



**Trust Estates Supervisor
Recruitment Pack
Required October 2025**
Closing Date: Friday 12th September at midday



Dear Colleague

Are you ready to take the lead in shaping safe, inspiring learning environments across a growing network of schools? At Empower, we're looking for a hands-on, solutions-focused professional to oversee the day-to-day operations of our school estates. If you're passionate about making a tangible difference and thrive in a role where no two days are the same, this could be the perfect opportunity for you.

Empower Multi Academy Trust is seeking a proactive and skilled Trust Estates Supervisor to join our team and play a vital role in ensuring our school environments are safe, compliant, and conducive to learning.

Key Responsibilities

As Trust Estates Supervisor, you will:

- Lead the use of the Trust's help desk and compliance systems.
- Conduct regular site visits and support audits across all Trust schools.
- Maintain accurate asset inventories and oversee routine maintenance.
- Monitor building data, condition surveys, and maintenance schedules.
- Support the COO with emergency planning, business continuity, and project delivery.
- Ensure compliance with Health & Safety regulations and manage contractor vetting.
- Assist with budget tracking and contribute to risk management processes.
- Promote sustainable practices and value-for-money initiatives across the estate.

We're looking for someone with:

- Experience in estates or facilities management.
- Strong organisational and IT skills.
- A hands-on approach to maintenance and problem-solving.
- A commitment to safeguarding, health and safety, and continuous improvement

Location

- Based at Shared Services Team Offices with regular travel to school sites.

For further details please contact Tricia Slater, Chief Operating Officer, on 01743 598200 or email tricia.slater@empowermat.co.uk

Your sincerely
Carla Whelan CEO

Post Title: Trust Estates Supervisor

Reporting to: Chief Operating Officer (COO)

Salary: Grade 7 (pt12-17 £27,722-£30,060) Pay Award pending

Hours: 37 hours per week, Full Year

Location: Based at Shared Services Team Offices with regular travel to school sites

Purpose of Role:

To proactively support the COO in the operational management of all sites. Providing a comprehensive premises support service to all Empower Trust sites to ensure that the estate meets current Health & Safety and compliance regulations as well as meeting teaching and learning needs.

To support the COO in ensuring that the estate is well maintained and, where relevant, competent contractors engaged to provide services.

To work with the Senior Leadership Teams across the Trust to ensure that all estates related matters are dealt with in an effective and consistent manner, providing services, advice and guidance regarding policy and industry best practice.

Key Responsibilities/Job Description:

- To lead on and ensure that the Trusts support help desk and compliance tool is used fully and is compliant
- Work proactively with the COO to ensure operational continuity at all times.
- Utilising skills to be able to perform a range and number of routine maintenance tasks in order to maintain Trust buildings to a safe and high standards.
- To lead on maintaining an accurate inventory of all physical assets, using the School Asset Management system, ensuring the accurate recording of assets including purchases, disposals and loaned equipment.
- Monitor and maintain building and site data, including condition surveys, asset registers and maintenance information to ensure it is up to date, relevant to feed into asset management plans and priority projects.
- Secure annual/as needed surveys and checks for schools and keep an annual diary of these.

- Understand the principles of space requirements, allocation and utilisation in a school environment.
- Ensure regular visits are made to all sites, assisting the COO with regular audits and acting on the findings.
- Support the COO in the implementation of business continuity and emergency planning processes.
- To lead on specific projects and support with the communication of planned projects within asset management plans with key stakeholders.
- Prepare and monitor planned and preventative maintenance schedules for each site within the service.
- Assist the COO in producing information and reports for presentation to Trust Board
- Work with the finance team to ensure suitable vetting checks are in place for contractors before PO's are raised.
- Actively seek to maintain and extend expertise in appropriate areas, including health and safety and legislative areas affecting the premises activities.
- Follow and adhere to processes and procedures.
- Assist the COO in keeping track of spending across the estate in line with available budgets.
- Supporting the COO with maintaining and updating Trust risk register in relation to estates.
- Supporting the COO to achieve value for money and sustainable ways of working.
- Engage with relevant training to actively support the role – e.g. (but not limited to) Emergency First Aid, Working at Heights, Asbestos Awareness, Manual Handling, Legionella.
- Take an active part in the investigations following any damage to the fabric of the school through accident or vandalism to deter further incidents.

Other

- Ensure compliance with data protection laws and safeguarding procedures.
- Carry out any other duties as directed by the COO as may from time to time be agreed in accordance with the nature of the job described above
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.

This is not an exhaustive list of tasks and this job description will be continually reviewed and changed according to the needs of the Trust.

The postholder will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Trust Estates Lead Person Specification

Application (A), Interview (I) Task (T), Reference (I)

Professional knowledge, skills and understanding	Essential	Desirable
Ability to work both as a member of a team and on own and to deal with any unexpected problems that may arise	A I	
GCSE Maths and English, grade C or above	A	
Experience in an estates and facilities management role	A I T	
Ability to relate well to children and adults	A I	
Good computer literacy	A I T	
Ability to work in an organised and methodical manner	A I	
Ability to complete tasks to desired standards and to work to time constraints	A I T	
Knowledge of Health & Safety regulations relating to Estates function	A I T	
IOSHH qualification		A
Display a conscientious and logical approach to the variety of tasks necessary for the smooth and efficient running of the academy	A I T	
Knowledge of Estates Management and Health & Safety	A I	
Experience	Essential	Desirable
General understanding of academy policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection	A I T	
First Aid Trained		A
Experience of working with young people		A I
Experience and understanding of completing Risk Assessments	A I T	
Practical Skills	Essential	Desirable
Flexible approach to work as well as good organisational and communication skills	A I R	

Ability to work collaboratively and effectively within a team	A I R	
Ability to work independently and to show initiative	A I R	
Ability to work under pressure, prioritise and meet deadlines	A I R T	
Friendly, approachable and non-confrontational manner combined with the ability to be firm	A I R	
Personal Qualities and Essential Attributes	Essential	Desirable
A professional approach in both manner and physical appearance	I	
Ability to demonstrate discretion, confidentiality and commitment	I R	
Enthusiasm, determination and insistence on high standards	I	
Flexibility	I	
A proven track record of excellent attendance and punctuality	R	
Ability to work with or without supervision	A I R T	
Commitment to safeguarding and promoting the welfare of children and young people	A I	
High expectations of self and others	Essential	Desirable
A flexible and adaptable approach	A I	
High standards of professionalism, punctuality, appearance and behaviour	A I	
Safeguarding Students	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people	I	
Equal Opportunity	Essential	Desirable
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	I	

What we can offer you

Join Empower Multi Academy Trust – Where People Matter

At Empower, we believe our people are our greatest asset. We are a welcoming and caring multi-academy trust that values every individual and is committed to creating an inclusive, supportive, and inspiring environment for all staff.

We offer:

- A comprehensive benefits platform, giving staff access to discounts, cash back, and salary sacrifice schemes for home and tech purchases
- Cycle to Work Scheme and exclusive Discounts for Teachers, including Blue Light Card access
- An Employee Assistance Programme (EAP) offering confidential support for mental health, wellbeing, and personal challenges
- Career progression and staff development, including secondment opportunities, leadership development programmes, mentoring, coaching, and CPD pathways
- Flexible and family-friendly policies, such as job share arrangements, term-time and part-time roles, generous family leave, and compassionate leave options
- Surgical Assistance Programme 24/7 GP Access and access to wellbeing hubs and signposting services

Whether you're just starting out or looking to take the next step in your career, Empower is a place where you can thrive, contribute meaningfully, and make a difference.



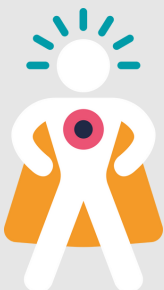
EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



COLLABORATION

We work together to support everyone to achieve their aims.



INTEGRITY

We are honest, transparent and fair in everything we do.

Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes demonstrate your suitability for the role.

Applications should be sent to Michelle Harrington, Director of People & Culture, via the My New Term platform.

The closing date for applications is: Friday 12th September 2025 at midday

Interviews will be held on: Friday 19th September 2025

Selection Procedure

Successful candidates will be invited to interview on Friday 19th September 2025

More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day of interview

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring in their qualification certificates.

Appointments are subject to the receipt of satisfactory references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.

PRIVACY NOTICE – JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.

What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- ☒ Your name and address.
- ☒ Email address and telephone number.
- ☒ Date of birth.
- ☒ Equal opportunities monitoring information.
- ☒ Your nationality and entitlement to work in the UK.
- ☒ National insurance number.
- ☒ Information about your current salary and benefits.
- ☒ Qualifications and skills.
- ☒ Work experience and employment history.
- ☒ Information about your criminal record.
- ☒ Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation.

Who has access to your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure that we use encrypted devices, use passwords, virus protection and have appropriate firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
 - The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.

- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - * Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
 - * Direct marketing.
 - * Processing for scientific/historical research and statistics.
 - * Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowertrust.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

