



Head of Estates

Information Pack



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Message from the CEO, Nicola Wells



I am delighted that you are considering joining the University of Winchester Academy Trust in the role of Head of Estates. This is an exciting opportunity for the right candidate to join me, our central team and the Trustees in the next stage of our Trust's growth and to build on our existing reputation as an innovative and creative learning environment.

The University of Winchester Academy Trust (UWinAT) is currently a family of 8 schools. Our Sponsor the University of Winchester is recognised for its outstanding practice in teacher training, and this supports our schools to develop excellent practice.

I have been involved with the Trust since 2017 long before our two brand new schools opened in 2020 and have a clear vision for our future development. Over the past 12 months we have welcomed another three schools into our family, and the central team now needs to expand and strengthen the delivery of outstanding back-office services to our schools.

Our Trust is an exciting and supportive place to work and we pride ourselves on offering career development opportunities to all.

To find out more about our Trust and our family of schools please visit our website [University of Winchester Academy Trust - Home](#)

If you feel you are the right person to join us on our journey as the new Head of Estates I would encourage you to contact me for an informal conversation and arrange to visit our Trust Offices based at Halterworth Primary School.

I look forward to hearing from you.

A handwritten signature in blue ink that reads "Nicola Wells".

Nicola Wells
CEO
University of Winchester Academy Trust
Email: CEO@uwinat.co.uk
Tel: 01794 512028 (Option 3)

Our Vision

To be a beacon of educational excellence, where curiosity is ignited, creativity is championed and character is formed – in every child, in every school, every day.



Our first brand new schools, Barton Farm and Stoneham Park opened in September 2020 and have successfully grown year on year. We have exciting plans including a current build project to expand our nursery at Barton Farm which will soon be moving to its own building within the school grounds. Our three Romsey primary schools of Awbridge, Wellow and Halterworth joined the Trust in December 2020 having already been working in close collaboration with each other and the

University. As a Trust of five schools, we were able to strengthen working relationships, develop our strategic direction and consolidate our governance structures.

It was always the Trustees' vision to grow the Trust in such a way so as not to negatively impact the quality of education or services and support provided to its schools.

Over the past 12 months the Trust has been joined by North Waltham Primary School, in May 2025 and by Droxford Junior and Orchard Infant Schools in November 2025. This brings the total number of pupils to just over 2000, with two successful preschool facilities and engaging and varied wraparound care programmes across our eight schools.

The success of all our schools is confirmed by Good or Outstanding Ofsted ratings. Our staff teams work incredibly hard to ensure that our pupils consistently outperform national educational benchmarks. We are also proud to support local schools in need through the DfE RISE support programme.

Our governance framework is key to good communication, collaboration and compliance and is supported by our Scheme of Delegation. We are very fortunate to have Trustees with a variety of exceptional skills which they bring to their voluntary roles with a united passion for improving the opportunities for pupils and the whole school community. Our Trust Board delegates certain duties to committees where Trustee expertise is targeted to support our senior leaders in the day-to-day management of Trust activities. Each School has its own Local Academy

Committee and key roles within each layer of governance meet to share information and knowledge.

Our estate provides a mixture of challenges with buildings that include classical Victorian village schools, traditional 60's and 70's builds and modern purpose-built properties. We are very fortunate that all our schools benefit from good outside spaces where children can enjoy both learning and recreational opportunities. Our forest school activities are a firm favourite in all our schools. We even have chickens and goats!

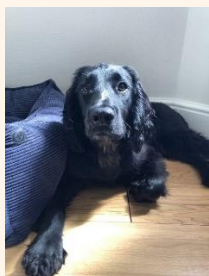
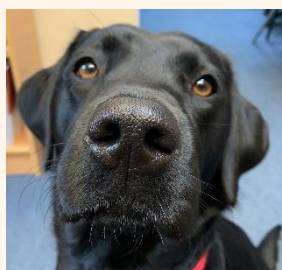


All our schools have a strong commitment to sustaining our environment. A number of our schools have achieved their Eco Schools Award and sustainability is woven into curricular and non-curricular activities right across the Trust. Climate action plans form a key part of the strategic priorities over the next few years.

Education finances are always a hot topic and the current climate is no exception. Our schools and parents work hard to boost school budgets in so many innovative ways allowing us to purchase those items which sit on the wish list rather than the essentials list. The central team focus on capitalising the economies of scale opportunities that being a multi academy trusts brings but this is an ongoing process. The next stage of growth of the Trust will be pivotal in embedding efficiencies, resourcing more effectively and increasing our capital income streams to support the creative learning both in and out of the classroom. The DfE emphasis on proactive and effective estates management is supported by the Estates Management Standards providing the framework to guide a more strategic approach to our work with schools.

And we can't ignore the amazing work our four-legged friends do supporting our more vulnerable pupils. Who could resist faces like these!

Luna, Paddy, Annie and Monty



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Why work for the Trust?



Working for UWinAT provides opportunities to:

- ✓ work as part of a multi academy trust which is large enough to effectively support our schools but small enough to know and care for them individually
- ✓ work for a Trust which takes staff wellbeing seriously
- ✓ work with supportive colleagues
- ✓ join the Local Government Pension Scheme (17 % and 50/50 option)
- ✓ work for a Trust that recognises continuous service with Local Authorities and other Academy Trusts
- ✓ take advantage of Cycle to Work scheme, eye care vouchers and flu jabs for all staff
- ✓ take part in both individual and trust wide CPD opportunities

[University of Winchester Academy Trust - UWinAT Support Staff Career Development](#)



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The Role

Head of Estates

Based in the trust Office at Halterworth Primary School

Full time – 37 hrs per week, 52 weeks per year

Salary – competitive based on experience

Due to our recent growth we are now in a position to offer an exciting new role within the central team supporting the Trust Estates Strategy in providing the very best environments for our pupils, staff and visitors. This post sits within the leadership structure of the central team working with Head of

Our Trust has grown steadily since 2020 when it opened with just two brand new schools. We now have eight academies based in and around Romsey, Winchester, Eastleigh and Southampton with a focus on primary and preschool education. Our unique relationship with the University of Winchester allows us to offer our children exciting, research led and creative ways to learn, whilst providing excellent professional development opportunities for our staff.



Our central team supports our family of schools across the functions of Finance, HR, Administration, SEND, Estates Management, Governance, Compliance and Health and Safety. We are a small team with one goal – to provide cost effective and efficient back-office services to our academies, supporting staff to deliver the very best outcomes for all our pupils.

We are looking for someone who can proactively lead our Estates Management functions providing strategic direction, oversight and support to our Trustees, CEO, School Leaders and Site Teams. The ability to identify and implement process improvements with a focus on automation and efficiency is key whilst understanding that behind every decision are real lives, families and communities. We need someone who can call upon their experience to ensure compliance, supporting the Trust in its future growth whilst prioritising the need to align more closely with the DfE Education Estates Strategy guidance.

Are you someone who has:

- Extensive experience in estate, property or asset management across a sizeable and diverse portfolio.
- A proven track record of successfully delivering capital and refurbishment projects.
- Excellent commercial awareness and experience of managing budgets, contracts and supplier performance.
- Strong analytical and problem-solving abilities, including experience of risk assessment and mitigation.
- Outstanding communication and stakeholder management skills, with the confidence to influence at all levels.

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- Relevant professional qualifications and technical expertise appropriate to the role
- The desire to be an integral part of the next chapter for UWinAT and be motivated by purpose and driven to make a meaningful difference in young people's lives

If so, we would welcome the opportunity for an informal and confidential conversation and invite you to visit us prior to application.

We can offer

- High-quality professional development and leadership support
- Local Government Pension Scheme (including 17.9% employer contribution and 50/50 option)
- Confidential wellbeing support services
- General annual leave, increasing with service
- The chance to work with amazing colleagues within a supportive team environment

We guarantee that no two days will be the same but every day will make a difference!

UNIVERSITY OF WINCHESTER ACADEMY TRUST JOB DESCRIPTION

Job Title:	Head of Estates
Location:	Based at Trust Offices, Halterworth Primary School, Romsey
Reporting To:	CEO
Hours:	37 hours per week, 52 weeks per year
Salary Range:	Grade G depending on experience

Main Purpose of Job:

1. To lead the implementation of the Estates strategy and to be responsible for the strategic leadership of the school's estate, facilities and operational services
2. To provide high-level professional estates advice and analytical support across the Trust, strengthening systems, compliance, assurance and commercial performance.
3. To enhance the effectiveness and consistency of the estates function by leading delegated strategic programmes including sustainability and climate action, asset management planning, contract management and income generation initiatives.
4. Assess the Trust and its schools' current levels against the Estates Management Competency framework (EMCF) with the aim of achieving level 4 as part of the estates strategic plan.
5. To line manage the Estates team supporting staff to carry out their duties effectively.
To attend Trustee meetings to report on estates matters including presentation of key performance indicators

Main Duties & Responsibilities

STRATEGIC ROLE

- Develop and implement the Trust Strategic Estates Management Plan by reviewing condition and compliance data, modelling financial implications, assessing risk and preparing

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structured, evidence-based recommendations to ensure the plan remains deliverable, compliant and financially sustainable. .

- Develop and maintain robust asset management plans across the trust, including condition survey programmes, lifecycle modelling, long term maintenance strategies and asset register accuracy.
- Maintain accurate documentation of all estates systems and services through structured record keeping, digital compliance platforms and regular internal audits.
- Lead the Trust's estates strategy by assisting in the evaluation of site and usage options and proposing creative and inspiring suggestions for improvements.
- To implement the estates strategy using physical development plans (AMP) directing the activities of staff, consultants, and contractors where appropriate for the execution of such plans and manage progress with regard to time, quality and cost.
- Working in conjunction with senior leaders ensure the long term maintenance plans support the educational needs of pupils and are implemented in a timely and cost effective manner.
- To develop strong and positive working relationships with school staff to maximise the potential of the estate and its development.
- Working with Head of Business & Finance to identify effective use of capital funding, identifying priorities and project managing bids (CIF, UCS,) all works and completion of appropriate reporting via the CIF portal within agreed deadlines.
- Lead on the delivery of any building improvement projects, taking part in on-site surveys, liaising with architects and drawing up proposals as required.

MANAGEMENT OF SYSTEMS

- Oversee the Estates helpdesk (IAM Compliant) ensuring efficient deployment of resources. Use performance data to identify trends, improve response times, and report on departmental KPIs to Senior Leadership.

HEALTH AND SAFETY, SECURITY AND COMPLIANCE

- Work with R W Safety Solutions to support senior leaders in ensuring all buildings comply with health and safety regulations.
- Working with school administrators implement and monitor compliance with servicing schedules, scrutinizing contractor certification and undertaking sample audit across academies.
- Working with Health and Safety administrator ensure statutory and non-statutory inspections are tracked, completed on time and evidenced appropriately via IAM Compliant. Eg, legionella testing, PAT testing, fire safety checks
- Analyse compliance data and trends to identify systemic risks or recurring issues, proposing corrective actions.
- Escalate complex, high-risk or cross-trust compliance concerns to the CEO with clear recommendations.
- Contribute to internal and external audit preparation and follow-up actions.
- To ensure all risk assessments for estates based activities are in place and reviewed regularly
- Ensure risk assessments for fire, legionella and asbestos are carried out in accordance with statutory requirements and that action points are followed up and implemented appropriately.

- To ensure that all electrical installations comply with the regulations and that periodic testing is completed to schedule and within regulated timeframes, liaising with Trust Health and Safety administrator to arrange 5 yearly testing.
- To oversee the maintenance of Asbestos Registers ensuring schools comply with all health and safety and ISI regulations relating to asbestos.
- Oversee the implementation of required actions highlighted by Health and Safety Administrator following near miss and accident monitoring.

PROCUREMENT AND CONTRACT MANAGEMENT

- Lead the effective management and performance monitoring of centrally procured estates contracts by establishing structured contract management frameworks, developing clear service level agreements, defining key performance indicators and implementing regular performance reporting cycles.
- Monitor contractor performance through scheduled review meetings, structured agenda setting, scrutiny of performance dashboards, compliance certification checks, analysis of service records, financial reconciliation and documented follow-up action to ensure accountability and continuous improvement.
- Maintain accurate and comprehensive records of estates-related contracts, including scope, value, duration, renewal dates, insurances, warranties, statutory responsibilities and variation history, ensuring effective record keeping and proactive renewal planning in line with the trust's central procurement processes.
- Work collaboratively with the Head of Business and Finance and CEO by contributing to tender specifications, participating in evaluation panels, supporting due diligence checks, benchmarking costs against sector comparators and ensuring full compliance with public sector procurement regulations and trust Financial Procedures.
- Review and analyse contract expenditure against budgets by interrogating invoices, validating variations, assessing lifecycle implications and identifying opportunities for efficiency or cost avoidance.
- Undertake site visits and sample audits across academies to verify that contracted services are delivered to specification
- Identify performance risks, service gaps or emerging contractual issues through trend analysis, stakeholder feedback and compliance monitoring, escalating concerns to the Head of Business and Finance or CEO with structured options and evidence-based recommendations.
- Support academy leaders and site teams in understanding contractual scopes and escalation routes by providing written guidance, briefing sessions and practical advice to promote consistency, reduce duplication and strengthen operational confidence.
- Working with school administrators and site teams to ensure contractors comply with Trust H & S procedures and that appropriate checks have been completed prior to work commencement.
- Oversee the following contracts within schools to ensure high-quality delivery of service.
 - Cleaning
 - Grounds Maintenance

- Waste Management including Hygiene (Suez, Initial)
- Term contractors (Corrigenda)
- Utilities
- H & S Consultants
- Ensure all utilities provision, including water, gas, electricity and oil is effectively managed and that usage minimises wastage.
- Ensure boilers, lifts, air-conditioning, ventilation and mechanical equipment is maintained, insured and replaced when necessary
- Identify operational efficiencies across the Trust including identification of sustainable options.

SUSTAINABILITY AND CLIMATE ACTION

- Lead on the implementation of the trust's Sustainability Strategy and Climate Action Plan by developing delivery roadmaps, setting measurable targets and reporting progress to senior leadership.
- Prepare or coordinate applications for external funding streams (e.g. decarbonisation grants), including gathering technical information, costings and supporting evidence.
- Promote and implement sustainable practices across the estate by establishing environmental performance metrics, analysing utility and waste data, identifying reduction targets, embedding sustainability requirements into maintenance and procurement processes, supporting staff engagement initiatives, and reporting progress against agreed environmental objectives.

OTHER DUTIES

- Line management of Estates teams liaising with senior leaders on the day to day management of behaviours and attitudes of team members, enabling the team to be a respected and high performing part of the Trust. Conduct high-quality appraisals, identifying training needs and mentoring staff to reach their full potential.
- Support the work of Head of Business and Finance, CEO or other consultants during the process of due diligence and onboarding of new schools into the Trust.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Trust senior leadership team.
- Be fully aware of and understand the implications of safeguarding children and young people as this applies to the role within the organisation.

PERSON SPECIFICATION

Head of Estates

Candidates should ensure that they meet the essential criteria for qualifications, experience and supporting evidence.

Educational and Professional Qualifications	Essential/ Desirable	Assessment
GCSE Grade C or above in English & Maths (or equivalent)	E	A
Professional qualification in Facilities Management (IWFM) or Health and Safety (IOSH/NEBOSH)	E	A
Certificates in training in relevant Health and Safety procedures such as COSHH, Fire Safety, Working at Height, Manual Handling	E	A
Full UK Driving licence and own transport	E	A
Evidence of continuous professional development	E	A
Experience		
Experience of operational and facilities management within the education sector	E	A I
Experience of leading a team and able to handle difficult conversations	E	A I R
Experience of working effectively with staff and management levels	E	A I
Experience of liaising effectively with building users, external consultants, and external contractors	E	A
Experience of strategic facilities management across multiple sites	E	A I
Experience of management resources, budgets, and contracts	E	
Experience of working within a Multi Academy Trust or complex educational setting	D	A I
Knowledge		
Extensive knowledge of relevant Health and Safety legislation/regulations with proven ability to manage and monitor	E	A I
Knowledge of Microsoft Office applications and other IT packages including facilities management software	E	A I
Skills and Personal Attributes		
Excellent organisational skills with an ability to plan, prioritise and meet deadlines	E	A I
Excellent interpersonal skills	E	A I
Ability to establish, maintain, manage, and monitor the legal and regulatory records required for school facilities	E	A I R
Excellent oral and written communication skills at all levels	E	A I
Ability to be proactive in identifying and attending to any deficiencies in the trust estate	D	A I R

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High degree of personal drive and motivation and dedication to professional development	E	A I
Ability to work calmly under pressure and multitask	E	A I
Willing to be flexible and work outside of normal working hours as required	D	A I
Ability to work effectively under own initiative as well as working as part of a team	E	A I
Ability to work across multiple sites, including travel to schools	E	A I
Committed to keeping abreast of best practice	E	A I
Commitment to safeguarding and promoting the welfare of all	E	A I

Assessment: A- Application I- Interview R -References



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How to Apply

Closing date for applications: 1700hrs, Thursday 10th September although we reserve the right to close earlier if we receive sufficient suitable applications.

Visit the Trust:

For an informal conversation about the post or to arrange to visit our Trust Offices please contact Nicola Wells, CEO by email on ceo@uwinat.co.uk or by telephone on 01794 512028 (Option 3)

Application Procedure:

Applications should be submitted on UWinAT application forms, individual CV's will not be accepted. If you currently work in a school or Trust, please ensure one of your references is from your current Headteacher/CEO. Application forms and further information about the Trust and its schools can be found on the UWinAT website:

[University of Winchester Academy Trust - Trust vacancies](#)

Completed application forms should be returned by the closing date to HR@uwinat.co.uk

Artificial Intelligence (AI) tools

We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

- AI generated applications can often be generic and impersonal, which may not accurately reflect your qualifications, skills and experiences
- AI generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged and interested
- Ensure the information provided genuinely represents your own voice and experience
- You must not provide false or misleading information
- If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

Safer Recruitment Statement

The University of Winchester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflects this commitment. Candidates that are shortlisted will be subject to an online check. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates.

Interviews: To be held w/c 14th September 2026

Start date: As soon as possible



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