

Job Description

Deputy Estates Manager

Job Purpose

When joining the Frontier Learning Trust, the Deputy Estates Manager will form part of a close-knit working community and will be responsible for supporting the Trust's aims and ethos.

The Deputy Estates Manager supports the Estates Manager in ensuring the Trust's sites are safe, compliant, welcoming, and well maintained. The post holder will provide day-to-day leadership of the caretaking team and play a key operational role in planned and reactive maintenance, compliance activity, and event and exam set-ups.

Reporting to the Estates Manager, the Deputy Estates Manager will ensure caretaking duties and contractor works are delivered efficiently, to a high standard, and in line with statutory requirements. The role has a strong "hands-on" element and requires flexibility to work alongside the team to support the Trust's educational provision, lettings programme, and wider community use of the site.

The working hours are 36 hours per week. The actual starting and finishing times will vary from time-to-time to facilitate staff cover within the team. This will require the post holder to work on a shift rota incorporating early mornings, day shifts and evening work. These shifts cover the period between 6.00 am and 8.00 pm. The Deputy Estates Manager will also be required to work on one Saturday per year for the Woodhouse College Open Day, for which TOIL will be provided.

The Frontier Learning Trust

Frontier Learning Trust is a small Academy Trust comprising of two 16-19 academies, Woodhouse College and Imperial Maths School. Woodhouse College is a well-established high performing sixth form with 1500 students. The Imperial Maths School, a specialist sixth form, opened in September 2023. The Maths school currently has 126 students and is based in temporary classrooms on the Woodhouse College site. Woodhouse College is based on a large site, with a mixture of historic and more modern buildings. The Trust is about to enter an exciting period of new building and improvement across the site; the DfE are building a new building for the Maths school on the back of the College site, the College is expected to start building a new student study centre on the site of the old caretakers house and the College has two large CIF projects which will start in 2026 to improve the current infrastructure across the site.

Key Responsibilities

Line Management

- Manage the caretaking team to ensure that day-to-day operations run smoothly ensuring effective deployment of staff and resources.
- Conduct annual appraisals, identify training and development needs, and support the team to deliver a high-quality service.
- Oversee work completed by caretakers.

Site Maintenance & Operations

- Coordinate and respond to soft services and maintenance requests, ensuring issues are investigated and resolved promptly.
- Undertake and oversee an efficient programme of planned and reactive repairs across the campus, escalating matters to the Estates Manager where works cannot be resolved in-house.
- Support the monitoring of contractor performance and quality of works, reporting defects or deviations from specification.
- Oversee campus cleaning services, including reporting service issues and completing periodic audits of cleaning standards.
- Ensure the effective distribution of deliveries across the site.
- Champion effective waste management, recycling, and environmentally responsible disposal practices.
- Monitor, maintain, and record hard services and external areas, including grounds and the 3G pitch.
- Monitor and adjust heating, ventilation, and air-conditioning systems to maintain comfortable working environments.
- Plan and respond proactively to environmental conditions (e.g. seasonal weather impacts).
- Act as the main operational lead for room setup for teaching, exams, meetings, and Trust events.
- Where necessary undertake periods of cleaning of internal and external areas.

Health, Safety & Security

- Act as Chief Fire Marshal, supporting emergency evacuations and the Trust's 'Stay in Place' procedures.
- Serve as a key holder, including opening and closing the site and responding to out-of-hours callouts where appropriate (flat fee payable for callouts).
- Set and disarm alarm systems and respond to alarm activations when required.
- Monitor site security systems, including alarms, CCTV, and security lighting.

- Act as a First Aider and ensure first aid provision is maintained and fit for purpose.
- Support health and safety compliance by undertaking risk assessments, participating in inspections and audits, and assisting with statutory checks (e.g. PAT testing).
- Maintain up-to-date knowledge of health and safety legislation relating to public buildings and educational environments.

Lettings & Community Use

- Act as a front-line representative for Trust lettings, ensuring a safe and positive experience for all users.
- Support the setup and breakdown of facilities and monitor appropriate use of spaces.
- Liaise with the Community Lettings Manager to coordinate arrivals, departures, and availability, particularly during holiday periods.
- Provide evening or weekend lettings cover by mutual agreement, if offered, with flat rate overtime paid in line with Trust arrangements.

Additional Duties

- Deputise for the Estates Manager during periods of absence, working with the Assistant Principal (Finance) as required.
- Liaise with internal stakeholders to ensure effective coordination between curriculum, events, and lettings use of the site.
- Undertake training and professional development relevant to the role.
- Carry out any other duties reasonably directed by the Estates Manager or Senior Leadership Team.

April 2026