Pathfinder
Multi Academy Trust

Providing an excellent education from age 2 to 19

Estates Manager

Start date: To start as soon as possible

Closing date: Friday 11 September 2026 at midday

Interview date: W/C Monday 14 September 2026

An exciting opportunity has arisen for an experienced Estates professional to join the central team of our growing Multi Academy Trust, supporting our schools across multiple sites.

Working closely with the Finance Director, the successful candidate will take the lead on operational estates delivery across the organisation, ensuring all school environments remain safe, compliant, well-maintained and fully fit for purpose.

The post holder will have responsibility for the management and the successful delivery of the projects awarded under the School Condition Allocation funding rounds. This is a senior operational role with responsibility for overseeing planned and reactive maintenance across multiple sites, ensuring statutory compliance is maintained in line with Department for Education guidance and wider health & safety legislation.

The Estates Manager will play a key role in driving consistency, performance and best practice across estates services while supporting school's Site Managers through strong leadership and professional development.

The role will involve close collaboration with Headteachers and senior stakeholders, balancing local operational requirements with wider organisational priorities.

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required. As part of our due diligence process, an online search will be conducted on all shortlisted candidates. These checks are carried out in accordance with Keeping Children Safe in Education (KCSIE) guidance to determine suitability to work with children and young people and keep them safe.

GRADE/SALARY

Grade 10 Levels 1 - 4 (£45,045 - £50,853 FTE)
Starting point negotiable dependent on skills/experience

CONTRACT

Full-time, permanent position with the possibility of part-time working (minimum three days a week). We are keen to attract the right candidate and would welcome a conversation about how the role could work for you.

REPORTS TO

Chief Operating Officer and Finance Director

LOCATION

This role will be based at the Trust's Central Office located at Archbishop Holgate's School, York. Visits to other Pathfinder schools will also be necessary as part of the role. The majority of Pathfinder schools are located within York and the surrounding area.

The successful candidate must have a full UK driving licence and their own means of transport between sites.

HOW TO APPLY

To apply for this role, please submit a completed application form via post or email to:

Mr A Daly, Chief Executive Officer
Pathfinder Multi Academy Trust
Archbishop Holgate's School
Hull Road, York, YO10 5ZA

Email: recruitment@pmat.academy

ADDITIONAL INFORMATION

To arrange an informal discussion about the role with the Chief Executive Officer or Chief Operating Officer, please email info@pmat.academy.

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About our Trust

Formed in August 2016, Pathfinder is a successful and well-established Multi Academy Trust serving more than 6,700 children and their families in schools across York and North Yorkshire. Over the past decade, we have grown into a strong and flourishing partnership, bringing together schools that share a commitment to providing the very best education.

We are a supportive learning community; a partnership of like-minded church and community Schools, where a clear and ambitious vision for a high-quality, inclusive education sets the course and permeates all areas of school life. We believe every child should feel a strong sense of belonging, be supported to achieve their potential and have the opportunity to flourish, whatever their starting point or circumstances.

Pathfinder has a proven track record of leading the way; we are a Trust with strong examination results, high-quality teaching and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular activities. We work collectively to share expertise, resources and effective practice across our schools, helping to create the very best experiences and outcomes for our children and young people.

Achievement comes in many different forms and we work together to serve and inspire, nurturing aspiration and promoting excellence in all our students. We are committed to ensuring that every child has the opportunity to discover their strengths, develop their talents and build the confidence they need to succeed in school and beyond.

We value the uniqueness and diversity of each school, celebrating their distinctiveness and the contributions they make to the wider Pathfinder community. By working together, while retaining the individual ethos and character of each school, we create a strong, collaborative and supportive partnership that benefits our children, families and staff.

Setting the course

Leading the way

Serving and inspiring

Our family of schools

- Acomb Primary School
- Applefields School York
- Archbishop Holgate's School — A Church of England Academy Founded 1546
- Badger Hill Primary School
- Barlow CE Primary School — Part of the White Rose Federation - One family, branching out together
- Burton Salmon CP School — Part of the White Rose Federation - One family, branching out together
- Chapel Haddlesey CE School — Part of the White Rose Federation - One family, branching out together
- Clifton with Rawcliffe
- Great Ouseburn Primary School
- Hempland Primary School
- Hensall Community Primary School — Part of the White Rose Federation - One family, branching out together
- Heworth Church of England Primary School
- Huntington Primary Academy
- Malton School — A Specialist Science School
- New Earswick Primary School
- Poppleton Road Primary School
- Rufforth Primary School — Inspire · Care · Grow
- St Barnabas Church of England Primary School
- St Lawrence's Church of England Primary School
- Tang Hall Primary School
- Welburn Community Primary School

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Job description

KEY RESPONSIBILITIES

Deliver the Trust's Estate Strategy by:

- Supporting the Chief Operating Officer (COO) in the implementation of the Trust Estate Strategy and Estate Management Plan, including the development and ongoing review of individual estate development plans for each school; to lead the implementation of these plans within the Trust and to deliver the objectives for each individual school and the Trust as a whole.
- Advising the COO on estates-related risks, priorities and investment needs.
- Leading estates operations across all sites through quality assurance, ensuring statutory compliance, audits and risk management processes are undertaken and robust.
- Supporting the COO, Finance Director and HR Manager with the development of bids for capital funding opportunities.
- Maintaining the Estates Management Plan, to inform the allocation of SCA funding and managing the successful delivery of projects awarded across school sites, with support from external advisors where needed.
- Acting as project lead for the Trust for authorised schemes, paying particular attention to regulatory requirements, quality, compliance with agreed specifications, timescales, safety and ensuring that value for money can be evidenced in all awarded contracts.
- Supporting schools with Asset Management Plans, ensuring their schedules of planned and reactive maintenance programmes are suitable and that refresh and renewal schemes are in place supporting their key priorities.
- Contributing to sustainability and long-term estate strategy.
- Ensuring estate development supports educational delivery and student outcomes.
- Developing and implementing the Trust sustainability strategy.
- Supporting schools in achieving environmental and sustainability objectives.
- Exploring opportunities for renewable energy and energy efficiency improvements.
- Identifying opportunities for efficiencies and collaborative procurement.
- Supporting schools with budgeting for estates works.

ASSET MANAGEMENT AND BUILDING MAINTENANCE

- Developing and ensuring consistent implementation and maintaining of easily accessible and auditable Estate management software (Every), providing records for asset maintenance and management, including records of inspections, maintenance requests, complaints, costs and repairs.
- Leading on the management of effective Asset Management data, including site plans, floor plans and condition surveys for the Trust estate, including data returns to the DfE where needed.
- Development and management of a minimum 5 year maintenance programme, effective procurement scheduling for each site and maintenance in terms of decorating, flooring replacements, blinds etc that enables an effective programme of work, is costed out and takes account of sustainable priorities.
- Efficient management of the heating systems and most efficient operation of lighting, plumbing and other services in support of the Trusts sustainable key priorities.
- Proactive engagement and management of professional contractor services, to ensure that services are procured in line with academy financial/procurement regulations and the delivery of high quality and cost efficient services and meet all safety requirements.
- Development of a Trust-wide Contracts Register enabling school site teams to liaise with vetted contractors confidently, further contributing to site safety, compliant practice and best value.
- Maintenance and review of all service contracts, identifying where economies of scale can be achieved.
- Ensuring that all estates and facilities management systems, processes and practices are consistent across all of the schools and are synchronised and coordinated.
- Review site security for each setting ensuring response to emergency call outs remains suitable and appropriate, support liaison with police and/or surveillance contractors where required and support school key holders in an emergency situation.

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COMPLIANCE AND HEALTH & SAFETY

- Liaison with Health and Safety Link Trustees and reporting to relevant bodies.
- Keeping abreast of regulations and legislation.
- Provide professional support and challenge to school site managers and caretaking teams.
- Completion of relevant staff risk assessments and monitoring of training requirements.
- Ensure the completion and review of estate related risk assessments across schools.
- Ensure compliance with legislation, precaution and prevention measures, emergency and contingency planning and evacuation in connection with fire safety.
- Support schools with emergency planning and business continuity arrangements.
- Lead responses to significant site incidents or emergencies.
- Ensure robust arrangements for severe weather, utility failures and critical incidents.
- Check and review COSHH records held at school level.
- Integrity checks across schools including spot checks and termly walkthroughs of the inspection, testing and logging regimes of school statutory checks and compliance.
- Coordinate compliance audits, reviews and monitoring activities across Trust schools, notify the COO of any non-compliance areas for reporting to Trust board.
- Preparing for Health and Safety inspections and responding to findings, monitoring the implementation of recommendations arising from audits, inspections and external reviews.
- Managing a Trust contractors' database, ensuring RAMS, method statements, permits to work, appropriate insurances and service standards.
- Manage service contracts, service level agreements and procurement exercises.
- Ensure all Trust premises meet statutory compliance requirements.
- Maintain the Trust estates risk register.
- Fire safety management, Asbestos management, Legionella control, Electrical and gas safety.

POLICY AND PROCEDURE

- Prepare Estates, H&S and compliance Trust policies and support Headteachers with school level policies.
- Maintain compliance monitoring systems and schedules to ensure schools meet statutory publication requirements.
- As the competent person undertake the Fire Risk Assessments alongside schools site staff annually.
- Implement the Premises Management policy, supporting schools to ensure knowledge, understanding and action.
- Act as a Health and Safety competent person at Trust level, responding to school queries as needed.

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Professional development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

TEACHING STAFF

Our career pathways programme for teaching staff begins with Initial Teacher Training and supports colleagues throughout their career, from becoming an excellent classroom practitioner to progressing into middle and senior leadership roles and beyond.

At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.

SUPPORT STAFF

Support staff in our schools benefit from our Learning, Training and Development programme, which aims to ensure that all colleagues have access to the skills, knowledge, qualifications and resources they need to fulfil their roles to the highest standard. The programme provides opportunities for colleagues to develop their expertise, build confidence and continue their professional development, supporting both their current role and future career aspirations.

At Pathfinder, support staff will:

- be confident in fulfilling their role to the highest level.
- act as a source of support, advice and guidance to their colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.

PATHFINDER LEADERSHIP ACADEMY

Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.

Pathfinder Teaching School Hub

Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.

Pathfinder Education Partnership

Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.

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Benefits of working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

PENSION SCHEME

Pathfinder staff are offered membership of either the Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as the employee paying into the scheme (banded, based on earnings) the Trust also pays into the scheme on the employee's behalf at the following rates (regardless of earnings).

Local Government Pension Scheme
The Trust contributes an additional 14.9% of your salary.

Teachers' Pension Scheme
The Trust contributes an additional 28.68% of your salary.

STAFF BENEFITS PLATFORM

Perkbox, our employee benefits platform, gives staff access to all of our benefits in one easy to use and convenient place. Perkbox also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits schemes.

CSSC SPORTS AND LEISURE

Our staff benefits scheme with CSSC gives staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and a free health and wellbeing portal for courses, classes and content.

TES MAGAZINE SUBSCRIPTION

Pathfinder staff have free access to the online TES magazine, helping you stay up to date with the latest education news, expert analysis and developments in teaching and learning. With a wide range of articles, insights and practical ideas, TES provides a valuable resource to support your professional knowledge and development.

EMPLOYEE ASSISTANCE PROGRAMME

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

ABLE FUTURES

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.

DISCOUNTED BUS TRAVEL

The First Bus Commuter Travel Club provides employees with exclusive discounts on work and leisure travel using First Bus services. The scheme offers a convenient and cost-effective way to travel, helping to save money on regular journeys as well as travel during free time. The benefits include:

- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

FREE WILL WRITING SERVICE

Estate planning and will writing specialists Durham McCarthy are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.