WMAT

Director of Estates Recruitment Pack



Could you help shape outstanding learning environments for thousands of children and young people? We are looking for a talented Director of Estates who can turn ambition into action, combining a strategic outlook with practical delivery and a collaborative approach. If you share our commitment to educational excellence and want to make a lasting difference across a growing Trust, we would love to hear from you.

You may be a School Business Leader or Estates Manager ready to take the next step into a specialist Trust-wide role, or an estates or facilities professional keen to bring your expertise into education. Whatever your background, you will share our values, enjoy working with others and be motivated by the opportunity to create safe, sustainable and inspiring places to learn.

As Director of Estates, you will shape the future of our estate, helping to ensure our schools and facilities are safe, compliant, sustainable and fit for purpose. You will lead our capital investment programme, manage the annual School Condition Allocation (SCA) process and work closely with the Trust's health and safety lead. A particular focus will be supporting our primary school estate, turning priorities into improvements that make a meaningful difference to pupils and staff.

Weydon Multi Academy Trust brings together 18 schools and a sixth form college across Southwest Surrey and Northeast Hampshire, alongside our teacher-training provision, i2i SCITT. Each setting has its own identity, united by shared values and a belief that we are stronger together. You will join a collaborative community with strong systems, professional networks and a culture that values learning for adults and pupils alike. In return, we offer generous pay and benefits, membership of the Local Government Pension Scheme, flexible working arrangements and a commitment to helping colleagues thrive through our Flow Working Charter. Bring your expertise, share our ambition and help shape what comes next.

Dear Applicant,

Thank you for your interest in the role of Director of Estates at WMAT.

This is a pivotal and exciting opportunity to join our Trust at a significant stage in our development. As we continue to grow and strengthen our family of schools, we are seeking an exceptional leader who shares our ambition to provide outstanding learning environments that enable every child and young person to thrive.

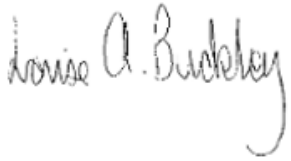
The Director of Estates will play a critical strategic role in shaping the future of our estate, ensuring that our schools and facilities are safe, compliant, sustainable and fit for purpose. With responsibility for leading our capital investment programme, managing the annual School Condition Allocation (SCA) process, and supporting the leadership of health and safety across the Trust, the successful candidate will influence decisions that have a direct and lasting impact on educational outcomes for thousands of pupils.

We are looking for a leader who combines strategic vision with operational excellence; someone who can translate long-term estate ambitions into practical delivery, while building strong relationships with Headteachers, School Business Leaders, Trustees and external partners. The role requires an individual who can confidently advise at Board level, manage complex capital programmes, and ensure that our estate resources are invested where they will make the greatest difference.

A particular priority will be supporting our smaller primary schools, ensuring they benefit from the same high-quality estate's expertise, planning and investment opportunities as our larger settings. At the same time, the Director of Estates will lead our approach to environmental sustainability, helping us develop a clear roadmap towards a more efficient, resilient and environmentally responsible estate.

This role offers the opportunity to make a lasting contribution to the future of our schools and communities. If you are an experienced estate professional with a passion for public service, strong leadership credentials and the ability to deliver strategic change across a complex organisation, we would be delighted to hear from you.

Thank you for considering joining WMAT. We look forward to receiving your application.



Louise Buckley
Interim CEO

Job Title	Director of Estates
Salary	WA10 £56,183 to £64,403 per annum *An allowance may be available for candidates with additional relevant Estates / Facilities or Project Management qualifications*
Hours	Full-Time 36 hours per week/52 weeks a year (flexible weekly working pattern)
Reports To	Chief Executive Officer
Start Date	ASAP
Closing Date for Applications	9am, Wednesday 16 December 2026 **We reserve the right to interview and appoint prior to the closing date should a suitable candidate be identified.**
Location	Trust-wide across all WMAT schools and offices. Trust offices are based at Weydon School and Tomlinscote School.

Job Purpose:

The Director of Estates will provide strategic and operational leadership for the management, development and sustainability of the Trust estate, ensuring that all buildings, grounds and infrastructure support the delivery of exceptional educational outcomes.

The postholder will lead the Trust's capital investment strategy and programme, including responsibility for the annual School Condition Allocation (SCA) process, capital planning, project prioritisation, procurement and delivery. They will ensure that Trust resources are targeted effectively to address condition needs, compliance requirements and strategic development priorities.

The Director of Estates will lead the development of the Trust's estate in line with the Department for Education's GEMS (Good Estate Management for Schools) guidance, working closely with Headteachers, School Business Leaders and Trustees to support Trust growth and create safe, sustainable and inspiring learning environments across all phases.

A particular focus of the role will be the provision of proactive estates leadership and support to the Trust's smaller primary schools, ensuring that they benefit from the same level of strategic expertise, planning and investment as larger settings.

The Director of Estates will also provide strategic leadership for health and safety across the Trust working with the Head of Health and Safety, ensuring that statutory compliance, risk management and safe working practices are embedded throughout all schools and central operations.

The Director of Estates will act as the Trust's principal adviser on property risk, capital investment and environmental sustainability, providing regular strategic reports and recommendations to the Trust Board and its committees to support informed decision-making and the long-term stewardship of the Trust's assets.

Key Responsibilities

Strategic Estates Leadership

- Develop and implement a Trust-wide Estates Strategy aligned with the Trust Development Plan and Trust Vision for all our schools / college to reflect outstanding learning environments.
- Lead the development and maintenance of long-term estate masterplans and school-specific estates development plans based on accurate evidence.
- Advise the CEO, Executive Team and Trustees on estate conditions, strategic investment priorities and emerging risks.
- Ensure that estate development supports educational improvement, pupil growth, curriculum needs and wider community use.
- Support Trust growth activity, including due diligence, acquisitions, transfers, expansions and school integration projects.
- Act as the Trust's lead professional adviser on estates matters

Capital Programme Leadership

- Lead the planning, prioritisation and delivery of the Trust's capital programmes
- Manage the annual School Condition Allocation (SCA) process from identification through to approval, delivery and post-project evaluation.
- Develop transparent frameworks for prioritising capital investment across the Trust.
- Prepare investment proposals, business cases and recommendations for Trustees and committees.
- Lead major capital projects including:
    - Building refurbishments
    - Condition improvement works
    - School expansions
    - New-build projects
    - Nursery developments
    - Specialist provision projects
- Ensure projects are delivered safely, on time, within budget and to high-quality standards which mirror the Trust's Estate's Vision.
- Oversee procurement, contract management and professional consultant appointments.
- Maximise value for money from all capital expenditure.

Estates Development Across Primary Schools

- Provide active support to the Trust's smaller primary schools in developing and delivering estates priorities.
- Work alongside Headteachers and school leaders to identify condition, compliance and development needs.
- Support schools in the production of realistic and affordable estates development plans.
- Ensure equitable access to estates expertise, procurement support and project management across all schools.
- Identify opportunities to secure external funding and additional capital investment.

Health and Safety Leadership

- Support strategic leadership for health and safety across the Trust.
- Work closely with the Head of Health and Safety to ensure compliance across all schools.
- Ensure that health and safety is embedded within all aspects of estate management and project delivery.
- Provide assurance that appropriate risk management arrangements are in place across all Trust schools and operations.
- Promote a culture of safety, compliance and continuous improvement.
- Support the investigation and management of significant incidents where required.

Estates Compliance and Risk Management

- Ensure full compliance with all statutory and regulatory requirements relating to the Trust estate.
- Working with the Head of Health and Safety, oversee efficient and cost-effective compliance arrangements relating to:
    - Fire safety
    - Asbestos management
    - Water hygiene
    - Gas safety
    - Electrical safety
    - Building safety
    - Legionella management
    - Health and safety legislation
- Ensure robust monitoring and assurance systems are maintained.
- Ensure compliance information is accurately recorded and reported.
- Lead responses to significant estate failures, emergencies or compliance risks.
- Maintain and review Trust-wide property risk registers and mitigation plans.

Financial and Resource Management

- Lead the development and management of estates revenue and capital budgets.
- Ensure effective stewardship of SCA and other capital funding streams.
- Develop long-term investment plans reflecting estate conditions and strategic priorities.
- Monitor expenditure and provide regular financial reporting in conjunction with the Trust Finance team specialists
- Ensure procurement processes deliver value for money and regulatory compliance.
- Advise Trustees on future capital liabilities and estate investment requirements.

Governance, Reporting and Assurance

- Act as the Trust's lead officer for estates governance, assurance and reporting.
- Provide regular reports to the Trust Board, Finance and Resources Committee and Executive Team.
- Report on:
    - Property risk and condition based on evidence
    - Capital programme delivery
    - Budget allocation and expenditure
    - Compliance performance
    - Health and safety assurance
    - SCA planning and delivery
    - Environmental sustainability performance
- Present recommendations regarding capital funding allocations and investment priorities.
- Produce annual estates assurance and strategic property reports for Trustees linked back to DFE GEMS guidance
- Ensure Trustees have clear visibility of estate risks, compliance performance and investment requirements.
- Support governance decision-making through the preparation of high-quality Board papers and business cases.

Environmental Sustainability and Net Zero

- Develop and implement the Trust's environmental sustainability strategy.
- Advise Trustees and Executive Leaders on environmental risks and opportunities.
- Lead initiatives to reduce carbon emissions, energy consumption and environmental impact.
- Embed sustainability principles within capital planning, procurement and project delivery.
- Monitor and report sustainability metrics and progress to the Trust Board.

- Identify and pursue external funding opportunities that support decarbonisation and sustainability objectives.
- Promote environmental awareness and sustainable practices across all Trust sites.

Leadership and Management

- Lead and develop the Trust's Estates and Health & Safety functions including Estates Managers networks and contributing to Business and Operations Leads networks.
- Provide strategic leadership to estates and compliance professionals across the Trust.
- Build effective relationships with Headteachers, School Business Leaders, Trustees and external partners.
- Manage consultants, architects, surveyors and contractors.
- Foster a culture of: developing and improving outstanding learning facilities across all schools / college; accountability; service excellence; innovation and continuous improvement.
- Ensure the Estates teams provide responsive, professional and customer-focused support to all schools.

WMAT

Person Specification

Essential Qualifications

- Desirable degree-level qualification or equivalent professional experience in Estates Management, Property, Construction, Surveying, Facilities Management or a related discipline.
- Evidence of continuing professional development relevant to estates management, safety and statutory compliance.

Desirable Qualifications

- Chartered professional status / professional qualification in a relevant discipline such as:
  - MRICS
  - MCIOB
  - IWFM Level 5/6
  - NEBOSH Diploma or equivalent
- Leadership or management qualification

Essential Experience

- Substantial experience of leading estates and facilities services across multiple sites in a complex organisation, with an understanding of the operational and safeguarding needs of schools.
- Experience of developing strategic estates plans / asset management plans and using condition, risk, educational need and whole-life costs to recommend capital investment priorities.
- Experience of overseeing capital and maintenance programmes, significant budgets, procurement and contractor performance, demonstrating value for money.
- Experience of providing assurance on estates compliance and premises security, including reviewing inspection evidence, challenging overdue actions and escalating significant risks.
- Experience of developing and delivering sustainability, energy-efficiency or decarbonisation improvements and measuring their impact.
- Experience of leading and developing teams through managers, setting service standards and holding others accountable for delivery.
- Ability to interpret estates, compliance and financial information and present clear recommendations and business cases to senior leaders, including the implications of delaying action.
- Experience leading health and safety, compliance or risk management functions.
- Experience presenting complex estates and risk information to Boards, Trustees or senior governance bodies.

Desirable Experience

- Experience working within the education sector.
- Experience within a Multi Academy Trust.
- Experience supporting both primary and secondary school estates.
- Experience of academy growth, expansion or school transfer projects.
- Experience managing sustainability or decarbonisation programmes.

Essential Knowledge

- School Condition Allocation (SCA) funding processes.
- Strategic asset management principles.
- Property risk management frameworks.
- Construction procurement and contract management.
- Estates compliance and statutory requirements.
- Health and safety legislation and best practice.
- Capital programme and project management methodologies.
- Governance reporting and assurance frameworks.

Desirable Knowledge

- DfE guidance relating to academy estates.
- Academy Trust Handbook requirements.
- Environmental sustainability and climate-related regulatory developments.

Skills and Competencies

- Strategic Leadership
    - Ability to provide clear strategic direction and leadership.
    - Able to think long-term while maintaining operational focus.
    - Strong decision-making and professional judgement.

- Communication and Influence
    - Excellent written and verbal communication skills.
    - Ability to communicate complex technical information to non-technical audiences.
    - Effective presenter at Board and Committee level.
    - Strong stakeholder management and influencing skills.
- Planning and Delivery
    - Outstanding project and programme management skills.
    - Ability to manage competing priorities and complex programmes of work.
    - Strong analytical and problem-solving capability.
- Strategic Risk Management
    - Ability to identify, evaluate and mitigate strategic estates and health and safety risks.
    - Demonstrates balanced judgement in managing operational, financial and compliance considerations.
- Personal Attributes
    - Collaborative and relationship focused.
    - Resilient and adaptable.
    - High levels of integrity and accountability.
    - Commercially aware and solution focused.
    - Committed to educational excellence and service improvement.

Key Success Measures
Within the first 12 months the postholder will have:

- Delivered the annual SCA programme successfully and within budget.
- Produced a refreshed Trust-wide Estates Strategy and Estates Development Plan framework.
- Established a transparent capital prioritisation and budget allocation process.
- Strengthened estates support arrangements for smaller primary schools.
- Maintained strong compliance and health and safety assurance across the Trust
- Delivered an annual Property Risk Report to Trustees.
- Established a Trust-wide sustainability roadmap and reporting framework.
- Achieved measurable improvements in estate condition, compliance assurance and stakeholder satisfaction.
- Ensured Trustees receive clear, timely and effective reporting on property risk, budget allocation, capital investment and environmental sustainability.

WMAT Benefits

- Up to 31 days annual leave plus Bank Holidays
- Membership of the LGPS pension scheme with employers' contribution 16.5% (LGPS)
- Hybrid working opportunities
- A flexible approach to working to promote fulfilling working opportunities with wider work life balance and personal commitments
- Access to rewards scheme offering savings with national retailers
- Interest free loans available through cycle to work scheme
- Health Cash Plan
- Additional 2-day wellbeing weekend in November
- Commitment to high-quality professional learning throughout your career
- Social events, refreshments
- Free onsite parking facilities

How to Apply

To apply for the position, please complete the Application form on SAMrecruit, which must contain information about your experience and details of two referees. As part of your application, please provide a personal statement of no more than one A4 page detailing how you feel you meet the criteria outlined in the Person Specification and Job Description.

Other Information

Weydon Multi Academy Trust (WMAT) takes the control and processing of employee data very seriously and is committed to acting in line with the GDPR regulations; please read the attached applicant privacy notice which explains how your data is processed.

We reserve the right to research applicants on social media platforms and the internet. The Trust may take this into consideration during the recruitment process. We welcome applications from all suitably qualified applicants. Disabled applicants who meet the minimum criteria will be invited for an interview.

WMAT is committed to safeguarding and promoting the welfare of all children and young people within our care and requires all staff and volunteers to share and demonstrate this commitment. Any future offer of employment remains subject to satisfactory pre-employment checks, including enhanced DBS clearance, a health check and references.

WMAT

Stronger together, transforming lives, creating memories which are celebrated for a lifetime