



Victoria
ACADEMIES TRUST

Deputy Head of Estates
Victoria Academies Trust

Recruitment Pack

Full Time and Permanent

Pay scale: NJC20 - NJC 24 (£32,597 to £35,412)

NJC15 – NJC20 (£30,024 to £32,597)

#BeTheBestYouCanBe

Welcome From the CEO

Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary only trust based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have eleven schools open; ten mainstream and one special school.

Victoria Academies Trust was set up in 2014 up with the sole aim 'to make our people the best they can be'. We are passionate about making a difference to the lives of our pupils,

families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of Trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the

future. This ensures that our schools are on a continual journey to the be best they can be. We currently educate over 3200 pupils across

the primary age range, and employ over 500 colleagues across our schools and in our Trust Central Team.

We may be ten schools, but our vision and values run through our Trust and we truly as a family, united in our ambition for our people 'To Be The Best They Can Be'.

The opportunity:

We are looking to appoint a Deputy Head of Estates into a newly created role.

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://victoriaacademiestrust.org)

We are committed to flexible working and are happy to have discussions with prospective candidates.



Sharron Philpot

CEO

Victoria Academies Trust



About Us

Our

Mission

Our mission is our reason for being - it is simply: to make our people the best they can be.

Our people are our colleagues, our pupils, our governors and our school communities – we work with and empower our people to be the best they can be.

Our

Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



Curiosity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

What we can offer you

Joining the Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- Access to over 100 tailored CPD courses through a mix of flexible webinars and online or face to face opportunities
- Opportunities to network with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust - teaching and non-teaching



Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, access to Doctor, Nurse and Physio support, online wellbeing and exercise sessions, discounts on gym membership, cycle to work scheme and lifestyle voucher scheme
- Paid expenses in line with HMRC guidance – and access to free parking on site at our schools
- **Dedicated technology** – To enable to to fulfil your role effectively
- Dedicated shared working spaces allowing colleagues to collaborate and work in way that suits them
- Generous holiday allowance – many of our roles are term time only contracts



Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events

We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.

If you're ready to make a significant impact and grow with us, we would love to welcome you to our team

Our Schools, Our Journey



2012

Victoria Park
Primary becomes
Victoria Park
Academy



2014

Victoria
Academies Trust
founded



2014

Rowley Park
Academy,
Staffordshire join
as first sponsor
school



2014

Devonshire
Infant and Junior
Academies,
Sandwell join as
converter



2017

Birchen Coppice
Academy,
Worcestershire
join as a sponsor
academy



2016

Fibbersley Park
Academy, Walsall
join as a sponsor
academy



2015

Northfield
Manor Academy,
Birmingham join
as a converter
academy



2018

Foley Park
Academy,
Worcestershire
join as a converter
academy



2019

Poppyfield
Academy,
Staffordshire
opens as our first
Free School



2022

Elm Tree
Academy,
Sandwell opens
as our first SEND
Free School



2025

Whitehall
Nursery & Infant
Academy join as
converter school
2025





Role Overview

Deputy Head of Estates

Victoria Academies Trust is looking to appoint a Deputy Head of Estates into a newly created role. The Deputy Head of Estates will play a vital role within the Trust. Under the direction of the Head of Estates, along with the support of each academy's site team, the Deputy Head of Estates is responsible for the management and support of each academy's premises, including: management and administration, contracts and procurement, services, maintenance, repairs, security and fire, porterage, cleaning and hygiene, site development, Health & Safety and compliance.

The role would suit an ambitious individual who strives to expand their knowledge and experience.

We are seeking someone with a meticulous eye for detail and a tenacious approach with a background in maintenance, health and safety or facilities management.

For an informal discussion or request an application pack please contact Chris Masters: Chris.Masters@victrust.org

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure and training.

Closing Date: 17 December 2025

Shortlisting Date: 18 December 2025

Interview Date: 7 January 2026





Job Description

Responsibilities of the role

Deputy Head of Estates – Victoria Academies Trust

Position profile

Job title: Deputy Head of Estates

Line Manager: Head of Estates

Salary: NJC20 - NJC 24 (£32,597 to £35,412)
NJC15 - NJC20 (£30,024 to £32,597)

Hours: 37 hours per week – 52.143 weeks per year

Annual leave: 29 days annual leave (34 days after 5 years' continuous service)

Purpose of the role

The Deputy Head of Estates will play a vital role within the Trust. Under the direction of the Head of Estates, along with the support of each academy's site team, the Deputy Head of Estates is responsible for the management and support of each academy's premises, including: management and administration, contracts and procurement, services, maintenance, repairs, security and fire, portage, cleaning and hygiene, site development, Health & Safety and compliance.

Responsibilities of the role

1. Management and Administration

- Involvement in the recruitment and selection process of caretakers (as required)
- Support with the induction, probation and ongoing training of caretakers
- Support with task management for caretakers
- Maintain and monitor appropriate compliance records, ensuring that the academies are compliant, or remediation actions agreed
- Maintain and monitor management compliance system
- Maintain and monitor the Trust's training matrix
- Assist in collating data on compliance status for the Trust's risk register
- Complete any required purchase orders, ensuring the appropriate budget is used
- Ensure invoices for building-related services and resources are paid on time

Job Description

Responsibilities of the role

Deputy Head of Estates Victoria Academies Trust

1. Management and Administration (cont.)
 - Obtain an appropriate number of quotations for Headteachers' review
 - Maintain records of each academy's building and its development needs
 - Attend meetings with key stakeholders as required
 - Administration duties (submitting insurance claims, finance duties, filing, communication, etc.)
 - Support in the day-to-day management of the cleaning contract (Trust contract)
 - Complete any actions related to external Health & Safety advice
 - Liaise with Trust's insurance, either new or existing claims
2. Health & Safety and Compliance
 - Assist in managing contracts, contractors and/or ensure checks are carried out in line with the Trust's needs
 - Ensure the inspection, testing and logging of academy compliance as per the Trust's guidance
 - Examples include, but are not limited to:
 - Fire alarm checks
 - Fire extinguishers
 - Fire sprinklers
 - Fire call points and green boxes
 - Perimeter checks
 - Playground equipment
 - Emergency lighting
 - Water flushing
 - Gas & electrical soundness checks (as required)
 - Assist each academy with accident investigation and reporting to RIDDOR (as required)
3. Services, Maintenance and Repairs
 - Ensure all defects are actioned with the support of appropriate caretaker(s)
 - Ensure all academies are maintained at appropriate temperatures (as required)
 - Support each academy so that lighting is well maintained

Job Description

Responsibilities of the role

Deputy Head of Estates – Victoria Academies Trust

3. Services, Maintenance and Repairs (cont.)

- Requirement to work at heights (e.g., in multipurpose hall, dining rooms, stairwells, etc.)
- Ensure onsite contractors are competent and appropriate for working in an academy environment
- Advise academies on ways to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages
- Advise academies on ways to keep gullies, drains, etc, free from debris and ensuring the site and grounds are litter-free
- Advise academies on keeping site access free regarding 'access and egress', e.g., clearing snow, gritting, blocked gates, doors, etc
- Advise on the academy premises development
- Report emergencies in the case of faults with gas, electric and water supply with the service supplier and inform the Headteacher (as appropriate)
- Liaise with contractors for booking in services and show contractors around each site
- Liaise with contractors attending the site, being aware of their impact on those using the premises
- Obtain quotations to ensure the academy receives the best value for money
- Support the Trust or Headteacher in appointing new contractors

4. Security and Fire

- Support each academy in ensuring that the securing and unlocking of the building takes place each day, and academy access is available in line with the academy's needs (as required)
- Advise on wider security issues
- Operate alarm and fire system (as required)
- Ensure all security and fire equipment and services remain fully functional and are fit for purpose
- Support academies with intruder and fire emergency call-outs
- Knowledge of each academy's CCTV and security
- Knowledge of each academy's door access and issues with fobs / ID cards
- Assist the Headteacher with the fire evacuation procedures and policy

Job Description

Responsibilities of the role

Deputy Head of Estates – Victoria Academies Trust

5. Site Development
 - Help collate data on site development priorities for each Headteacher's review
 - Work with contractors when mobilising minor and large-scale projects
6. Cleaning and Hygiene
 - Work with the Trust's cleaning contractor to ensure staff sickness is covered so that downtime does not affect cleaning quality
 - Assist the Head of Estates with the allocated budget when purchasing any cleaning materials, additional support, resources, consumables, or equipment
 - Work with the cleaning contractors to maintain high cleaning standards
 - Support the Trust in procuring contracts and resources (as required)
7. General
 - Undertake relevant training to ensure skills and requirements of the role are up to date
 - Attend any relevant health and safety training
 - Promote and enforce the Trust's Health & Safety policy
 - Promote and enforce the Trust's Equal Opportunities policy
 - Promote and enforce the Trust's Safeguarding policy
 - Deputise in the absence of Head of Estates
 - Any other duties commensurate with the nature and grading of the post

Note

This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher with the postholder.

Person Specification

Deputy Head of Estates

We are seeking a highly skilled and experienced individual to take on the role of Deputy Head of Estates. The ideal candidate will be a proactive, detail-oriented and reliable professional, with a proven track record of managing multi-site premises.

Qualifications and Experience	<ul style="list-style-type: none">•Literacy and Numeracy: Strong foundational skills in literacy and numeracy•IT Competence: Must be an advanced user of Microsoft Office Suite (Word, Excel, OneNote) and confident with email communication•Health and Safety: IOSH certified with a comprehensive understanding of health and safety protocols, including the ability to conduct checks and maintain meticulous records•Site Management: Extensive senior-level experience in managing and maintaining multiple buildings, ideally within an educational or similar multi-premises environment•Technical Expertise: In-depth technical knowledge of security systems, fire systems and mechanical engineering•Practical Skills: Proficient in performing a wide range of general repairs without supervision and experienced in using commercial cleaning and site maintenance equipment
Key Skills and Attributes	<ul style="list-style-type: none">•Leadership and Mentoring: A natural leader with the ability to effectively train and mentor staff on systems and processes•Self-Management: Highly organised with a demonstrated ability to manage own workload effectively, prioritise competing demands and consistently meet deadlines•Initiative: A proactive and innovative problem-solver who can work autonomously and use initiative to get the job done•Communication: Excellent interpersonal and communication skills, with a collaborative spirit and the ability to work effectively as part of a team•Physical Dexterity: Capable of performing physical tasks, including the safe and correct lifting and carrying of items

Person Specification

Personal Characteristics	<p>Dedication: A conscientious, diligent and detail-oriented professional with a strong work ethic</p> <p>Commitment: Reliable, trustworthy and loyal, with a willingness to "do what it takes" to uphold the Trust's values</p>
Operational Requirements	<ul style="list-style-type: none">•Flexibility: Willing to work outside of standard hours as required•Mobility: A valid driver's license and access to a car are essential for travelling between regional sites•Continuous Improvement: A commitment to ongoing professional development, including attending relevant training courses to stay current with best practices in site management, cleaning, caretaking, and health and safety
Additional Information	<ul style="list-style-type: none">•This role is subject to a satisfactory enhanced DBS check•Regular attendance at safeguarding training is a mandatory requirement

*Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.



Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [**VAT-Flexible-Working-Policy-v1.0-.pdf \(victoriaacademiestrust.org\)**](#)



Victoria Academies Trust

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