**Job Description & Person Specification**

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| **Job Title:**  | **Head of Estates & Facilities**  |
| **Service / Provision:**  | Central Services  |
| **Job Family:**  | Operations  |
| **Line Manager:**  | Director of Operations  |
| **Salary Band:**  | Leadership Scale L3 - 7  |
| **Annex**  | Please ensure you refer to Annex 1 with this Job Description  |

Working under the leadership of the Director of Operations, Brunel’s Head of Estates & Facilities will embed themselves and collaborate as a key member of the Central Services Senior Leadership Team (SLT).

To provide strategic and operational leadership of the Trust’s estate, including Health & Safety, Facilities Management, Sustainability, Risk, Fleet, provision development and Contract Management.

The postholder will ensure that all Trust properties, vehicles, and assets are safe, compliant, sustainable, and support the delivery of high-quality education.

They will also lead on capital investment planning, project delivery, and estate improvement, ensuring best value and adherence to statutory and regulatory frameworks.

# Key accountabilities, duties and responsibilities

## Team Management

* Directly line manage members of the Estates & Facilities team in all aspects, this including coaching, support and performance management
* Develop the Estates & Facilities Team to deliver high quality learning and workplace environments
* Bring standardisation and efficiency to the Operational teams, their responsibilities and across the Trust
* Lead and develop Estates & Facilities and site teams, promoting a culture of excellence, collaboration, and accountability.
* Foster strong communication between central and school-based teams.
* Represent the Trust externally with local authorities, DfE, and professional bodies as required

## Estate & Facilities

* Responsible for Estates & Facilities assets within Brunel Academies Trust and Brunel Education.
* Lead on asset quality, management and relevant project work for Estates & Facilities assets located across Brunel, including maintenance and sustainability
* Lead on an annual development plan for Estates & Facilities assets to ensure sustainability and retained value, where possible
* Ensure data from regularly updated DfE condition surveys and other relevant inspections underpins the appropriate use of Brunel funds
* Oversee maintenance of the central asset register, including delivery of timely information for budget management and resource planning

**Health & Safety (H&S)**

• Act as the Trust’s point of contact for Health & Safety.

• Ensure full compliance with Health and Safety at Work Act, Fire Safety, and Construction (Design and Management) Regulations (CDM).

• Lead on Trust-wide H&S audits, inspections, and compliance reporting.

• Oversee the development and maintenance of the Trust’s H&S policy framework, ensuring local site compliance.

• Promote a culture of safety awareness, providing guidance and training to schools and site teams including oversight responsibility for mandatory training for all employees.

## Budgets & Financial Management

* Responsible for the Brunel Estates & Facilities budget and 5-year development plan
* Oversee the Estates & Facilities budget and advise accordingly on areas of opportunity and or concern
* Lead on ensuring Budgets are set annually addressing areas of risk and need per Provision as

a priority

* Oversee the implementation of a preferred supplier list (PSL) for all activities ensuring relevant procurement regulations are undertaken
* To work with ELT & SLT to deliver Brunel’s planned capital investment across Brunel, developing an agile strategic approach to proactively managing the estate and its infrastructure through use of the school allocated funds and grants
* Oversee the contracts related to the Estates & Facilities team responsibilities ensuring they are compliant and in line with quality control
* Lead on capital works, refurbishments, and new builds from feasibility to handover in accordance with the project process

**Sustainability and Environmental Management**

• Lead the Trust’s Sustainability Strategy and drive progress toward net-zero carbon goals.

• Oversee initiatives in energy efficiency, waste reduction, biodiversity, and sustainable travel.

• Secure and manage external funding for decarbonisation and sustainability projects (e.g., Salix, PSDS).

• Embed environmental sustainability into procurement, capital projects, and daily operations.

## Risk Management & Compliance

* Lead on risk management for Estates & Facilities Teams through delegated responsibility from the Director of Operations, including input into the central risk register, coordinating action plans with individual provisions and monitoring compliance
* To advise on budget control for Estates & Facilities for Brunel to mitigate unnecessary risk
* Be an ambassador for positive risk attitudes and focus on all aspects of this subject
* Oversee the completion of, recording and follow up actions against a proactive approach to risk assessment and audits or inspections
* Ensure all duties carried out by the Estates & Facilities team are in line with Brunel’s Health & Safety policies, undertaking risk assessments where appropriate
* Ensure Brunel’s buildings and external areas are maintained to ensure good Health & Safety practices, working with our PFI site contractors where required
* Lead on the development and training for Brunel critical incident processes and procedures
* Lead on all major/critical instances where Health & Safety issues are raised with the Brunel sites
* To be responsible for the drafting, implementation and management of the Business Continuity Plan (BCP) and accountable and fully equipped to support Brunel’s critical incident response procedure
* Work within procurement legislation and VFM and be the direct contact for all external contracts
* Ensure business continuity and emergency response plans are in place for all sites.
* Ensure regular review of risk assessments for estates, facilities, and fleet operations.

 **Project Management**

* Assume the role of Project Manager (as a member of SMT) in line with delegated responsibilities, as directed by ELT, ensuring successful delivery of all projects aligned to time, cost and quality parameters with the Head of Projects
* Maintain accountability for the timeline of all project work, ensuring relevant communication is shared with the required stakeholder where applicable and appropriate
* To work within Provision budgets with delivery of activities on or below budget and produce a business case when this is not achievable
* Lead internal resources and/or identify third party/vendor for a successful execution on all projects
* Undertake the role of Lead for Operations related projects across in line with Brunel’s Strategic Plan, associated key priorities and Operations strategy
* Work collaboratively with senior leaders to ensure the estate supports educational delivery and school improvement priorities.
* Provide professional advice on space planning, accessibility, and design to enhance learning environments.
* Support schools in aligning site improvement works with educational and operational goals.

## Operations Development

* Drive forward and develop key business systems for Brunel
* Ensure efficient use of data and technology to improve organisational systems and development
* Take ownership of the current ways of working across all areas of responsibility and implement development plans to improve utilising data to drive this.
* Take advantage of lessons learned at each stage and implement processes to take advantage of these
* Perform a key role in the Brunel sustainability plan

**Fleet Management**

• Lead on the management of the Trust’s fleet of vehicles, ensuring safe, efficient, and compliant operation.

• Develop and maintain a Fleet Policy, including driver safety, vehicle use, maintenance, and insurance.

• Monitor fuel usage, emissions, and costs to support sustainability objectives.

• Oversee the acquisition, leasing, and disposal of vehicles in line with Trust procedures.

• Ensure compliance with DVLA, road safety, and insurance requirements

**Contract and Supplier Management**

• Oversee Trust-wide procurement and contract management relating to estates, facilities, maintenance, and services.

• Maintain a central contract register and ensure all contracts are legally compliant and deliver value for money.

• Lead on tendering and supplier evaluation in accordance with Public Contracts Regulations and ESFA guidance.

• Build and manage relationships with key contractors, consultants, and service providers.

• Ensure robust performance monitoring, KPIs, and escalation processes for underperformance.

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| **Tasks/duties**  |  | **Essential skills**  |  | **Desirable skills**  |
| Qualifications & Training  |   | * Bachelors degree in relevant Management area or equivalent professional qualification(s)/ accreditations related to Facilities/Estates/Risk/Projects Committed to self-development and willing to learn
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| Knowledge & Experience  |   | * Experience of managing multiple teams and fields of expertise Experience of using systems for data entry and reporting
* Experience in people development and mentoring role Knowledge of security management i.e. personnel and assets
* Experience of working in a busy environment with a strong customer service ethos Contract management and procurement
 |   | * Experience of working in a school/education environment Experience working in a Risk and
* Business Continuity environment Have experience and understanding of practice and principles for Safeguarding Children and Young People (CYP) or vulnerable adults within an educational setting
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| Skills & Abilities   | • •  | * Strong numeracy/literacy skills Strong ICT skills and proficient in the use of
* Microsoft/Word/Excel/Outlook
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|   | •  | * High standards of accuracy and attention to detail
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|  | •  | * Analytical skills with the ability to identify key points from complex material or information and lead on knowledge sharing effectively
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|  | •  | * Ability to manage multiple work streams within agreed and/or competing deadlines
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|  | •  | * Work in a collaborative manner for best outcomes for all stakeholders
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|  | •  | * Ability to develop and maintain strong, effective and professional working relationships
* Flexibility in working hours when necessary
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