development, with staff from all three schools working collaboratively on projects in many areas and we have a GLT professional development conference each year for all our staff.

We believe you would enjoy working with us and very much look forward to receiving your application.

Kind Regards,



Jennifer Smith
Chief Executive Officer



Dr Thomas Flynn
Chief Operating Officer

- 3 WELCOME FROM THE CEO AND COO
- 4 OUR SCHOOLS
- 5 OUR TRUST
- 6 OUR STRATEGY & FUTURE PLANS
- 10 JOB DESCRIPTION
- 12 PERSON SPECIFICATION
- 14 APPLICATION PROCESS

OUR TRUST

In 2015, Nonsuch High School for Girls formed a multi-academy trust with Wallington High School for Girls, the Nonsuch & Wallington Education Trust. In 2018, the company changed its name to Girls' Learning Trust (GLT) and later that year Carshalton High School for Girls joined the MAT.

Our schools share many characteristics and are held in high regard by the local community. They are high performing and deliver a broad, balanced and challenging curriculum setting high expectations. Students benefit from being taught by well-qualified, dedicated and committed staff who are experts in girls' education.

GLT benefits from the expertise within an executive support staff team that provides shared services for schools, including Finance, Estates, IT, Procurement, Capital Development Projects, HR, Governance, Audit and Risk. This core team of professionals ensure consistent methods of operation, strong quality assurance and best value across the Trust.

Relationships in the Trust, between staff and students or between colleagues, are built on mutual trust and respect. These relationships drive school improvement and contribute to the wellbeing of everyone. Visitors often comment on the high levels of motivation and positive behaviour of the students, the commitment and professionalism of the staff and the well-equipped school buildings.

Strong academic performance is complemented by highly effective pastoral care. We believe in offering a broad experience that goes well beyond the academic and girls are encouraged to develop their confidence, independence and resilience across a wide range of enrichment and extra-curricular activities.

What makes the Girls' Learning Trust special?

While we work across the Trust to support school performance and ensure value for public money, we believe in allowing our schools autonomy in developing approaches to pedagogy and the curriculum that will deliver the very best outcomes for their students. Nevertheless, our shared values and the many opportunities we have for collaboration across our schools mean that we learn lots from each other and that we remain outward-focussed.

What is it like working at the Girls' Learning Trust?

Unlike many other MATs, all of our staff are located at offices in one of our schools, ensuring our central services gain an understanding of the challenges and opportunities that face our pupils, teachers and school leaders. The environment is fun, fast paced and collegiate. Colleagues join us from all different walks of life and for a host of different reasons. But the one thing that we all share is a passion for education and a desire to make sure young people get the best education possible.

OUR SCHOOLS

All three schools in the Trust (Carshalton, Nonsuch and Wallington High School for Girls) share many common characteristics and are held in high regard in the local community. They are high performing, deliver a broad, balanced and challenging curriculum, and set high expectations. Students across the Trust benefit from being taught by highly qualified, dedicated and committed staff who share their passion and knowledge of their subject.



Carshalton High School for Girls

Headteacher: Mr. Maurice Devenney
Students: Approximately 1,400 students
Address: West Street, Carshalton SM5 2QX
Website: www.chsg.org.uk



Nonsuch High School for Girls

Headteacher: Ms. Amy Cavilla
Students: Approximately 1,550 students
Address: Ewell Road, Cheam SM3 8AB
Website: www.nonsuchschool.org



Wallington High School for Girls

Headteacher: Mr. Richard Booth
Students: Approximately 1,550 students
Address: Woodcote Road, Wallington SM6 0PH
Website: www.wallingtongirls.org.uk



OUR STRATEGY & FUTURE PLANS

OUR VISION

Our vision is to be champions of excellence in girls' education, empowering young women to realise their full potential and shape the world.

OUR MISSION

GLT is committed to offering an outstanding education that promotes wellbeing and personal development for everyone in our schools, enriched by the opportunities that arise from being part of an girls' education trust.

TRUST DEVELOPMENT & GROWTH

Since 2015 we have been through two discreet phases of development as a Trust. As we emerge from the impact of the pandemic we are now moving into a period of growth – which creates an exciting environment for new staff joining us.

2015 - 2018

Phase:
DEVELOPMENT

- Academies join the Trust
- Emergence of central services in Finance, IT, HR and Premises
- Development of cross-Trust initiatives

2019 - 2022

Phase:
CONSOLIDATION & BUILDING CAPACITY

- New CEO recruited
- Consolidation of central services and of collaboration across schools
- Rise in student population numbers
- Post-Covid 19 recovery strategy

2023 - 2026

Phase:
GROWTH

- New COO recruited
- Explore opportunities for external partnerships
- Increase income generation capacity
- Strategic approach to succession planning
- Prepare for declining secondary-stage population

WE BELIEVE EDUCATION SHOULD BE ABOUT:

- 1** Encouraging risk-taking & developing reflective approaches to teaching & learning
- 2** Championing equality & inclusion and challenging social & economic disadvantage
- 3** Fostering a sense of pride in diversity.
- 4** Building supportive & collaborative networks whilst allowing schools the autonomy to develop in ways that are best for their students
- 5** Offering broad & rich experiences that go well beyond the academic and lead to satisfying & rewarding career paths

OUR SHARED SERVICES

There are significant benefits associated with being part of a multi academy trust – enabling savings across central services, alongside the ability to invest in strategic roles supporting schools to become more effective.

By ‘clubbing together’, our three schools have access to resources and support that individually they would not be able to afford, and ultimately, we are able to collaborate to provide better outcomes for our pupils.

Our Shared Services are led by the Trust’s Chief Operating Officer, and are arranged into the following core areas:

FINANCE

We are responsible for the long-term financial sustainability of the Trust, and support each school in its own budgeting. We also manage all finance processing, payroll and other financial reporting for the schools.

IT

We lead a team of school-based IT staff at each site, managing the digital infrastructure that supports high-quality teaching and learning in the classroom, as well as key systems for staff.

CONTRACT MANAGEMENT

We also take the lead in managing a number of Trust-wide external contracts, including the provision of catering, cleaning and other core services across all three sites.

ESTATES & FACILITIES

We lead a team of school-based premises staff at each site, making sure our buildings and facilities are fit for purpose for students and staff. We also manage all capital development and large refurbishment projects, working with experts to secure external funding where possible.

HUMAN RESOURCES

We work across the Trust and take responsibility for managing and coordinating all HR functions, implementing policies, and ensuring best practice. As well as advising and supporting Headteachers and the wider Executive Team with the selection, recruitment, development and management of all staff, we are responsible for ensuring an inclusive and kind working environment.



SHARED STRATEGIC PRIORITIES

As a Trust, we have agreed the following shared priorities for all our schools and central services over the next four years:

- 1. Promoting wellbeing and personal development for all
- 2. Excellent staff development for high quality teaching and learning
- 3. High-quality careers education and advice
- 4. Extensive enriched curriculum opportunities
- 5. Welcoming, and robustly supporting, disadvantaged students
- 6. Strength in equality, diversity and inclusion
- 7. Sustainability, efficiency and value for money
- 8. Effective governance
- 9. Championing collaboration across and outside our Trust
- 10. Recruiting and retaining the very best staff
- 11. Innovative and effective IT support and infrastructure
- 12. Well-maintained and managed facilities that support the aims of the schools and the Trust

JOB DESCRIPTION

Job Title	Director of Estates & Facilities
Reporting To	Chief Operating Officer
Management Responsibility	3 x Premises Managers Various estates and facilities related contracts Various site-specific commercial contracts Trust-wide catering contract
Salary Scale	L18 – L22 (£70,870- £77,795) per annum
Employer Pension	22% (Local Government Pension Scheme - www.lgpsmember.org)
Other Benefits	Generous annual leave allowance Off-peak membership to David Lloyd Cheam Access to EAP scheme Cycle to work scheme Eye Test Vouchers Onsite parking at schools where possible
Working Location	Minimum three days per week on site within the Schools Flexible based on the needs of the Trust and the individual

1. PURPOSE OF THE POST

Working alongside the COO, to provide strategic and operational leadership for the Trust (and associated schools) for all matters related to the following areas:

- Estates development: leading a programme of capital works to ensure they are delivered on time, on budget and to a high standard across multiple sites.
- Facilities management: leading a team of staff and other contract workers to ensure the school premises are well maintained and functional.
- Catering: managing the relationship with a third-party contract to deliver high-quality catering for students and staff at multiple sites.
- Health and safety: taking overall responsibility for the health and safety infrastructure across the Trust, working with individual schools on day-to-day management.

To be a key member of the Trust's senior leadership team, contributing at a strategic level to the success of our students, our staff and the Trust as a whole.

2. KEY RESPONSIBILITIES

Strategy, Accountability & Stakeholder Management

- To take senior responsibility and accountability for areas of work delegated to the role on behalf of the Trust Board, Chief Executive and Chief Operating Officer.
- To be the budget holder for a number of allocated areas, managing expenditure and income targets within the framework agreed by the Trust.
- To develop and deliver an estates strategy and masterplan for the Trust that considers the changing needs of our schools, our students and our staff.
- To build effective working relationships

with a range of internal and external stakeholders, including Headteachers, Governors, Trustees and other third-party organisations.

- To convene and lead various steering groups / committees to shape the design and delivery of services on a site by site basis.

Estates Development

- To lead the development of a programme of capital works across the Trust, working with specialist consultants and school leaders to assess need and viability.
- To effectively engage with local stakeholders and other related parties in all estates development.
- To act as the first point of contact within the Trust for individual capital projects, working alongside Premises Managers and school leaders.

Facilities Management

- To lead a team of site-specific staff working to enable the effective day-to-day operation of school sites, ensuring the facilities are well maintained and fit for purpose.
- To ensure that all work inspection and testing schedules are adhered to, keeping accurate records for compliance.
- To act as the first point of contact for various external contracts, for example cleaning, energy supplies and other maintenance agreements.

Catering Provision

- To act as the strategic contact for the overall catering contract for the Trust, managing the strategic relationship and ensuring value for money.
- To work alongside Headteachers to ensure the catering provision at each school is fit for purpose and aligned with the needs to students.

Health & Safety

- To lead the development of all aspects of health and safety matters within the Trust including the health and safety

policy, fire safety and emergency planning.

- To work alongside Headteachers and other staff at each school to ensure their activities and premises are secure and safe, acting as the contact for our external audit.
- To ensure all compliance and reporting requirements are satisfied, including the accurate recording and reporting of all RIDDOR to the HSE.

3. GENERAL DUTIES

- Work flexibly and closely with the Executive Team to ensure Trust objectives and KPIs are achieved, which may include external meetings and evening work when required.
- Be responsible for budget and efficient resource management, controlling income and expenditure within an agreed budget, complying with the Trust's financial regulations and other policies and procedures.
- As part of the senior leadership team contribute to the success of the Trust and achievement of objectives in relation to finance and property strategy.
- Follow Trust policies and procedures, with particular attention to health and safety, safeguarding, prevent, risk management, equality and diversity, quality, values and behaviours.
- Attend training as necessary and update your own CPD (continuous professional development) and record and complete within timescales all mandatory training courses.
- Perform other duties as may be required by the CEO or COO.
- Work effectively with cross Trust leaders, managers and staff to achieve the objectives of the post, fostering a culture of openness, transparency and a solution focussed approach.
- Keep up to date with changes in legislation so the Trust maintains its legal requirement and high standards and expectations in all that it does.

PERSON SPECIFICATION

We recognise that individuals working in estates, catering and facilities management come from many different sectors and are keen to hear from anyone working inside and outside of education.

EDUCATION, TRAINING & QUALIFICATIONS

Desirable:

- Undergraduate degree (or equivalent) with evidence of personal development
- A professional qualification in subject matter related to estates, health and safety or hospitality

EXPERIENCE

Essential:

- Experience of working within estates, facilities management, catering or a related field, preferably in a multisite environment
- Experience of managing multiple teams and leading transformational change at a senior level
- Experience of all areas of contract management, from tender process, to implementation and quality assurance
- Experience of largescale project management, including capital expenditure within an estates context

Desirable:

- Experience of bid writing and successfully securing external funding on a project basis

SKILLS

Essential:

- Ability to think strategically and understand the link to the success of a day-to-day operation
- Ability to engage and manage different stakeholders in a complex environment
- Ability to solve problems via creative solutions
- Ability to use information technology and digital systems to design efficient management and reporting systems
- Ability to manage complex income and expenditure budgets, using financial reporting tools to make informed decisions

VALUES & PERSONAL STYLE

Essential:

- A pragmatic style of leadership that can balance competing priorities sensitively.
- A good listener who can build coalitions amongst individuals who disagree
- A strong communicator – both verbal and written
- An empathy for education and the environment in which the Trust operates



APPLICATION PROCESS

For further information please contact our retained advisors

Melanie Pye

E: Melanie.pye@mrgpeople.co.uk

M: 07530734568

Hayley Mintern

E: Hayley.mintern@mrgpeople.co.uk

M: 07530680184

To apply, please send your CV, along with a two-page covering letter clearly demonstrating how you meet the requirements set out in the Person Specification this should be sent to: melanie.pye@mrgpeople.co.uk

CLOSING DATE

Applications must be received by and no later than Sunday 29th January

INTERVIEWS

Will be held on Wednesday 22nd February. Due to Safer Recruitment, all shortlisted candidates will be asked to complete our application form before the interview.



SAFEGUARDING

Girls Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction

DATA PROTECTION

As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit: www.wallingtongirls.org.uk/Policies