



Job Application Pack

Estates Officer



37 hours per week, all year round

Salary: Djanogly Learning Trust Support Staff Pay Scale 46 – 51

£27,317 - £29,269 FTE per annum

Closing Date: 9am, Monday 24 January 2022

Interview Date: Week commencing Monday 31 January 2022

Welcome from the Chief Exec



Dear Candidate

Thank you for showing an interest in joining our team at Djanogly Learning Trust. We have a simple shared mission here at Djanogly – to make a difference to the lives of our children and their families.

Children at our established academies are leaving well prepared for the next stage in their learning. End of key stage achievements are in line, above or rapidly catching up with national averages. Children make great progress in our academies, both in terms of academic achievement and in their development as future citizens. Our children are engaged and keen to learn, they are polite and supportive towards each other. Visitors to our academies always comment on the warm welcome and the calm atmosphere.

Where newer academies have joined our Djanogly family it's because they share our commitment to our children and communities as well as our drive to be the best we can be.

As professionals, we know that this doesn't happen by accident. We are committed to providing high quality support to all our staff, whatever their role. Our continuous professional development strategy is called 'Journey to Excellence' and through this, we ensure that everyone has opportunities that are unique to them.

A recent Ofsted at one of our primary schools states:

"The journey to excellence ethos permeates all aspects of the school...Staff are extremely positive about this approach and said that it helped them to improve"

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team. We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards



Liz Anderson
CEO
Djanogly Learning Trust

Application Details

The role of the Estates Officer is to provide full administrative support to our Senior Estates Officer and Executive Lead. Reporting to and working within the trust team you will assist with providing health and safety advice and guidance to improve the outcome of our academies.

You will be part of a skilled team, who are looking for a highly organised and motivated individual, who can deliver essential support for all administrative processes, which enhance the function of ensuring all our academies are compliant, safe and offer a good environment for the education of all our pupils.

In return we offer an ambitious individual the prospect of developing and enhancing your skills within our Journey to Excellence pathway. We believe every member of our team are on individual professional journeys and support this with your own professional development plan. We are also able to offer flexible working patterns, with some office based and at home working possibilities.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Hayley Wheat, which clearly demonstrates your suitability for this role. Applications can be submitted via email to hr@djanogly.org with "**Estates Officer**" in the subject line, or by post, for the attention of The HR Team, to the following address:

Djanogly Learning Trust, Sherwood Rise, New Basford, Nottingham, NG7 7AR

Application forms

This job pack can be found electronically at <https://www.djanogly.org/working-for-us/>. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application form arrives by, **9am Monday 24 January 2022**

Interview

Interviews for the role will take place **week commencing, Monday 31 January 2022**

General Data Protection Regulation

Our privacy notice can be found at www.djanogly.org/privacy-notice.

Safeguarding and Child Protection

Djanogly Learning Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. All new staff with the Trust will be subject to an enhanced DBS check and all other safeguarding requirements in accordance with DfE legislation.

Senior leaders are all accredited Designated Safeguarding Leads who staff should refer any safeguarding concerns to straight away. All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

Equal Opportunities

Djanogly Learning Trust welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

Djanogly Learning Trust Job Description

Djanogly Learning Trust Vision

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

Job title	Estates Officer
Hours and weeks	Full-time, all year round

Djanogly Values

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

- Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
- Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
- Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

Djanogly Behaviours

Employees will demonstrate their professionalism and promote a positive culture by:

- Behaving in a professional manner at all times
- Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
- Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
- Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
- Starting and ending the day with the same emotional constancy with every interaction.

Job Purpose:

Assist the Senior Estates Officer in their role to proactively support the academies by providing estates and health & safety (H&S) advice and guidance to improve the outcomes in our schools.
Support on estates related projects.
As part of the estates team, act as a central point of advice and guidance on all elements of estates practice to the Academy Leaders

Job Responsibilities:

Strategic Support

- Work with the Senior Estates Officer to contribute to the Trusts estates service in accordance with the strategic direction set down by the Trustees, the CEO and the Strategic Executive Team (SET).
- Provide accurate and up to date information to the Senior Estates Officer to enable them to provide reports to SET and Academy Leaders as required
- Support due diligence processes as required.
- Ensure that all activities are legal and meet government and academy requirements

Buildings and facilities

- Administer and complete the cycle of returns and audits, gathering data from academies, capturing actions identified, maintaining assurance tracker and following up with academies for confirmation of completion to ensure that all areas are legally compliant and adhering to Trust practice
- Ensure the data integrity in estates and H&S records to support the production of accurate data and statistical analysis reports.
- Support all aspects of estates administration
- Maintain central records relating to the Trust building and facilities
- Ensure our customers in the academies are treated in accordance with positive trust standards and provide an approachable and open service to staff
- Work with the Senior Estates Officer and site teams to ensure that all pupils, staff and visitors have a safe environment in order to succeed and prosper.
- Proactively support site teams by providing timely and practical advice on estates policies and procedures to ensure positive outcomes for children through the environment provided.
- Lead on commissioning and administration of energy, condition or similar surveys as necessary across the estate, under the direction of the Senior Estates Officer
- Maintain the estates diary, and administer the annual 'programme of activity', including gathering and interpreting data from academies to support future planning
- Support the Senior Estates Officer by attending the termly estates meeting with academies, taking the lead at nominated academies to provide guidance, support and, where appropriate, challenge
- Under the direction of the Senior Estates Officer support and deliver projects across the primary academies; ensuring value for money and timely delivery, as well as insisting on safe working methods by contractors on site
- Work with external partners to ensure successful delivery of projects.

Health & Safety

- Support Senior Estates Officer to annually review documentation provided to academies to ensure health and safety compliance and management
- Support the Senior Estates Officer to produce and maintain risk assessment templates, supporting colleagues to complete them as required.
- Proactively support Academy Leaders by providing timely and practical advice on health and safety procedures
- Provide the Senior Estates Officer with reports from the Trust's H&S reporting system in order that they can identify any repeating patterns that give cause for concern and require further investigation/action
- Support H&S investigations, providing accurate and timely reporting to SET and Academy Leaders

- Ensure that H&S records relating to Trust Health and Safety are collated, reviewing input from academies
- Support with organisation of H&S related training eg. First Aid and Fire Extinguisher etc
- Liaise with HR assistant to ensure that relevant iHasco courses are booked and completed for site staff
- Proactively support in audit process to ensure that all areas are legally compliant and adhering to Trust practice
- Set up and Support on the School Improvement Service (SIS) Committee meetings

Finance

- Support the Senior Estates Officer to collate contract spend and benchmark data across academies, in order to look for and deliver on cost saving and efficiency opportunities
- Administer the tendering process for projects, where required, under the direction of the Senior Estates Officer and in collaboration with finance colleagues
- Assist with raising orders on behalf of the estates team when needed

Support for Staff

- Contribute to the review and updating of all estates related policies.
- Ensure effective communication across academy site teams – acting as central point of contact.
- Support the site teams at academies to ensure they have the knowledge, understanding and skills to be fully compliant with trust processes and legal requirements

Djanogly Learning Trust General Requirements:

Policies and procedures

You will comply with all policies and procedures at all times which include:

- ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
- ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
- ensuring you comply with the Trust's Staff Behaviour policy, including outside of work where applicable.

Professional Development

- You are required to undertake professional development as part of your job description. This includes contributing to regular 'check ins' and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the Executive Headteacher – Estates & Risk or the CEO.

Djanogly Learning Trust Person Specification

In order to be considered for interview all essential criteria must be met.

JOB TITLE	Estates Officer		
Requirements	Essential	Desirable	Short listing criteria
Qualifications			
Education to A Level or equivalent	X		X
Qualifications in estates/H&S/project management		X	
Experience			
Demonstrable experience of estates generalist role in a similar type environment	X		X
Experience of delivery estates or H&S service	X		X
Project delivery		X	
Skills & Experience			
Good organisational skills and attention to detail	X		
Microsoft Office skills and admin experience	X		X
Good numerical skills	X		
Ability to compose and write reports with good grammatical and accurate English	X		X
Personal Qualities - Other			
Enthusiastic and positive attitude	X		
Ability to multi-task and prioritise	X		
Have an interest in estates and H&S issues	X		X
Ability to communicate to all levels of staff	X		
Team player	X		
Hands-on problem solver	X		
Willing to learn and progress	X		
Customer orientated	X		
Personal Qualities			
Belief in the values and behaviours of DLT	X		
Evidence of continuing professional development	X		
Commitment to equal opportunities and diversity in the performance of duties	X		

Overview of the Trust

Djanogly Learning Trust is a dynamic Multi Academy Trust based in the East Midlands. Our Trust group is committed to providing high quality education for all our children, regardless of their backgrounds. Our track record demonstrates our ability to deliver on our core purpose; achievement for every child. Our portfolio of schools serve a range of communities, all have their challenges but all are fully inclusive and firmly believe that where a child starts out in life should not determine what they can achieve in their lives.

Our values are central to the strong, positive ethos that we share throughout our family of schools. This approach focusses on securing success for all our learners and providing them with the very best life opportunities. We believe nothing is more important than making a difference for our children.

We are proud to bear the name of our founding sponsor Sir Harry Djanogly. Sir Harry is a great supporter of education and the arts, his textile business was based in the East Midlands and he remains committed to the region despite now living in the capital.

Our Vision and Ethos

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

Innovation

We believe it's vital to look for new and creative approaches in order to maintain our ongoing commitment to improving our teaching and learning provision. We strive tirelessly to achieve the best, are not afraid to take risks and are never complacent. All of our staff are actively encouraged to look for improved ways of working and to promote an atmosphere of trust.

Resilience

We believe it's crucial for both children and adults to develop a strong sense of self in order to succeed in challenging times. Our mission is to ensure that our children and staff have the independence to work things out for themselves, the confidence to ask for help when they need it and the courage to never give up.

Excellence

We believe that everyone deserves to experience excellence. Our organisation is ambitious and we endeavour to support all our children and staff to reach their full potential. We commit to delivering high quality professional support at all levels as part of our journey to excellence. By providing this excellence in teaching and learning, we ensure that all our children have the necessary knowledge and skills to succeed.

Achievement

Learning is at the very heart of everything we do. We believe that academic success provides the foundation that allows all children the opportunities to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support, a range of services are available to ensure every child's success, whatever their individual educational needs.

Djanogly City Academy



Originally one of the first City Technology Colleges in the country, DCA is a 7-form entry secondary school in Nottingham. It is based across two sites 5 minutes apart; Sherwood Rise site for years 7 and 11 and Gregory Boulevard site in Hyson Green for years 8-9-10. We plan to extend our post-16 provision from September 2023. Judged 'Good' by Ofsted in 2018, our scholars make significantly better progress than national average.

Djanogly Northgate Academy

Northgate is a 2-form entry primary school in New Basford, Nottingham and a founding member of Djanogly Learning Trust in 2011. A popular and over-subscribed school where everyone is valued, they have been judged consistently 'Good' since 2009.



Djanogly Strelley Academy



Strelley is a 2-form entry primary based to the north of Nottingham. It has gained a strong reputation locally for its support for some of our most vulnerable children and their families. It was judged 'Good' in 2017 and strives to be a school where everyone is recognised, welcomed and respected.

Djanogly Sherwood Academy

Sherwood shares our Sherwood Rise site with Djanogly City Academy. It is a 2-form entry primary with provision for children from 2 to 11 years. It was established in 2014 to provide high quality education provision for the growing local community. Judged 'Good' in 2018 in partnership with Northgate it has strong support from its diverse community where everyone belongs.



Springfield Academy



Springfield is a single form entry primary in Bulwell, north Nottingham. The school moved to a fantastic new building in 2017, with improved resources and environment for all the children and particularly the youngest. Springfield knows that success comes through cooperation; we do better working together.

Langley Mill Academy

Langley Mill is a 3-form entry junior school in Langley Mill, Derbyshire. It has recently expanded from 2-form entry to cope with a rising demand for places at this popular community school. Langley Mill's motto is 'Live Laugh Learn' and they do plenty of all three.



Laceyfields Academy



Laceyfields is a small infant school in Langley Mill, catering children from 3 to 7 years. They joined the Trust in 2019 to ensure that their children could benefit from being part of something bigger. This has helped them to provide an even broader range of opportunities to achieve their ambition to 'Help Little Minds Grow'.

Kensington Junior Academy

Kensington is a 2-form entry junior school in Ilkeston, Derbyshire. They actively promote a culture where children care for themselves and each other, for their school and their community, and where they can develop as happy, responsible and self-disciplined members of society.

