



GREENSHAW
LEARNING TRUST



**Project Manager for Estates
Facilities**



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Introduction

Dear prospective colleague,

Thank you for your interest in the exciting new role as Project Manager for Estates and Facilities for the Greenshaw Learning Trust.

We are looking to recruit an enthusiastic and experienced project manager to support the work of the Shared Service estates team with the delivery of a range of projects. The successful candidate will be the project management lead, supporting the Head of Estates and Regional Estates Managers, to ensure health and safety policy, procedures and compliance data is managed to a high standard across all our schools.

The Trust operates twenty-one schools: twelve secondary and nine primaries, across the South of England with clusters of schools in South London, Bracknell Forest and Surrey, Gloucester and the Forest of Dean, South Gloucestershire and Plymouth. We are continuing to grow and have further schools joining us in the near future including a new free school to open in South London.

We have three Shared Services offices, one is based in Sutton, Surrey, one in Plymouth and the other is based in Gloucester. The successful candidate will have the opportunity to select their preferred base location on appointment, however, travel to all GLT locations will be required.

Our website provides further information relating to our vision, achievements and the structure of our Trust and the Shared Services team. Please visit www.Greenshawlearningtrust.co.uk for information; however, please do not hesitate to contact us for further information.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours and we look forward to receiving your application. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief or race.

Keith Wilson

Head of Estates and Facilities



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Greenshaw Learning Trust – About us

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve.

Each school in the Greenshaw Learning Trust is led by its own leadership team and local governing body, who have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a Shared Service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014 the Trust has grown significantly and currently employs around 2,450 people and educates over 16,000 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.



Terms and Conditions

Line Managed by: Head of Estates and Facilities

Salary: The salary will be calculated in line with NJC pay scale, points 36 – 40

Outer London (Sutton)	£42,585 - £46,638
Gloucestershire / Plymouth	£40,578 - £44,624

(Starting salary will be determined subject to experience and qualifications)

Hours of Work: 36 hours per week, all year round (part time and job share positions will also be considered, candidates should clearly outline their preferences on their application)

Place of Work: The post holder can opt to be based at one of three Shared Services offices in

- Greenshaw High School, Sutton, South London,
- Gloucester Academy, Gloucester
- Stoke Damerel Community College, Plymouth

However, travel to all GLT locations will be required.

This role allows for flexibility including the option of working remotely/from home on occasions.

Medical Examination: The appointment is subject to a satisfactory medical report.

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at:

<https://www.lgpsmember.org>

Holiday Entitlement: The annual holiday entitlement is 25 days plus 2 extra-statutory days.

Probation Period: New employees are required to complete a six-month probationary period

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.

Right To work Check: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Safeguarding: Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.



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Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car benefit scheme
- My Health discount



Scope of the role

The post holder will be managing on behalf of the Greenshaw Learning Trust (GLT):-

- Estates designated projects, including refurbishment of existing buildings.
- Project manage elements of sustainability, suitability, environmental and energy strategies.
- Property lease/licence arrangements.
- Supporting schools with internal projects.
- Producing reports for GLT and the Department for Education (DFE)
- Supporting the due diligence process for new schools joining GLT

Financial Responsibility

To work within the procedural elements and designated authorities' approval levels as directed by the Board of Trustees and the Academy Financial Handbook.

- Assist the Head of Estates overseeing the capital development programme budget.
- Responsibility for the management of individual projects as designated.
- Ensuring that all work has a purchase order assigned to it and is reconciled against each project.
- Liaising with the Head of Procurement to agree the appropriate procurement process.

Main duties and responsibilities

Responsibility for the planning, implementation and management of all designated capital projects and small school-based projects, including coordination of activities, managing and monitoring of consultants and contractors to deliver projects within scope, on time and within budget. In particular to:

- To develop and manage the receipt of preliminary briefs from Headteachers, Regional Estates Managers and advise on project brief development, provide input for the business case and liaise on the most suitable method of procurement, outline timings and costs.
- Produce project initiation documents (PID), and project execution plans (PEP) and other standard documentation in line with estates project management procedures.
- With the project working group, other users and stakeholders, develop the initial and detailed briefs. Research, identify, provide information and arrange visits as appropriate to include innovative and new exemplar buildings and facilities within the briefing process.
- Produce outline proposals based on preliminary briefs and ensure that they have been correctly interpreted, organise feasibility studies to take account of local conditions, local authority views and other affected agencies.
- Develop a robust project budget and business case with the assistance of external consultancy teams where appropriate, working within GLT's financial and project approvals processes.
- Develop a full project design with the assistance of external consultancy teams.



- Liaise with specialist contractors to ensure the necessary planning consents and clearances are obtained from the relevant statutory bodies.
- Assist with the preparation of all tender documentation working in conjunction with the Head of Procurement; ensure that specifications including GLT requirements are met.
- Collate advice on proposed construction methods, materials, and fittings, long-term running costs from professionals. This advice may include changes in costs, programme, materials etc. in a value engineering exercise.
- In association with the Head of Procurement, Finance & Legal team, assist with the completion and preparation of contract documents and co-ordinate the provision of bonds, insurance policies, collateral warranties and the like.
- Constantly monitor the construction programme, monitor progress, negotiate variations to contracts and exercise quality control. Provide regular progress reports to the Head of Estates.
- Where required, facilitate formal site meetings, set agendas and accurately record proceedings, specifically noting progress and decisions made to be compliant.
- Prepare regular financial reports and carefully record all transactions ensuring payments are made promptly and that contingency expenditure is kept under tight control.
- Ensure certificates are issued at the end of any project by the appointed Contract Administrator and ensure that GLT Financial Regulations are complied with in every respect.
- Advise on handover procedures and ensure that all works are delivered to the standards and specifications set out in the contract documents
- Ensure that commissioning is executed thoroughly and properly documented, and that the estates team have been given the opportunity to confirm that all installations comply with the standard specifications
- In accordance with the respective conditions of contract instruct that completion certificates are only issued when the school is completely satisfied with the completed works and that any schedules of defects have been agreed. In addition, ensure that non-completion certificates, if appropriate, are issued in a timely manner.
- Ensure that all current building files including existing drawings, are updated with information obtained from Health & Safety files, operating manuals, Building Information Modelling (BIM) models (where appropriate), and handed over to the school at practical completion and ensure a full programme of training for maintenance staff takes place at this time.
- Ensure that final accounts are prepared, including professional fees, issue final certificates and ensure that all identified defects are cleared satisfactorily and within the set timescales.
- To ensure there are appropriate channels of communication established and maintained between the project team members and other staff within Estates Management, school site teams and external contractors, suppliers and consultants.



- To keep up to date with relevant technical and regulatory developments in areas of professional responsibility which arise due to publication of new initiatives and legislation.
- To ensure the appropriate standards of Health and Safety are maintained at all times in respect of any works carried out on behalf of GLT, particularly in respect of statutory requirement, Legislative Regulation Policies and Procedures.

Person Specification

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • Minimum of A level education or equivalent or work experience demonstrating this level of ability. • A professional qualification or demonstrable experience of working at a senior level in a building services or facilities management role. • Successful experience of managing and delivering complex projects. • Demonstrable experience of developing strong networks and communities amongst core stakeholders. • Experience of drafting briefings, presentations, and other high-level correspondence 	<ul style="list-style-type: none"> • Membership of a relevant professional body, or commitment to achieve. (NEBOSH Certificate, IOSH Managing Safely Certificate), • Project Management qualification, such as PRINCE 2. • Experience of working in a school environment interpreting government legislation relating to schools or similar public sector organisations. • Experience of working across a multi-site organisation. • Experience of managing asbestos removal works and/or asbestos. • Experience of reviewing, interpreting legal documentation such as land leases and land title to understand site management obligations.

Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:



	<ul style="list-style-type: none"> ● Budget management experience in a project related environment. ● The ability to develop and implement innovative practical solutions to complex planning and premises issues ● Be proficient in the use of a range of computer software, including MS Office and Google. ● An innovative and creative thinker ● Ability to establish positive relationships and work collaboratively as part of a team. ● Sound political judgement. ● Results orientated, analytical approach. ● Excellent written and verbal communication skills ● Ability to use initiative, prioritise, meet deadlines. ● Resilient, with the ability to deliver a complex and demanding workload. ● Excellent project management and organisation skills. ● Be able to appreciate issues of confidentiality. ● Knowledge of health and safety, first aid, medical, fire safety, risk management regulations and requirements ● Knowledge of Data Protection, Statutory compliance of public buildings, Health and Safety, Asbestos Management, Managing Construction / Long Term Maintenance Works 	<ul style="list-style-type: none"> ● Knowledge of compliance management systems, for example Every. ● Working knowledge of statutory compliance and legal obligations for operating a public building. ● Up to date knowledge of statutory regulations and guidance relating to this post. ● Prepared to challenge non-compliance
<p>Personal Qualities: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:</p>		
	<ul style="list-style-type: none"> ● Good interpersonal and relationship management skills including being able to influence, negotiate and deal with conflict. ● Ability to maintain a positive and professional demeanour. ● Ability to work with humility. ● Ability to adapt to changes in the workplace. 	
<p>Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:</p>		
	<ul style="list-style-type: none"> ● A commitment to improving the life chances of young people and be motivated by a desire to provide high standards of service delivery. ● Ability to demonstrate understanding of equal opportunities. ● Commitment to support the Trust’s agenda for safeguarding. 	<ul style="list-style-type: none"> ● Use of car and current driving licence



- Ability to travel to all GLT sites.
- A flexible approach to working hours

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 9am on **Monday 5th September 2022**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on **8th September 2022**. Shortlisted applicants will be invited by telephone to attend a formal interview process. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will take place on **13th September 2022** and may be virtual. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

Applicants are advised to make a note of these dates.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact the Shared Services HR team via email HRsupport@greenshawlearningtrust.co.uk