



Estates & Facilities Director

St. Francis CMAT
Hallam Pastoral Centre
St. Charles Street
Sheffield
S9 3WU

Tel: 0114 256 6401

Salary: PO16 points 46 – 49, £52,932 - £56,508 (RMBC NJC)

Hours of work: 37 hours per week, Full Time, 52 weeks per year

Contract: Full Time

Reporting to: Chief Financial Officer

Start Date: 1st November 2023

Closing date: 2nd October 2023 @ 9am

Shortlisting: Friday 6th October 2023

Interviews: Week commencing Monday 9th October 2023

St Francis CMAT is seeking to appoint an Estates & Facilities Director to join our rapidly growing community of 12 Primary Schools and 1 High School. In line with the Bishop of Hallam's vision, we will eventually grow to 20 Primary Schools and 3 High Schools.

This is such an exciting time for the CMAT. Over the coming months we will be onboarding schools in a rapid growth plan to support the Catholic education of our children across the Diocese.

The successful candidate will be joining the CMAT at the very beginning of the Estates Strategy giving a rare opportunity to develop their own Estates Strategy to shape the estates function in our CMAT, driving consistency, establishing innovative systems and processes, ensuring compliance with health and safety legislation, and supporting with the development of the entire CMAT estate. You will be responsible for keeping abreast of all legislative changes that apply to our sector, as well as seeking and embedding best practice.

You will typically work either in the Central CMAT Office alongside the Central Team or in schools working directly with the leadership and site teams. Reporting to the Chief Financial Officer (CFO), the role will provide professional oversight of premises and compliance, and to act as the responsible person for health and safety across our schools. You will also work closely with the Chief Executive Officer (CEO), the Headteachers and line manage school site teams to ensure that our children are educated in world class standards.

To be successful in this role, you must be an influential estates professional ideally with multi-site operational experience. Exceptional sector knowledge and leadership ability is also required. As an expert in the field, you will have a deep understanding of the level of responsibilities, accountabilities and statutory duties that are fundamental to this role. You will be a strong role model who leads by example and gets involved in day-to-day operations, when required.

If you have questions about the role and would like to discuss it in more detail, please don't hesitate to contact us. Please arrange this by contacting Michelle Wild, Executive PA to the CMAT on mwild@hallam-diocese.com

How to Apply

Please visit <https://stfcmat.com/vacancies/> to obtain the Estates & Facilities Director Recruitment Pack. Please complete all of the relevant documentation by the closing date of Monday 2nd October 2023 at 9am and send it to Michelle Wild, Executive PA to the CMAT on mwild@hallam-diocese.com