



Job Description

Title:	Head of Estates Services (Strategy, Project Management and Compliance)
Reports to:	Director of Quality and Support Services
Based at:	The Carr Fenton Foundation
Annual Leave:	45 days including bank holidays
Hours of work:	37 hours per week
Salary:	A51

Role

The Head of Estates Services (Strategy, Project Management and Compliance) is a senior leadership role with Foundation-wide accountability for the strategic direction, assurance and long-term development of the estate. The role provides authoritative ownership of estates strategy, statutory compliance monitoring and assurance, capital programme leadership, planned preventative maintenance (PPM) assurance, quality assurance (QA) and long-term infrastructure and asset planning.

The postholder acts as the Foundation's lead professional voice on estates matters, ensuring that the estate is safe, compliant, resilient and fit for purpose and that estates decisions actively support the Foundation's strategic objectives, safeguarding responsibilities, service delivery and long-term sustainability. This includes providing clear assurance to senior leaders and trustees on estates-related risk, performance and investment priorities.

The role exists to move the estates function beyond day-to-day operational delivery, establishing robust frameworks for governance, compliance, quality and continuous improvement and leading the planning and delivery of capital and lifecycle investment. The Head of Estates Services sets standards, monitors performance, owns risk and leads transformation, ensuring that estates activity is proactive, data-informed and aligned with organisational need.

Operational management and day-to-day service delivery are led by the Estates Operations Manager, allowing this role to focus on strategic leadership, assurance, capital governance and long-term planning, while maintaining clear oversight and accountability for the effectiveness, safety and quality of estates services across the Foundation.

Duties and responsibilities

By nature of the responsibility, the following list is not exhaustive but is a guideline as to the main requirements of the role. The Head of Estates Services must be willing, flexible and prepared to carry out reasonable tasks not necessarily covered within this job description.

1. Safeguarding.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the Foundation which support safeguarding and must act in accordance with the Foundations safeguarding & child protection policy and code of conduct.

2. General Duties

Estates Strategy and Long-Term Planning

1. Take lead responsibility for the development, review and implementation of the Foundation wide Estates Strategy, aligned to the organisations Strategic Plan and service delivery requirements.
2. Translate strategic priorities into multi-year estate condition assessments, investment plans and measurable outcomes.
3. Lead the appraisal and evaluation of strategic options for estate development, rationalisation and modernisation, providing clear evidence-based recommendations to support Foundation's decision-making.

Capital Programme & Project Governance

4. Take lead responsibility for the planning of all estates capital projects, refurbishments and major lifecycle works, in liaison with the Estates Operations Manager and in line with governance oversight.
5. Work in close partnership with the Contracts and Procurement Manager to ensure estates-related procurement, contracts and consultant appointments are compliant, proportionate and aligned.
6. Establish and maintain a standardised project management and quality framework, including business cases, risk registers, benefits realisation and post project evaluation.
7. Hold accountability for ensuring projects are delivered to scope, cost, time and quality, with robust reporting to senior leadership and trustees.

8. Lead strategic engagement with external stakeholders, partners and funding bodies in relation to estates strategy, capital investment and risk.
9. Commission and manage external professional advisers (surveyors, architects, engineers, CDM specialists) within agreed governance arrangements.

Compliance Monitoring, Assurance & Risk Accountability

10. Hold Foundation-wide accountability for compliance with planning and building control regulations, ensuring appropriate approvals, conditions management and regulatory assurance are embedded within estates strategy and capital delivery.
11. Ensure estates and Health & Safety systems actively support the Foundation's safeguarding responsibilities, including safe environments, appropriate controls and risk mitigation.
12. Take lead responsibility for the strategic oversight and assurance of the Foundation's Health & Safety function, ensuring alignment with estates compliance, safeguarding and organisational risk management.
13. Provide direct line management for the Health & Safety Officer, holding accountability for the effective delivery of Health & Safety systems, professional advice, monitoring activity and reporting across the Foundation.
14. Hold Foundation-wide accountability for statutory estates compliance, including fire safety, asbestos, legionella, electrical and gas safety, plant and building systems.
15. Design, implement and maintain a compliance monitoring framework, ensuring checks, inspections and remedial actions are planned, completed, evidenced and reviewed.
16. Provide senior-level assurance over compliance activity delivered through the Estates Operations Manager and specialist contractors.
17. Take lead responsibility for the estates risk register, ensuring timely escalation, mitigation and reporting in line with the Foundation's risk management.
18. Lead preparation for audits, inspections and regulatory scrutiny, providing clear evidence of compliance and control.
19. Act as the Foundation's primary point of professional accountability for estates-related matters with regulators, inspectors, auditors and external assurance bodies.

PPM Standards & Asset Assurance

20. Set and maintain the strategic framework, standards and risk-based approach for Planned Preventative Maintenance (PPM) across the estate.

21. Hold accountability for assuring that robust PPM schedules are in place, appropriately resourced and aligned to statutory and manufacturer requirements.
22. Use PPM outcomes, asset condition and performance data to inform lifecycle planning, backlog prioritisation and capital investment.
23. Take lead responsibility for the Foundation's asset management approach, including standards for asset registers, condition survey's, lifecycle planning and assurance over data quality.

Data, Reporting and Decision Making

24. Define and oversee estates performance and quality metrics, including condition, compliance status, PPM completion, energy usage, backlog maintenance and lifecycle cost.
25. Ensure estates and Health & Safety data is accurate, auditable and used proactively to support investment decisions, prioritisation and risk management.
26. Produce strategic estates and assurance reports for senior leaders and trustees.
27. Provide strategic oversight of estates revenue pressures, cost drivers and affordability, using performance and asset data to inform prioritisation and long-term sustainability.

Quality Assurance & Continuous Improvement

28. Establish and maintain a formal Quality Assurance framework for estates and Health & Safety services, covering compliance activity, maintenance delivery, contractor performance and capital works.
29. Ensure learning from defects, incidents, near misses and non-compliance is embedded into standards, planning and investment decisions.
30. Lead and champion continuous improvement in consistency, reliability and customer experience.

Sustainability, Resilience & Security

31. Take lead responsibility for the Foundation's estates contribution to sustainability and carbon reduction, embedding this into strategy, projects and maintenance standards.
32. Hold accountability for estates-related business continuity and resilience planning, including critical system resilience and emergency preparedness.
33. Provide strategic oversight of site security and emergency planning, with operational delivery led by the Estates Operations Manager.

Leadership, Culture & Capability

34. Provide clear strategic leadership to the estates function, setting expectations, standards and professional discipline within the Foundation's governance framework.
35. Hold accountability for the performance, capability and resilience of the estates and Health & Safety functions, including setting objectives for the Estates Operations Manager and the Health & Safety Officer.
36. Provide clear direction and priorities to the Estates Operations Manager and receive regular assurance on operational performance, compliance delivery and emerging risks.
37. Ensure appropriate capacity, skills and succession planning are in place across estates and Health & Safety to support safe, compliant and effective service delivery.
38. Champion a culture of compliance, quality, accountability and continuous improvement.

Person profile and skills

- Significant professional experience in estates or facilities management, with demonstrable progression into strategic leadership, governance or senior assurance roles, ideally within education, care or similarly regulated environments.
- Strong professional knowledge of statutory estates compliance, health & safety governance, planning and building control processes and the management and assurance of contractor and consultant activity.
- Proven ability to lead strategically, translating organisational priorities into estates strategies, investment plans and risk-based decisions.
- Highly developed organisational, analytical and planning skills, with the ability to oversee complex programmes, balance competing priorities and maintain clear control through governance frameworks.
- Experience of budget oversight, affordability assessment and capital investment planning, with the ability to provide robust advice and assurance to senior leaders and trustees.
- Credible and confident communicator, able to engage effectively with senior leaders, trustees, regulators, professional advisers and external partners.
- Strong commitment to safeguarding, safety and compliance, with the professional judgement to act decisively where risk or non-compliance is identified.
- Able to operate with autonomy and authority, while working collaboratively across services to influence outcomes and drive improvement.

- Demonstrates professional integrity, accountability and resilience, with a commitment to quality, continuous improvement and organisational values.
- Full, clean driving licence.

Training

The Head of Estates Services is required to undertake all relevant training necessary to fulfil the responsibilities of the role and to support the key objectives of the Foundation.

Working relationships

The Head of Estates Services has a day to day working relationship with all departments and is required to co-operate fully with all members of staff. Strong customer service focus is essential.

Hours of Work

The post is full time.

Working hours are from 8am to 4pm Monday to Thursday 8am to 3.30pm Friday.

Weekend work and work outside of normal hours will be by arrangement and will attract time off in lieu or overtime payment.

Person Specification for Head of Estates Services

The specific qualifications, experience, skills and values that are required for the role are outlined below.

Criteria	Essential =(E) Desirable =(D)
Qualifications	
Degree-level qualification (or equivalent professional experience) in a relevant field such as: Estates / Facilities Management, Building, Construction, Engineering or Surveying, Property, Asset or Infrastructure Management	E
Recognised professional qualification or working towards chartership in estates / facilities or a related discipline , for example: IWFM (Institute of Workplace and Facilities Management), RICS (Royal Institution of Chartered Surveyors), CIOB (Chartered Institute of Building), IET / IMechE	D
Project / programme management qualification	D
Experience and Knowledge	
To have extensive experience of facilities and site maintenance and/or any other related role	E
Experience in managing capital projects, including refurbishment and new builds	D
Experience in managing external contractors and service level agreements	E
Understanding of sustainability and energy efficiency practices in estates management	D
Experience in budget management and procurement processes	D
An understanding of Health and Safety Regulations, including knowledge and experience of COSHH	E

Experience of operating with a level of autonomy and being able to work as part of a team	E
Experience of working in a high-quality customer-focused environment	E
To be able to work to a deadline, completing allocated work within a specified timeframe	E
Experience of working within the Education Sector and working with people with disabilities. A knowledge of BSL would be desirable.	D
Experience of implementing and coordinating project plans, independently and with others	D
To be proficient in requesting the support of others to ensure tasks are finished to the highest standard.	E
Skills and Abilities	
Excellent organisational, planning and prioritisation skills, including the ability to plan and prioritise own workload within a given work schedule.	E
Excellent interpersonal skills, communication skills, both written and verbal.	E
The ability to work calmly and professionally, within a changing environment, managing competing priorities and adapting to changing demands, without compromising quality and standards.	E
The ability to deal with confidential and sensitive information and situations with diplomacy, discretion and tact.	E
Ability to interpret technical drawings, specifications, and compliance documentation	D
Strong analytical and problem-solving skills	E
Ability to lead and motivate a multidisciplinary team	E
Behavioural, Values and Ethos	
The ability and flexibility to work with wider teams and offer support as necessary.	E
Evidence of/ commitment to ongoing professional development.	E
Commitment to the Foundation, and promotion of Equality, Diversity and Inclusion.	E
Commitment to safeguarding and promotion of a safe environment for children, young people to learn in. Promote a safe working environment for staff.	E
Demonstrates initiative and a proactive approach to estates challenges	E
Commitment to delivering high standards of service and continuous improvement	E
Ability to build positive relationships with internal and external stakeholders	E
Demonstrates integrity, professionalism, and discretion in all aspects of work	E