

QUEST Recruitment Pack Assistant Estates Manager



CEO Welcome letter

Letter of welcome from CEO

Dear Candidate

I am delighted that you are considering becoming a member of the new QUEST Team (formerly The Keys Federation Academy Trust). You join us at a time when we build on from our 10 year success as The Keys Federation and evolve to become our new 0-19 Trust from September 2020.

Here we all lead to secure places for Learning, Innovation and Opportunity, and we seek those who have determination for success, a thirst for continued learning and a drive to be relentlessly ambitious for the students and communities they serve. Here we make a difference and transform lives.

In this pack, we have set out what makes us unique in the educational landscape, defines our success and thriving learning communities, and captures our forward thinking and research led rigour of implementation. We think outside the box here. We listen well and we are clear about what a privilege it is to make a difference to students' lives.

We have created a culture of shared ownership, in partnership with our schools, where we embrace challenge as teams and ensure our core moral purpose is at the heart of all we do.

Please look through our detailed pack and if this sounds like the role you have been waiting for, and you are ready to unlock your own potential as well as the potential of others, we look forward meeting you and receiving your application.

Sharon Bruton
CEO



Our Trust

Unlocking Potential

QUEST has a clear and compelling vision for the future of education.

We begin the next phase of our educational plan building on our experience from our 10 years of operation as The Keys Federation, a transformative organisation and approved Academy sponsor. We have a strong track record for making a positive impact within the local communities we serve and now, we have expanded our hub of schools into Bolton.

Our schools are all about passion, determination and enthusiasm. We see challenges as opportunities and have an unshakeable belief in the right of children and young people to a high-quality education.

As Century flagship schools our digital strategy and technological approach to learning is embedded within our curriculum. We harness the personalised support of an Artificial Intelligence learning Platform for our older children and young people. This enables them to have an even more bespoke learning program in core subjects and is complemented by our coaching approach to develop their life skills of resilience, critical thinking and communication. As Pearson National Award Winners for Digital Innovation 2019, we are proud to be leading the way by creating and shaping the next phase of education.

You join us as we embark on our journey as Apple Teachers, bringing the use of 1:1 devices more consistently within all of our schools. Our premises teams utilise digital technology in everyday life and follow our digital strategy.

Together we will ensure our children, young people and staff thrive.

Together we are stronger.



Why work for us?

Our staff members are committed, patient, resilient, reliable and reflective.

Our staff across all sectors deliver a high quality service, hold their colleagues in high regard and display the highest level of professionalism. With honesty and care, our staff will leave no stone unturned in the pursuit of excellence. They are scrupulously honest and act with integrity, deal with students, parents, staff and stakeholders with respect, demonstrate passion and pride. They are prepared, punctual and polite and make every day matter and every student count. If you are as extraordinary as this and have the passion and skill set, we want to hear from you.

We're passionate and committed to the development and education of our students.

Our children and young people are fearless, ambitious, positive, aware, compassionate, inquisitive and use their mistakes to grow. They feel safe, have confidence to explore, share their ideas and take ownership of their learning. Our pupils and students think of others before themselves and treat their peers with respect and honour. They take pride in their work and want to affect change within the world around them. With resilience and collaboration our pupils and students will tread the steps to success and become lifelong learners. They value every lesson and every day, respect themselves, each other and their communities, are polite, prepared and demonstrate a sense of pride.

Here at QUEST we value all sectors of staff across the Trust. Each individual role is vital in ensuring the pupils and students in our schools achieve their full potential. This is reflected in our mission statements, core values and Spirit of Purpose.



QUEST's Digital Strategy creates pathways for learners and maximises staff time.



Trust Digital Strategy Summary

In creating the future of education within our Trust, digital will enhance the quality of provision in the following ways:

Phase 1:

Communication – Internal and external

Phase 2:

Enable effective and efficient operational systems

Phase 3:

Minimise workload and maximise efficiencies - for time, planning, assessment and shared resources

Phase 4:

Enable delivery of quality teaching and learning – supported by a culture of coaching and student agency

Phase 5:

Create flexible, nuanced and adaptable education for the future.



Our Core Values



S – staff at all levels
P – purpose creators
I – inspirational
R – representative
I – innovative ideas
T – to infinity and beyond



What we can offer you

20 Great Reasons to work for us.....

1. Great pupils and students you will never forget.
2. Our schools are all about **passion**, **determination** and **enthusiasm** and we live these words - it's how **we** show up at work.
3. Our motto, 'Unlocking Potential', reflects how we see challenges as opportunities and have an unshakeable belief in the right of children to a high quality education.
4. A coaching culture of high rapport, high challenge and high support to enable you to work at the top of your game.
5. Stunning staff, motivated to succeed.
6. A staff voice across the Trust that is actually listened to and shapes our evolution – our Spirit Group.
7. Inspirational Leadership and great teamwork at all levels.
8. Senior Leaders you can trust, who have integrity and moral purpose, are human and walk the talk.
9. Amazing exam results with a 'whole education' genuinely valued.
10. Be the best through our Spirit of Purpose programme
11. Access to the Employee Assistance Programme for you and your family's wellbeing.
12. Participation in the Childcare Voucher Scheme, free of tax and NI.
13. Investment in staff training, e.g. subsidised MA qualification options.
14. An internal market for promotion within the growing group of QUEST Academies or as a funded 'Change Champions'.
15. A unique collaborative approach across the Trust serving the needs of our communities.
16. Termly staff newsletter celebrating successes and achievements and responding to your questions.
17. Credit Union savings scheme.
18. A newly structured working pattern with a two week break in October.
19. Welcoming people, positive teams and working environments – 'A Balance for Excellence'. Supported by our digital approach
20. Our great students.

- *The chance to become part of a family of schools within the Trust and a set of values we all share.*
- *Support for your professional development and the opportunity to continue to develop your skills in a well-resourced environment.*
- *A real opportunity to work in partnership with colleagues across the Trust.*
- *Excellent relationships and loyalty with pupils, parents, carers and the wider community.*
- *Recognition of the importance of your work life balance. Your emotional well-being is important to us, and is set alongside an expectation that the achievement of our pupils is paramount. We strive to balance life and work and create the best possible environment for performance and job satisfaction.*



What our staff say

Just some of the things they say

You are encouraged to be the best you can be and the Spirit of Purpose supports this. There are lots of opportunities for collaborative working

Great support network for staff to collaborate and share expertise. There is always plenty of people to offer advice and support at all levels.

Staff work well together as a team to provide great opportunities for our children and support each other extremely well. We are nurturing schools and staff care deeply about the children and want to do their very best for them.

At QUEST there is acceptance of everyone as an individual

Safeguarding

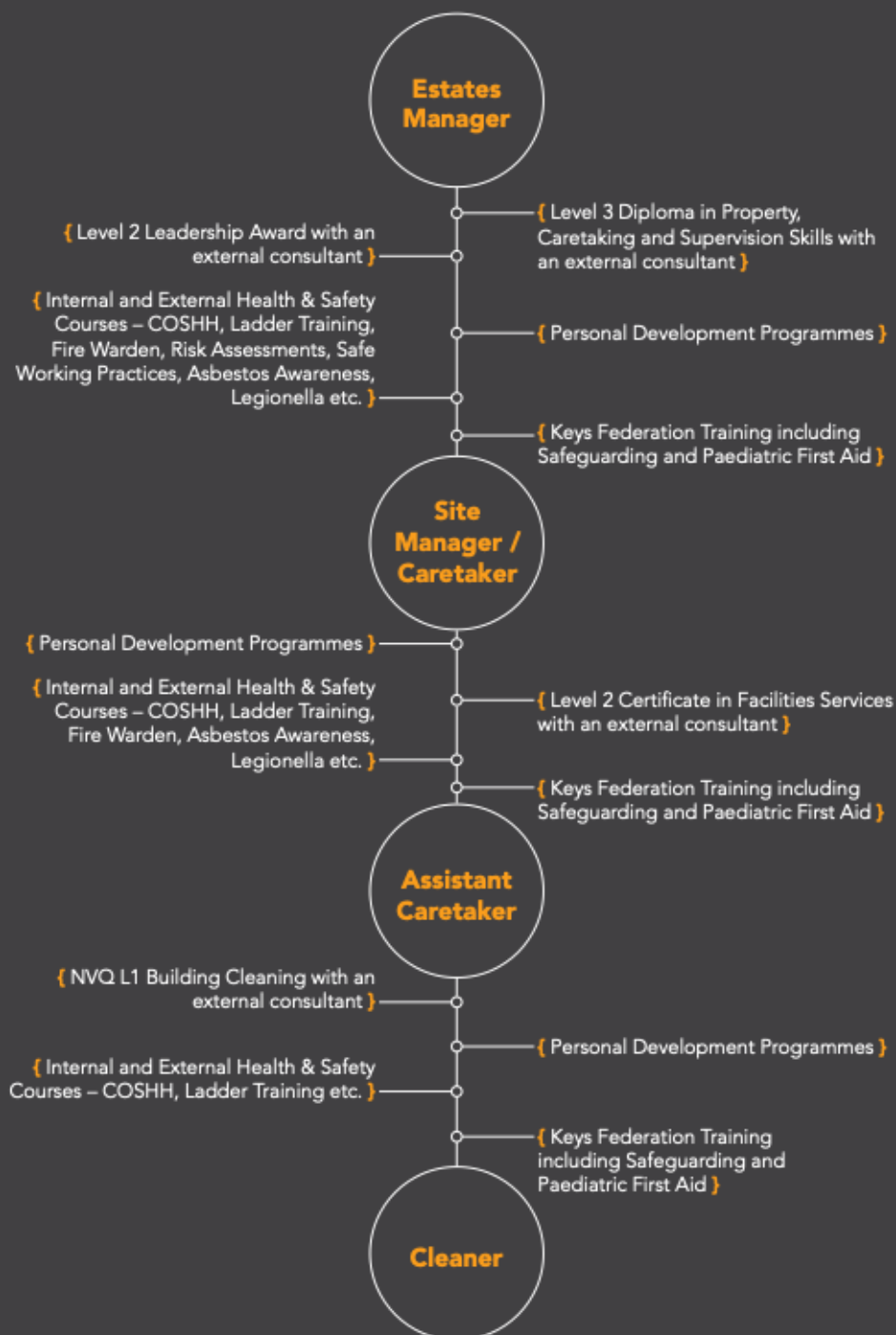
The Board of Directors of QUEST are committed to safeguarding and promoting the welfare of all children and young people.

- The policies and procedure adopted by the Board of Directors/Local Governing Committees are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed 'whistle blowing' practices.
- Children and young people are educated about the benefits, risks and responsibilities












Your career journey

Premises Staff Development



Our Region – Could not be better than Wigan and Bolton...

- Wigan allows easy access to the major towns and cities with Wigan Wallgate and Wigan North Western Rail stations offering local and national links from the town centre.
- With Manchester International and Liverpool John Lennon Airports within a 40 minute commute the world is at your doorstep.
- Steeped in mining and Industrial history the bustling Lancashire town of Wigan has lots to offer everyone. In 1937 Wigan became famous when George Orwell (real name Eric Blair) wrote *The Road to Wigan Pier*. Wigan continues to flourish with the Grand Arcade Shopping Centre based in the town centre, which is home to a wide range of high street retailers. Robin Park Retail is based just outside the town centre and hosts a number of retailers, restaurants, cafes and entertainment facilities including a cinema.
- Bolton has great connections with the M65, M61, M60 and major roads including the A58 and A666, commuting by car couldn't be easier. You can be in Manchester city centre in around 30 minutes. Preston, Blackburn and Wigan are all within a 30 minute drive whilst Bury is only 20 minutes away. The train line offers regular services into Manchester Victoria (25 minutes), Blackburn (30 minutes) and Clitheroe (57 minutes). For international travel, Manchester Airport is little over 22 miles away offering flights to destinations around the globe.
- Bolton town centre offers a fantastic mix of shopping with independent retailers and high street names sitting side by side with Bolton's fantastic indoor and outdoor markets with over 200 stalls. Crompton Place shopping centre and the Market Place shopping centres are also nearby. Slightly further afield, Middlebrook retail park offers fantastic leisure facilities including a bowling alley, 12 screen cinema, cafes and restaurants as well as high street name brands.
- For the sporting enthusiasts, Middlebrook boasts a sports complex catering for a variety of sports. It is an international high performance centre for tennis that offers coaching for both children and adults as well as boasting a gym, fitness classes and clubs for gymnastics, badminton, athletics, cycling and running. Middlebrook is also home to our University Sponsor's football stadium, the home of Bolton Wanderers Football Club. Robin Park Leisure Centre and Arena in Wigan has one of the very best athletics facilities in Great Britain and is the home to Wigan and District Harriers and Athletics Club. The arena has a stand for spectators which also houses an indoor track, long jump pit, pole vault area, throws area and weights room. Outside there is an eight lane track. The Leisure Club offers a wide range of sporting facilities, including a high tech gym, tennis courts, sports hall, gymnastic facilities, coaching sessions and classes for both children and adults. DW stadium is also home to Wigan Athletic Football Club and Wigan Warriors Rugby League Club.

 <p>St Peter's C of E Primary School</p>  <p>309 Learners</p> 	 <p>Hindley Green Community Primary School</p>  <p>405 Learners</p> 	 <p>St John's C of E Primary School Hindley Green</p>  <p>211 Learners</p> 	 <p>St John's C of E Primary School, Abram</p>  <p>282 Learners</p> 	 <p>University Collegiate School</p>  <p>840 Learners</p> 
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Partnership and Collaboration

Our continued development creates opportunity for QUEST to work with and alongside some strong and well established partners...



Applications

13/11/20, 9.00AM
Deadline for
applications

TBC
Interview date



Job Advert – Assistant Estates Manager

Pay Scale: QUEST Grade D, points 9-14

Temporary to permanent contract

Start Date: 1st January 2021

We require an ambitious, dedicated and talented Assistant Estates Manager to join our award winning Trust based in the North West.

Here we all lead to secure the best **Learning, Innovation and Opportunity**, and we seek those who have determination for success, a thirst for continued learning.

Here we Unlock Potential.

With four Primary schools in Wigan and the UCS in Bolton we are enhancing young lives across the North West. We focus on unlocking potential and giving every student a real chance to succeed.

Join us and you'll have the chance to work across our Trust and schools.

We're looking for a passionate and enthusiastic Assistant Estates Manager who will:

- Complement the professional work of the Trust Estates Manager;
- Undertake a 12 month internal training plan. If successfully completed there will be an opportunity for the contract to become permanent;
- To schedule and monitor the work of contractors and support the Business Development Department in managing building projects.
- Manage the maintenance of the school sites to provide exceptional safety and cleanliness and inspirational environments in which our pupils can learn;
- Be responsible for the security of the Trust sites and Head Office premises, during and out of school hours, thereby ensuring safe and secure working environments;
- Create and promote a positive image in accordance with the Trust's aims and ethos;
- Ensure Health & Safety regulations are adhered to at all times including creating and maintaining risk assessments;
- Undertake grounds and premises maintenance duties as required at the designated sites.

When you join us as an Assistant Estates Manager, you can expect exceptional breadth of experience. You can be certain that we'll invest heavily in your professional development through our Spirit of Purpose and give you the chance to build your career across our family of Schools. It's a unique challenge and you will be very much part of a hard working, dedicated and friendly team.

Join US and Unlock your Potential



As a member of QUEST you can expect:

- A supportive environment allowing you to progress and develop
- Excellent CPD opportunities and guidance through our Spirit of Purpose Programme
- The opportunity to work within a team of highly supportive and creative colleagues
- A Trust committed to doing the best for each and every one of its pupils and colleagues
- A Trust committed to a digital strategy
- To be shaping the next phase of education for the future
- A balance for excellence for all

The Trust expects:

- NVQ Level 3 in relevant discipline (Caretaking, Cleaning,) or willingness to work towards it
- A personal commitment to being the best you can be.

There are plenty of progression opportunities through our Spirit of Purpose! Why not join us on our exciting new journey?



Job Description – Assistant Estates Manager

QUEST is a value-led organisation comprising of Christian, and community Primary Schools, and a Secondary School with UTC provision. All staff are expected to support the Trust's ethos and our 'Spirit of Purpose'.

JOB DESCRIPTION:	Assistant Estates Manager
RESPONSIBLE TO:	Director of Academy Excellence, COFO, Principals, Trust Finance & HR Officer, Estates Manager
RESPONSIBLE FOR	Premises staff at all sites
JOB PURPOSE:	<p>Alongside the Estates Manager, responsible for management of the QUEST schools' premises, sites and associated facilities.</p> <p>To schedule and monitor the work of external contractors on sites.</p> <p>To be responsible for the development and management of other premises staff.</p> <p>To work across the QUEST sites as required.</p>
LIAISING WITH:	CEO, COFO, Director of Academy Excellence, Principals, Trust Finance & HR Officer, teaching and support staff, external contractors, police/fire officers
SALARY SCALE:	QUEST Grade D, points 9-14 £20903.46-£23079.71
DBS DISCLOSURE LEVEL	Enhanced

Professional Responsibilities

School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

Key Responsibilities – To work alongside the Trust Estates Manager:

To be responsible for ensuring the health, safety and security of the Trust/school buildings and associated sites.

To lead the premises team to ensure an excellent standard of cleanliness across the schools at all times

To undertake and oversee cleaning of classrooms and allocated areas if required.



To schedule and undertake regular security checks and risk assessments and to provide reports on how risks can be minimised.

To manage and monitor fire safety equipment provision and schedule fire drills.

To maintain the asset register using the Parago software system.

To arrange for repairs and maintenance tasks to be undertaken making full use of parago software system

To be responsible for contractors while on sites and ensure work is completed to the required standard and within agreed the agreed budget

To act as the Deputy Trust health & safety officer including proper accident reporting procedures in line with all legal requirements

Arrange, monitor and/or conduct regular health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing.

To oversee the operation and regularly checking of systems e.g. of heating, cooling, lighting and security.

To develop and implement procedures relating to health, safety security and buildings maintenance and to contribute to relevant policies.

To be one of the main key holders and attend to call outs outside of normal working hours when required.

To be responsible for planning, development and organisation of systems and procedures to record maintenance, building and security schedules and reporting to the Directors as required.

To ensure statutory inspections are completed on a timely basis and the premises register in each school is always up to date making full use of the parago software system.

In collaboration with the individual school's admin and premises staff, manage the letting function within the schools including cover for out of school hours activities on a rota basis.

Monitor and arrange for waste to be collected in line with service level agreements.

To provide advice on annual long term maintenance requirements to support a cost effective maintenance programme.

To purchase premises related equipment and supplies within an agreed budget including the most effective use of resources.

Contribute to the tenders and quotation process and assist in the management of the appointment of external contractors in collaboration with the, Estates Manager, Trust Finance & HR Officer and the Chief Operating and Finance Officer.

Along with senior management, undertake an annual grounds/site inspection, fire risk assessment and workplace assessment.

To uphold excellent standards of customer service at all times working as part of the customer care team including participation in school events outside of working hours.

To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in schools.



With support from the Estates Manager quality assure the work of the Premises staff to ensure an excellent standard of cleanliness and repair and maintenance across the schools at all times

Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with the Trust expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

To undertake Health and Safety Training, Paediatric First Aid and Safeguarding Training as per the Trust training cycle.

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____

Unlocking Potential



Person Specification – Assistant Estates Manager

ESSENTIAL SKILLS/QUALIFICATIONS

NVQ Level 3 in relevant discipline (Caretaking, Cleaning,) or willingness to work towards it

Willingness to undertake bespoke Trust training plan for role

NEBOSH General Certificate or willingness to work towards it

Health & Safety Certificate or willingness to work towards it

Willingness to undertake further relevant training as required

Applicants should be able to demonstrate experience, knowledge and understanding of the following areas relevant to the post:

Experience of maintenance and security of buildings to a required standard

Experience of managing and monitoring health & safety within a school or similar establishment

Handy person or DIY experience

Experience of liaising and negotiating with external contractors

Previous experience of caretaking/grounds maintenance in a school or similar environment

Good understanding of COSHH and Health and Safety Regulations relating to cleaning substances.

Detailed knowledge of health and safety at work regulations, for example moving and handling

Full understanding and working knowledge of relevant policies, procedures, codes of practice and legislation

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

Ability to use/operate a range of equipment relevant to the post

Ability to compile reports and complete relevant paperwork within agreed timescales

Ability to establish constructive relationships with contractors and outside professionals

Ability to communicate well with all members of the school communities, directors and senior leadership teams

Ability to use initiative to respond to and resolve problems

Ability to organise planned maintenance with outside contractors and/or business people



Ability to organise self and lead others in team

Ability to recognise the importance of ensuring a secure and safe environment for all users of the schools

Ability to supervise and manage staff and work programmes

Ability to organise and complete maintenance tasks as required

To show commitment to sustain excellent attendance at work

Commitment to and participation in the wider life of the schools and Trust

Ability to cope with the physical demands of manual work

Good timekeeping

Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust

Legally entitled to work in the UK

DESIRABLE SKILLS/QUALIFICATIONS

Experience of supervising other staff

ILM or equivalent supervisory experience/qualification

Ability to organise, lead and motivate a team



A place for
Learning, Innovation, Opportunity

Visits are warmly welcomed.

This post is temporary with the potential of becoming permanent and subject to Enhanced Disclosure Procedures.

The Board of Directors of QUEST is committed to safeguarding and promoting the welfare of all children.

Further application details are available
by contacting
Mrs. T. Hewitt, Trust Finance and HR Officer,
c/o QUEST, 682 Atherton Road,
Hindley Green, Wigan, WN2 4SQ
Tel: 01942 834000
E-mail: t.hewitt@questrust.org.uk
www.QUESTrust.org.uk

