



WE ARE ASTREA

ESTATES & PROJECT MANAGER ASTREA ACADEMY TRUST Applicant Brief





Thank you for your interest in this role within Astrea Academy Trust.

This is a hugely exciting time for our family of academies. The Trust has been recognised by the department for Education as being well placed to **raise standards** and **achieve excellence** for pupils in a growing number of academies.

We are an **inclusive**, all-through Trust that was established to tackle historic **educational disadvantage** and to play our part in the **social regeneration** of the areas in which we work and we are presented with a rare opportunity to make a real difference to the lives and **life chances** of so many primary and secondary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving **long term sustainability** for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of **'one Astrea'** across our academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and **development** opportunities across the Trust. The Trust provides a strong culture of **collaboration** and **support**, together with **high expectations** for staff and pupils alike.

Those we recruit can demonstrate that they **share our values**, are highly motivated to work with colleagues in and beyond their academy to **continuously develop** their skills and pursue **professional excellence**; are committed to providing the highest standards of teaching for all children and to ensuring each child, irrespective of socio-economic background, circumstance or ability, has **equity of access** to an educational experience that supports their **individual needs**.

If this is you, then we would be delighted to receive your application.



Benedick Ashmore-Short
Interim CEO



C CONTENTS

Page 5	Astrea Academy Trust
Page 6	Estates
Page 7	Astrea Academy Trust Values
Page 8	Safeguarding & Child Protection Policy
Page 9 - 10	Safer Recruitment & Pre-employment Checks
Page 11	Application Process
Page 12	Assessment Process
Page 13 - 14	Job Description



A STREA ACADEMY TRUST

We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure Astrea reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Our approach is to ensure school improvement – including the successful improvements that have been achieved so far in many of our academies that have joined the Trust as sponsored academies.





ESTATES

The Central Estates Team are currently on an exciting phase in their development. Under the leadership of the Head of Estates and Chief Operating Officer, the Estates team are expanding by introducing an Estates & Project Manager.

The Estates & Project Manager will play a pivotal role in the development and management of Astrea Academy Trust's South Yorkshire estate. With support from friendly, proactive and diligent Estates Officers, the Estates team are driven by developing safe, secure and spacious environment for our +/- 2000 staff and ultimately +/- 14,000 pupils, aiding in an overall positive learning experience.

Working closely with your portfolio of Academies, you will have on-going opportunities to develop and lead on high profile, Trust-wide projects that are core to the development of the Estates team.

You will be joining a supportive, friendly and engaging team of professionals who are proactive, keen and diligent in delivering their objectives. We are looking for those who promote the same values and attitudes to join us on our journey, build upon the work already undertaken and help drive Astrea to the next level.



ASTREA ACADEMY TRUST VALUES

The work of Astrea Academy Trust is underpinned by five core Value Partners:

- Responsibility and Leadership;
- Enjoyment and Innovation;
- Aspiration and Development;
- Collaboration and Inclusion; and
- Honesty and Integrity.

Responsibility and Leadership

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

Enjoyment and Innovation

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

Aspiration and Development

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#AstreaStars**

Collaboration and Inclusion

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

Honesty and Integrity

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**



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AFEGUARDING & CHILD PROTECTION POLICY

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth or to view the world in a positive way, that their behaviour may be challenging and that they may struggle to engage with school life. We will always take a considered and sensitive approach in order that we can support all our pupils.

The Trust's Safeguarding and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Keeping Children Safe in Education (2019)

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2019.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy.



SAFER RECRUITMENT & PRE-EMPLOYMENT CHECKS

Astrea is committed to safeguarding children.

This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check and/or Barred List check.

For individuals applying for leadership and management positions a S128 check will also be required. For individuals who have previously lived abroad, overseas checks may also need to be taken prior to commencing employment.

New employees will not commence work until all relevant checks have been completed.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies **will not** be accepted.

Enhanced Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared;
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.
- If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues;
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children – this may only be answered ‘not applicable’ where your duties have not brought you into contact with children or young people.



Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

References & Verifications

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from references will be taken up at interview.



A PPLICATION PROCESS

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please complete **ALL** sections of the Application Form which are relevant to you as clearly and fully as possible. Your supporting statement should evidence your skills and experience against the requirements of the job description and person specification.

Please send your completed Application Form to our recruitment team:
recruitment@astreaacademytrust.org

CVs will **not** be accepted in place of a completed Application Form.

Invite to Interview

After the closing date, short listing will be conducted by a Panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.



A SSESSMENT PROCESS

Applications will be assessed against the job description. Successful applicants will be invited to the selection process.

Whilst it is our preference to hold these interviews face-to-face, the on-going pandemic and current limited school openings, may lead us to decide to hold these remotely via Microsoft Teams. Should interviews progress on a face to face basis, each candidate will be required to undertake a personal risk assessment so that we can ensure all appropriate health and safety protocols are in place.

Should you have any questions regarding the interview process, please email:
recruitment@astreaacademytrust.org



JOB DESCRIPTION

JOB TITLE	Estates & Project Manager
REPORTING TO	Head of Estates
SALARY RANGE	£28,000 - £34,000
LOCATION	Astrea Academy Sheffield, South Yorkshire
TRAVEL	Local and some national

Purpose

The Estates & Project Manager is responsible for supporting the Head of Estates in the strategic development and management of Astrea Academy Trusts' South Yorkshire estate, alongside line management of the South Yorkshire Estates Officers. This position will support in the day-to-day management of capital projects from their inception through to their completion, ensuring all appropriate project documentation is developed and completed. This will also include the delivery of project progress reports for the Head of Estates and Senior Leadership Team.

Key Responsibilities

- Ensure site teams in South Yorkshire academies are maintaining high levels of quality and compliance in their estates support
- Supports the Head of Estates in various administrative duties, including facility and general maintenance services
- Conduct site inspections to identify defects to protect the asset and ensure high standards maintained throughout.
- Assist the HoE where required in service charge budget preparation, obtaining relevant information.
- Assist in the management of service contracts, the assessment of quotes and fees to ensure best value and deliverability
- Preparing documents to put out tenders for contractors;
- Project management and supervising and coordinating the work of contractors;
- Calculating and comparing costs for required goods or services to achieve maximum value for money;
- Planning for future development in line with strategic business objectives;
- Managing and leading change to ensure minimum disruption to core activities;
- Help to ensure that all buildings meet health and safety requirements and that facilities comply with legislation;
- Keeping staff and pupils safe;
- Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies;
- Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement;
- Responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences.
- Handle certain administrative tasks, such as preparing reports for HoE and Directors
- Implement best practice processes to increase efficiency within the Trust
- Effectively train premises staff where required to ensure that the buildings meet with regulations



- To maintain, monitor and develop an effective record system for all aspects of the maintenance and repair of premises and equipment
- To understand requirements of the Health & safety at Work Act and other related legislation and to ensure academies are complying
- Contribute to the maintenance of the Risk Assessments
- To ensure that the Trust and academies policies are translated into good practice
- To ensure effective monitoring systems are in place, including governor monitoring, premises management and health and safety
- To update and report to the HoE on a weekly basis
- To assist the schools in the development, testing and maintenance of the schools Critical Incident Plan
- To undertake recognised training as necessary in accordance with a planned programme of development.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the Trust.

Experience, Skills & Capabilities

- Experience of managing buildings, grounds and related facilities.
- Experience of working with a wide range of partners both internal and external
- Experience of managing contractors and achieving improvements in contractor performance in terms of timely completion and cost management
- Experience of managing a team with evidence of achieving improvements in the flexibility, teamwork, productivity and morale of the team
- A professional qualification, in building, estates, facilities or related area
- NEBOSH health and safety qualification
- A good working knowledge of buildings and estates, preferably educational and associated health and safety legislation.
- Evidence of successfully managing a significant budget and delivering value for money
- Ability to evaluate jobs and estimate costs
- Evidence of effective prioritisation of workload and projects.
- Ability to lead the implementation of change and ensure smooth change management
- Able to plan, monitor, evaluate and review proactively
- Able to demonstrate high standards and expectations
- Strong and effective leadership style with good inter-personal skills
- Strong communication skills (both oral and written) with an ability to articulate proposals to all key stakeholders.
- Strong organisational and administrative skills

This is not exhaustive.