

Estates Hub Manager

Salary (actual): £37,134 - £39,276

Grade: SO1

Location: James Elliman Academy, Slough – with regular travel to four other academies

Hours: 36 hours per week, Monday to Friday – flexibility between 07.00am – 18.00pm

Work pattern: All year round

Contract: Permanent

Our Trust

The Park Federation Academy Trust is a community-focused Multi-Academy Trust, comprising of ten primary academies across Hillingdon, Slough and Buckinghamshire, supporting 6,000 students and employing 850 staff.

The Role

This is an exciting opportunity to join our multi academy trust. We are looking for a motivated and knowledgeable people manager who will ensure our academies deliver a safe, secure and positive learning environment for our children, staff and visitors. Reporting to the Head of Estates, you will be responsible for:

- **People management** of the premises and cleaning teams including recruitment, performance management, training, scheduling, prioritising and supervising their work and also oversight of third party contractors who work across our academies.
- **Statutory compliance** working to ensure all academies comply with all applicable laws and legislation, Health and Safety at Work Act 1974 etc.
- **Safe operation of the academies** delivering planned and reactive maintenance including managing security of the buildings and grounds and lettings. Managing small to medium works tenders.

What we offer

The Trust offers a family friendly work environment that promotes growth and development.

Our benefits include:

- A highly competitive pension scheme, with an employer's contribution of 22.7%;
- A highly competitive holiday entitlement, starting at 20 days plus bank holidays, that increases with service;
- Enhanced sick pay, with up 6 months full pay and 6 months half pay;
- Additional paid special leave during term time;
- Enhanced maternity and paternity pay;
- Opportunities to attend various training programs and obtain qualifications;
- An employee assistance program.

You will need:

- To enjoy working with children, parents and staff;
- Effective communication and organisational skills;
- To be calm, approachable, flexible and demonstrate initiative;
- Experience of working in a school or similar setting;
- To be computer literate;
- To be a strong people manager.

CLOSING DATE: 12 Noon - Friday 9th January 2026

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List.