



Application Pack

HEAD OF ENVIRONMENT AND ESTATES



EMMAUS
CATHOLIC ACADEMY TRUST

Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of Head of Environment and Estates. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Head of Environment and Estates will contribute significantly to the strategic direction of the CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Director of Operations and our estates team, we are very much looking forward to recruiting an effective Head of Environment and Estates. The successfully appointed Head of Environment and Estates will join our estates team to support our Director of Operations with the development and leadership of estate and facilities management across the CAT, along with compliance management

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO





MISSION

Our schools are aligned in our mission and share our philosophy of working collegially to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society

CULTURE

At Emmaus CAT we are creating a healthy Catholic organisation. Why? Simply because the smartest organisation in the world, the one that has mastered strategy and finance and marketing and technology, will eventually fail if it is unhealthy. It happens again and again.

But a healthy Catholic organisation will always find a way to succeed, because without politics and confusion, it will inevitably become smarter and tap into every bit of intelligence and talent that it has.

STRATEGY

Strategic Focus 1

Mission & Ethos Including Catholic Life, Formation, (Prayer & Liturgy) Catholic Leadership

Strategic Focus 2

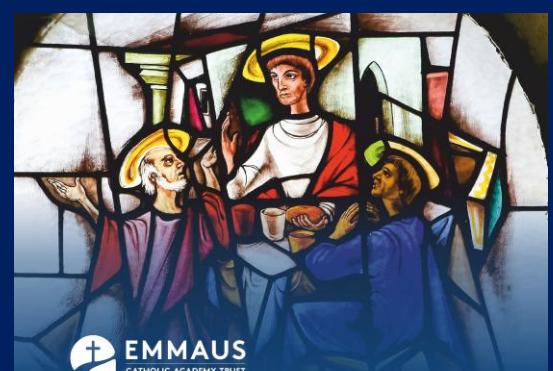
Teaching, Learning and Assessment (Learning & Curriculum)

Strategic Focus 3

Academy Improvement Including Resources/ Staffing & Managing Performance/ Partnerships/Finance & Procurement/ Compliance/Marketing & Comms/Operations

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune
with you.
Open our eyes, so we see the signs of your presence around
us;
open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.
Amen.





6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

1) Why do we exist?

Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

2) How do we behave?

Our habitual Virtues are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

Our Vision

To work collegially as a family of great schools, strong in faith, serving society.

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established CAT of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In our CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining our CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.

Emmaus CAT reflects the journey that Jesus made after his resurrection. The Walk to Emmaus offers today's disciples, our whole CAT community, a parallel opportunity to rediscover Christ's presence in our lives, to gain fresh understanding of God's transforming grace, and to form friendships that foster faith and support spiritual development.

We aim to journey together with Christ, to recognise the Lord in our midst and to bear witness to the good news of God in Jesus Christ.



4) How will we succeed?

Our Philosophy – Aligned Autonomy

Our philosophy is aligned autonomy. We are aligned in our mission, vision and virtues as one organisation. We promote autonomy by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of the Emmaus Catholic Academy Trust.

So why then do we retain the term autonomy? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in the Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for the Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned autonomy that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred organisation, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the CAT leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, the CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

Curriculum Knowledge and Academic Rigour

We know our core business. Children and pupils are at the heart of our CAT. Our vision is all focused around children and pupils getting the very best Catholic education and formation. All children are entitled to a rich curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. Our children will leave our schools ready to be of service to society.

Emmaus Talent is Key

At Emmaus CAT we believe talent is key. We want to recruit and retain the best people; leaders, teachers, and staff. We want to ensure we know where our next talented staff are coming from. We fully support and encourage career development opportunities and experiences for our staff. Our talented people are our most significant resource. We want a healthy Catholic organisation where all our staff feel fully valued and excel professionally, personally and in faith.



5) What is most important, right now?

Strategic Priorities–2024/25

Strategic Focus Area 1:

Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

Strategic Focus Area 2:

Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and Serve Society.

Strategic Focus Area 3:

Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling Emmaus CAT schools to Serve Society.

Emmaus CAT currently educates approximately 10,158 children, and employs approximately 1,180 staff.

- English Martyrs RC Primary School – 225
- Holy Family RC Primary School – 214
- Holy Rosary RC Primary School – 234
- Mount Carmel RC Primary School – 455
- Saint John Henry Newman RC College – 1502
- Our Lady of the Rosary RC Primary School – 235
- St Antony's RC High – 686
- St Anne's RC High School – 607
- St Anne's RC Primary School, Stockport – 227
- St Chad's RC Primary School – 230
- St Christopher's RC Primary School, Tameside – 251
- St Dunstan's RC Primary School – 329
- St Edmund's RC Primary School – 238
- St Edward's RC Primary School – 266
- St Francis RC Primary School – 248
- St Herbert's RC Primary School – 333
- St John Fisher RC Primary School – 246
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Oldham – 227
- St Kentigern's RC Primary School – 454

- St Margaret Mary's RC Primary School – 342
- St Mary's RC Primary School – 114
- St Mary's RC Primary School, Failsworth – 458
- St Matthew's RC High School – 1052
- St Patrick's RC Primary School, Manchester – 196
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Winifred's RC Primary School – 401

With the schools below joining 2025/2026, Emmaus CAT will educate approximately 13,250 children and employ approximately 1,800 staff.

- St Thomas More RC College – 778
- St Malachy's RC Primary School – 233
- Corpus Christi RC Primary School – 349
- St Anne's RC Primary School, Oldham – 232
- St Teresa's RC Primary School – 162
- St Monica's RC Primary School – 334
- St Joseph's RC Primary School – 503



Head of Environment and Estates

Salary: NJC Grade 12 SCP 48 – 51 £61,056 - £64,926



Emmaus Catholic Academy Trust (Diocese of Salford) is dedicated to providing an outstanding Catholic Education to our pupils. We are seeking to expand our central estates team and appoint an enthusiastic individual to join us in the role of Head of Environment and Estates to support our central and school estates and facilities teams.

We are seeking a forward thinking, dynamic estates professional with the ability to lead and manage the strategic development, maintenance and improvement of the estate of a rapidly growing catholic academy trust.

The Head of Environment and Estates will play a key role in the delivery and embedding of our Sustainability and Carbon reduction strategy to support the achievement of legislative targets.

This role combines operational excellence with strategic foresight – ensuring that our environments are safe, sustainable and aligned with the CAT's strategic priorities.

This role would suit an individual with extensive experience in supporting and advising Academy Trusts, who brings strong strategic capability alongside a keen attention to detail. The Head of Environment and Estates will play a key role in strengthening the CAT's processes, policies, and procedures, ensuring that all schools are supported to deliver education within secure, compliant, and fit-for-purpose buildings.

The Head of Environment and Estates will come to demonstrate a strong understanding of the CAT's structure and requirements, helping to shape the strategic direction and vision of the CAT.

Contract/Hours of work: 35 hrs per week (all year-round contract), Permanent

Salary: NJC Grade 12 SCP 48 – 51 £61,056 - £64,926

Location:

Based at the CATs Central Offices in Sale.

Our offices are easily accessible from the M60 (J7), the A56 from Manchester City Centre and are within walking distance from the nearest Metrolink Tram station with exceptional amenities.

Line Management:

The Head of Environment and Estates will report into the Director of Operations and be responsible for the management of the central Estates Operations Managers.

Key contacts:

Executive Team, Director of Operations, estates team, Emmaus CAT SBMs, Directors, professional advisors including the Diocesan Department for Education, Local Authorities and other relevant key personnel

Responsibilities

Lead the development, management and delivery of estates and facility management across Emmaus CAT.

Please contact Jodie Urmston, Office Manager via email; recruitment@emmauscat.com for further details and application form.



Head of Environment and Estates

Job Description

The post holder will report directly to the Director of Operations

Main Purpose of the Role

To lead the development, management, and delivery of high-quality estates and facilities management services across all Emmaus CAT schools and the central office.

To take responsibility for the development and implementation of strategic plans that support the continuous improvement of CAT and school buildings and grounds.

To lead, support and develop a team of Estates Operations Managers to include the performance management and appraisal cycle, alongside career and professional development.

To work closely with the Director of Operations to ensure robust oversight and effective management of the CAT's capital programme, including the delivery of a range of significant and exciting building projects. This will include capital project management and close collaboration with schools and external building consultants.

To provide both strategic leadership and operational management of Health and Safety across all Emmaus CAT schools, including the review of policies, identification of areas for improvement, and the provision of appropriate training and support.

To support the CAT's commitment to environmental compliance and sustainability, including the design and implementation of green initiatives across the schools and the identification of opportunities for improvement.

To demonstrate a strong understanding of policies and practices that support effective school operations, with the confidence to implement these consistently and to provide constructive challenge where appropriate.

Main Duties:

The following is typical of the duties the post holder will be expected to perform, it is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Estates Management

- Embed the principles of Good Estates Management for Schools (GEMS) across all schools, ensuring that relevant guidance, tools, and checklists are effectively shared, understood, and consistently applied.
- Hold overall responsibility for the strategic development, continuous improvement, maintenance, and upkeep of all CAT buildings, properties, and grounds.
- Maintain a comprehensive and up-to-date understanding of the infrastructure and condition of each school site.
- Provide strategic advice on the development and management of school sites, buildings, and grounds, with due consideration to sustainability and environmental impact.
- Work collaboratively with school site teams, school leaders, school business managers, and external professional partners to develop and deliver effective capital investment strategies.
- Lead the development and implementation of a structured Planned Preventative Maintenance programme, ensuring that all buildings are maintained to the highest possible standards.
- Conduct regular site inspections to identify potential risks, working closely with the CAT's appointed Health and Safety compliance partner to mitigate and resolve any identified issues.
- Take overall responsibility for ensuring that all CAT properties have appropriate, robust, and fit-for-purpose security and protective measures in place.

Capital Project Management

- Contribute to the prioritisation and allocation of the CAT's capital funds in line with the CAT's strategic objectives.
- Provide oversight of capital projects across the CAT, ensuring effective governance, compliance and delivery.
- Lead and support the project management of new-build developments, as well as the ongoing condition and maintenance of school estate, ensuring robust asset management processes are in place and consistently applied.

Other Responsibilities

- Planning, implementation, procurement and delivery of a high-quality service in relation to all school estate project work.
- Manage health and safety through the life cycle of each project.
- Provide professional services to the individual schools and ensure that the CAT complies with relevant legislation, regulations and guidance.
- Assist with the development of all policies and procedures concerning the Emmaus CAT's estates.

Compliance and Health and Safety Management

- Provide expert advice and support to school site teams and relevant staff to ensure that all statutory servicing and maintenance requirements are fully met within each school
- Ensure that all statutory inspections, testing and risk assessments (including fire, asbestos and legionella) are completed, recorded and appropriately evidenced.
- Maintain effective oversight and integrity of the CAT's premises compliance management system, ensuring consistency and compliance across all schools.
- In collaboration with the Director of Operations review and update all CAT-wide Health and Safety policies and procedures in line with Emmaus CAT review cycles. Lead on CAT-wide emergency planning, critical incident response and business continuity planning.
- Provide professional support to schools during critical incidents and unforeseen events, drawing on a strong understanding of relevant legislation and best practice.
- Work closely with the CATs appointed health and safety compliance partner to ensure regular audits are undertaken across all schools in relation to health, safety, environment and security; document findings and ensure workplace hazards are addressed and recommendations implemented.
- Support the investigation of all accidents, dangerous occurrences and near-miss incidents, to include the production of reports and the provision of recommendations to prevent recurrence.
- Ensure that all colleagues across the organisation are aware of their Health and Safety responsibilities and ensure that appropriate training and guidance is provided.

Sustainability and Environment

- Implement the CAT's Sustainability and Carbon Reduction strategy focusing on energy efficiency and carbon reduction.
- Develop metrics and reporting to measure environmental impact and cost savings.
- Identify areas for improvement to help reduce the CAT's negative impact on the environment.
- Locate and secure any available funding for sustainability projects carried out by the CAT.
- Advocate for new and improved solutions across the CAT focusing on long term sustainability.
- On behalf of the CAT's Senior Leadership organise and coordinate a working committee across the schools to help address environmental issues.
- Lead on implementing green campaigns across our schools and the central office.

Leadership

- Ensure the CAT's building and premises are maintained to high standards and comply with relevant legislation.
- Lead on the implementation of the CAT-wide Estates strategy.
- Produce an annual and medium-term estates plan covering compliance, condition, capacity and sustainability.
- Contribute to CAT-wide risk management advising on estates related risks.
- Work closely with Director of Operations and the Emmaus finance team on agreeing estates budgets for schools.

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.



General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Participate in training and other learning activities and performance development as required.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.

Other

The above list is not exclusive or exhaustive, and the Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
Educated to degree level/equivalent in relevant discipline or considerable work-based experience in a similar role	E
Project Management qualification	D
Appropriate accreditation (IOSH/MIIRSM/CIEH/NEBOSH)	D
Evidence of continued professional development	D
Skills, knowledge and aptitudes	
An excellent understanding of health and safety compliance and legislation	E
Extensive experience of working within an estates related environment across multiple sites	E
Competent IT skills	E
Experience of using a premises compliancy management system	E
Successful strategic planning and leadership of site and maintenance teams	E
Confidence to navigate complex contexts creatively and frame decisions to find effective solutions in a fast-paced environment	E
Excellent budget management and negotiating skills	E
Excellent written and verbal communications skills, with a 'customer service' approach	E
Understanding of environmental issues and campaigns to reduce any negative outcomes	D
Understanding of the Catholic Education Service, Diocesan and faith ethos and values	E
Experience	
Experience of successful project management, including planning, organising and planning work	E

Experience of delivering training to staff and contractors including the ability to translate health and safety legislation into accessible language	E
Experience of undertaking health and safety audits to identify areas of concern and experience of developing action plans to mitigate risk	E
Extensive experience in the development and implementation of strategies, policies and action plans	E
Sound technical infrastructure background with substantial experience of working in the field of estates and property	E
Experience of procurement processes including business case development	E
Business planning and the preparation of a business case	D
Experience of working in an educational or charity environment	D
Personal Qualities	
Ability to be adaptable and work flexibly across the CAT	E
Demonstrate personal and professional integrity, including modelling values and vision	E
Commitment to promote and support the aims and values of Emmaus Catholic Academy Trust and its professional partners	E
Self-awareness in terms of emotional intelligence, biases and personal triggers with cultural sensitivity and awareness	E
Ability to work under pressure with limited supervision	E
Confidential and discreet in dealing with sensitive matters and collaborative working with executive leaders	E
Interest in, and commitment to the CAT as a community	D
Special Requirements	
Satisfactory Enhanced clearance with the Disclosure and Barring Service	E
Occupational Health clearance	E
Willingness and ability to travel to schools across the CAT and to flex working hours to attend and support call outs and events that fall outside of normal working hours	E
Willingness to undertake further training if necessary	D
Excellent communication and interpersonal skills when dealing with highly technical and highly complex information to a wide range of stakeholders across organisational boundaries	E
Confident in dealing with and resolving scenarios where people's opinions may conflict	E
Commitment to staff development and commitment to multi-disciplinary team working	E
Sound judgement and decision making involving highly complex facts or situations	E

HOW TO APPLY



EMMAUS Catholic Academy Trust

Jackson House, Sibson Road, Sale, M33 7RR

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

X@EmmausCAT

Applications need to be made using the CES application form, available from the [Emmaus CAT website](#).

Closing date: Friday 20th February 2026, 9am

**We will be shortlisting on Tuesday 24th February 2026
and successful candidates will be informed
the following day.**

Interviews will take place: Tuesday 3rd March 2026

Please return completed application forms and supporting documents to Jodie Urmston, Office Manager at Emmaus Catholic Academy Trust by email; recruitment@emmauscat.com

