

Job Description

Post Details	Last Updated: September 2025
Job title	Capital Projects Lead
Department	Central Team
Grade	LPT10
Place of work	Trust-wide – currently 16 schools (central office base at Guildford)
Responsible to	Head of Operations
Responsible for	Estates development (capital projects)
Internal communication	Trustees, governors, headteachers, school business professionals, premises managers, caretakers
External communication	Key suppliers/service providers

A. Job Purpose Statement

As we strive for excellence in every school for every child, the Capital Projects Lead plays a pivotal role in shaping and delivering the Trust-wide Estates Development Strategy. This includes leading major capital projects, supporting schools in developing master plans, and ensuring that all estates-related work aligns with the Trust's strategic goals, sustainability commitments, and educational vision.

B. Key Responsibility Areas:

- Coordinating the Trust-wide Estates Development Strategy
- Supporting schools in developing individual estates master plans considering development needs, sustainability, and long-term maintenance
- Managing the allocation of School Condition Allocation (SCA) funding, prioritising need and achieving best value
- Leading the delivery of major capital projects from inception to completion, ensuring compliance with statutory, financial, and procurement legislation
- Supporting schools with project planning, funding bids, and compliance
- Delivering projects that align with the Trust's strategic goals, sustainability commitments, and educational vision

C. Core Purpose of Role

This is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities.

Leadership

- Provide strong and proactive leadership in the strategic planning, development, and management of estates across all academies within the trust
- Support the Head of Operations by advising on long-term estate planning and capital projects
- Lead the delivery of the Trust-wide vision for capital asset management and estates development.
- Provide guidance and oversight to site managers as required, ensuring roles and responsibilities are clearly defined, support is consistently offered, and accountability is maintained. Undertake line management duties where appropriate.

Strategic Estates Planning

- Support schools in creating individual estates plans and master plans that reflect development needs, educational objectives, and long-term maintenance.
- Ensure capital projects meet health & safety, building control, planning, and safeguarding requirements.
- Oversee the development and management of sites to support trust-wide sustainability initiatives.
- Support the development of policies, procedures and working practices for effective buildings maintenance and development, ensure compliance to H&S legal and regulatory duties including estates-related statutory returns.

Capital Funding & Financial Oversight

- Manage the allocation and effective use of School Condition Allocation (SCA) funding, prioritising need and achieving best value.
- Support the development of capital budgets based on long-term planning and immediate condition needs, developing robust systems to support decision making

Project Delivery & Compliance

- Lead the delivery of major capital projects from inception to completion, ensuring compliance with statutory, financial, and procurement legislation.
- Functionally manage large (Priority 1) projects and support schools with smaller (Priority 2) initiatives.
- Monitor and support school-led projects to ensure alignment with Trust standards and value for money.
- Provide schools with technical support and training as appropriate (construction, M&E as per qualification)

Stakeholder Engagement & Communications

- Liaise with senior leadership, school premises teams, and central team colleagues to ensure cost-effective service delivery.

- Foster strong relationships with contractors and service providers, regularly reviewing performance and assessing needs.
- Report to the Head of Operations and executive team on estates project progress and strategic developments.
- Deliver training and communications to staff, governors, and trustees to support estates management as required

Estates Development & Maintenance

- Support acquisitions, disposals, and development of school sites in line with the Trust's Estates Vision and Strategy
- Assist schools in identifying maintenance and development need and provide guidance on best value opportunities.
- Ensure consistent policies and practices for building development, risk management, and health & safety across the Trust.
- Develop and implement H&S standards, processes, and procedures for capital projects across all Trust sites.
- Provide training, templates, and support to ensure compliance with safeguarding and regulatory duties.
- Promote a culture of safety and accountability in all estates-related activities.
- Support facilities management and maintenance for the Trust's central office.

D. Expectations

The post holder is expected to take a leadership role in promoting the Learning Partners values:

Ambition for All – we will always strive for excellence – in every school, for every child.

Better Together – we will collaborate and work together in partnership with others to improve outcomes for all.

Learning that Inspires – We will enable everyone to access inspirational and thoughtful learning, stretching their horizons.

Brave Innovators – We will restlessly pursue creative and innovative ways of enriching the education of all children.

Guided by Integrity – We will be open, transparent and make decisions fairly.

All Staff are expected to:

- Contribute effectively to raising student achievement and maintain a positive and supportive culture where all can fulfil their potential and be happy.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
 - Following local codes of safe working practices and the School's Health and Safety Policy.
- This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily

debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Learning Partners Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

E. Summary

Every effort has been made to explain the main duties and responsibilities of this role, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the CEO to undertake work of a similar level not specified in this job purpose.

As the Trust and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The Trust expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training if necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

F. Person Specification

This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

		Essential /Desirable
Education & Qualifications	<ul style="list-style-type: none"> Degree or equivalent in Construction Management, Civil Engineering, Building Surveying, or significant managerial experience. 	E
	<ul style="list-style-type: none"> Project Management experience and/or qualification (e.g. PRINCE2, PMP) 	D
	<ul style="list-style-type: none"> Extensive experience employed in an estates development related role. 	E
	<ul style="list-style-type: none"> Proven experience of leading a team to serve multiple customer types. 	E
	<ul style="list-style-type: none"> Proven experience of delivering building projects to meet needs, on time and within budget. 	E
	<ul style="list-style-type: none"> Brings sound financial and commercial judgement, with the ability to lead planning and deliver services in a complex educational setting 	E
	<ul style="list-style-type: none"> Experience of setting up legal agreements with third party service providers e.g. building contracts, operating leases. 	E
	<ul style="list-style-type: none"> Evidence of recent H&S IOSH or NEBOSH training, or willingness to work towards. 	E
	<ul style="list-style-type: none"> Knowledge of school estate management and educational infrastructure 	D
	<ul style="list-style-type: none"> Familiarity with public sector procurement frameworks 	
	<ul style="list-style-type: none"> Policy, procedure, risk assessment development experience. 	D
	<ul style="list-style-type: none"> Awareness of safeguarding obligations. 	D
Knowledge/ experience	<ul style="list-style-type: none"> Knowledge of practices, policies and procedures associated with planning, building construction and maintenance. 	E
	<ul style="list-style-type: none"> Proven ability to lead teams and delivery targets at a strategic level 	E
	<ul style="list-style-type: none"> Proven experience in operational leadership, preferably with strong working knowledge of school policies, compliance frameworks, and school operations 	D
	<ul style="list-style-type: none"> Ability to project manage complex buildings projects (from client perspective). 	E
	<ul style="list-style-type: none"> Knowledge/experience of implementing new systems to support estates development 	
	<ul style="list-style-type: none"> Thorough understanding of all aspects of H&S in the workplace and ability to develop effective risk assessments: asbestos management, fire safety, working at height, etc. 	E
	<ul style="list-style-type: none"> Understanding of DfE school building design and maintenance standards. 	D
Skills/abilities	<ul style="list-style-type: none"> Ability to work effectively as part of a multi-functional operational team as well as lead and motivate own estates team. 	E

	<ul style="list-style-type: none"> • Ability to plan, monitor and manage any delegated budget; high skills of numeracy. 	E
	<ul style="list-style-type: none"> • Excellent oral, written communication, negotiation and influencing skills. 	E
	<ul style="list-style-type: none"> • High level of skills and accuracy in Word, Excel, PowerPoint. 	E
	<ul style="list-style-type: none"> • Ability to formulate ideas and solutions, present them effectively and exceed expectations. 	E
	<ul style="list-style-type: none"> • Ability to develop and execute a series of work plans for self and others, throughout the year, to meet defined objectives. 	E
	<ul style="list-style-type: none"> • Ability to evaluate and meet changing priorities, responding flexibly and working well under pressure. 	E
	<ul style="list-style-type: none"> • Able to evaluate own developmental needs and seek learning opportunities to address them. 	E
	<ul style="list-style-type: none"> • Full UK driving licence – to enable movement between sites for meetings. 	E
Aptitudes/ Personal qualities	<ul style="list-style-type: none"> • Aptitude to learn new skills. 	E
	<ul style="list-style-type: none"> • Personal presence, confidence, patience, sensitivity and maturity of approach. 	E
	<ul style="list-style-type: none"> • A professional approach, coupled with tact and diplomacy. 	E

Signed: _____

Date: _____