



Application Pack

ESTATES CONTRACTS MANAGER



**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 Estates Contracts Manager. 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 Estates Contracts Manager will contribute significantly to the strategic direction of Emmaus CAT's estates strategy over the coming months and years, and we are excited for the future of 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 central team, we are very much looking forward to recruiting an effective Estates Contracts Manager. The successfully appointed Estates Contracts Manager will join our central estates team to support our Director of Operations with practical statutory compliance and delivery of service across our family of schools.

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

# Emmaus Catholic Academy Trust, an educational constellation.



## MISSION

The Diocese provides 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

## VISION

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

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

## STRATEGY

### Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

### Strategic Focus 2

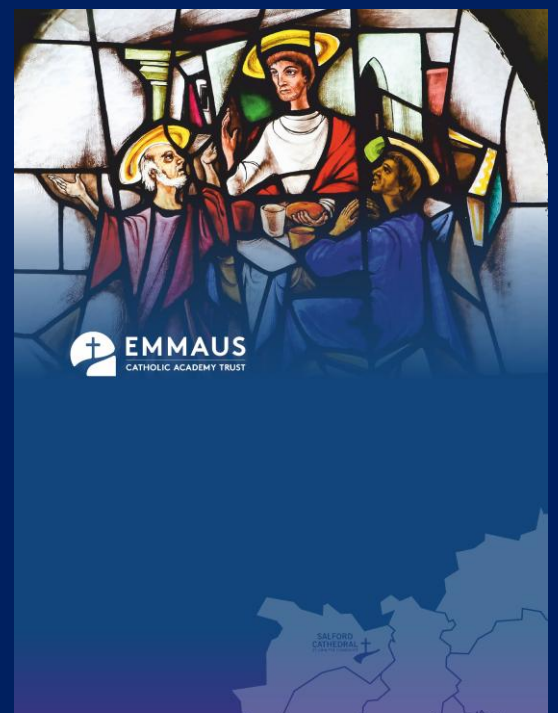
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

### Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

## 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 values 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 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 provide great Catholic education across Greater Manchester.**

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 Catholic Academy Trust 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 Emmaus 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 Emmaus 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.



## 4) How will we succeed?

### **Our Philosophy – Aligned Agency**

Our philosophy is aligned agency. We are aligned in our mission, vision and virtues as one organisation. We promote agency 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 Emmaus Catholic Academy Trust.

So why then do we retain the term agency? 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 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 Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned agency 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 Emmaus CAT central team 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, Emmaus 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.

### **Ambitious curriculums and character education**

All pupils are entitled to a curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. All our pupils will leave our schools ready to be of service to society. Our purpose is to provide the best possible school experience for every child and pupil in our schools. Emmaus CAT will work alongside our schools to enable this to happen, through collegiality and collaboration, peer-coaching, support and challenge, all in the spirit of becoming the best we can be and contributing to the creation of a society that is highly educated, skilled and cultured.

### **Talent, and supporting our people to flourish**

We are committed to building a healthy Catholic organisation where our staff are valued, encouraged to work collegiately, are empowered to make a difference and provided with clear opportunities to progress and develop. By creating an environment where our people can give of their best and excel professionally, personally and in faith, we will achieve the best outcomes for our pupils. The People and Culture Strategy is structured around four guiding principles which summarise our priority areas of focus for building a healthy Catholic organisation, where colleagues are valued and utilise their strengths and skills to contribute to its success: attract and recruit, include, nurture and develop & retain.



## 5) What is most important, right now?

### Strategic Priorities–2025/2026

#### 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 the Emmaus CAT school communities to serve society.

**Emmaus CAT currently educates approximately 12,373 children, and employs approximately 1,450 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 – 237
- St Antony's RC High – 688
- St Anne's RC High School – 642
- St Anne's RC Primary School, Stockport – 236
- 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 – 244
- 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 – 1333
- St Patrick's RC Primary School, Manchester – 200
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Winifred's RC Primary School – 401
- St Anne's RC Primary School, Oldham – 232
- St Monica's RC Primary School – 334
- St Joseph's RC Primary School – 503
- Corpus Christi RC Primary School – 349

**With the schools below joining 2025/2026, Emmaus CAT will educate approximately 14,950 children and employ approximately 2,000 staff.**

- St Thomas More RC College – 778
- St Malachy's RC Primary School – 233
- St Theresa's RC Primary School, Oldham – 212
- SS Aidan and Oswald RC Primary School - 363
- St John's RC Primary School – 395
- St Mary's RC Primary School, Levenshulme – 371
- St Cuthbert's RC Primary School – 227



# Estates Contracts Manager

Salary: NJC Grade 9, SCP 36 – SCP 40 £47,181 -  
£51,356 (pay award pending)



Emmaus Catholic Academy Trust (Diocese of Salford) is dedicated to providing great Catholic education which enables all pupils within our family of schools to flourish. As part of our continued growth and commitment to excellence, we are seeking to expand our central team with the appointment of an Estates Contracts Manager to support our Director of Operations.

This is a rewarding opportunity for an experienced and highly motivated contracts management professional to play a key role in maintaining compliance and service performance for estates agreements in place across our family of schools. The successful candidate will contribute directly to ensuring that our professional partners and their contracts meet regulations and legal standards as well as tracking performance and identifying any potential commercial risks and impact to expenditure.

The post holder will provide expert oversight of statutory services and centrally procured contracts, working closely with schools, contractors and external consultants.

This is an exciting new role and the successful candidate will bring a flexible and calm approach to their work, demonstrating the ability to respond effectively to changing priorities and the diverse needs of different school settings.

The postholder will oversee the lifecycle of estates business contracts from initial drafting and negotiation to execution and renewal, ensuring all parties fulfil their obligations, whilst monitoring performance to ensure value for money at all times.

**Contract/Hours of work:** Full time  
**Permanent Contract**

**Start date:** as soon as possible

**Salary:** NJC Grade 9, SCP36-40 (£47,181 – £51,356)

**Location:**

The successful candidate will be based at our central offices in Sale with some travel to our schools across the Greater Manchester area.

**Catch Up**

The Estates Contracts Manager will work under the direction of our Director of Operations

**Key contacts:**

COO, Director of Operations, central team, headteachers, School Business Managers and site staff.

**Responsibilities**

Working alongside the Director of Operations and central team to support the delivery of fit for purpose and cost effective business contracts.

Please contact Alison Smith, Executive Administrative  
Manager via email: [recruitment@emmauscat.com](mailto:recruitment@emmauscat.com) for  
further details.



# Estates Contracts Manager

## Job Description

The post holder will report directly to the Director of Operations

### Main Purpose of the Role

This is a new role, so, to a certain extent you will be developing the role once in position.

The Estates Contracts Manager ensures statutory compliance, value for money, high standards of service delivery, and robust assurance for senior leaders and trustees. The postholder will provide expert oversight of statutory services, and centrally procured contracts, working closely with schools, contractors, and external consultants.

### 1. Planned Preventative Maintenance (PPM) Strategy

- Lead the development, implementation, and ongoing review of the Emmaus-wide Planned Preventative Maintenance (PPM) strategy.
- Ensure PPM schedules are risk-based, prioritised, and aligned with statutory requirements, asset condition data, and organisational objectives.
- Coordinate PPM delivery across all sites, ensuring consistency, high standards, and minimal disruption to school operations.
- Use asset and compliance data to inform long-term maintenance planning, lifecycle replacement, and capital investment decisions.

### 2. Contractor and Supplier Management

- Act as the central point of expertise for estates contractor management across the organisation.
- Manage contractor performance through clearly defined KPIs, service level agreements, regular review meetings, and performance reporting.
- Ensure contractors operate in line with contractual requirements, health and safety standards, safeguarding expectations, and site-specific arrangements. Investigate and resolve performance issues, disputes, and non-compliance, escalating where required.

### 3. Central Contract Management

- Manage all centrally procured estates-related contracts, ensuring consistent service delivery and value for money across all schools.
- Oversee Emmaus-wide contracts including:
  - Catering services
  - Cleaning services
  - Statutory services contracts (e.g. legionella, asbestos, fire systems)
- Support procurement exercises, including tendering, evaluation, mobilisation, and contract renewal processes, working with finance and procurement colleagues.
- Monitor spend, challenge variances, and contribute to financial planning and savings initiatives.

### 4. Approved Supplier and Contacts Management

- Create, maintain, and regularly review a central-contacts register covering all estates-related contractors, consultants, and service providers.
- Establish and manage an approved supplier list, ensuring clear criteria for inclusion, regular review, and compliance with procurement and safeguarding requirements.
- Provide guidance to schools on the appropriate use of approved suppliers.

### 5. Advice, Support, and Collaboration

- Work collaboratively with health and safety, sustainability, finance, and governance colleagues to deliver joined-up estates solutions.
- Contribute to policy development, risk registers, and board-level reporting as required.

### Safeguarding

- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young persons at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with Emmaus CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

## General

- Actively contribute to and promote the overall ethos and values of each school and the wider Emmaus 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 Emmaus CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider Emmaus 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 CSEL/CEO or Central 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

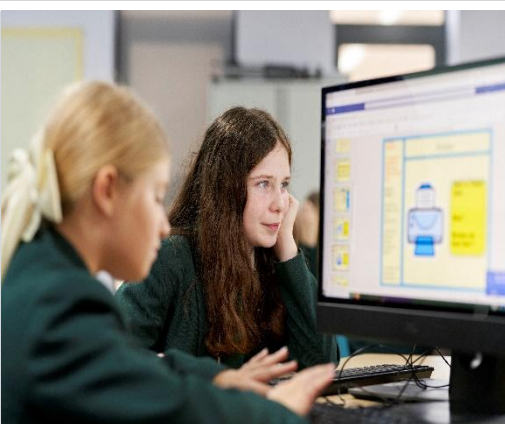
Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally 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 Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)*





## Person Specification

Qualifications	Essential/Desirable
Excellent numeracy/literacy skills/GCSE (or equivalent) Maths and English	E
Willingness to participate in development and training opportunities	E
CIPS (Chartered Institute of Procurement and Supply) Qualification	D
Project Management Certifications (PRINCE2/APM)	D
Experience	
2-5 years of demonstrable experience in drafting, negotiating and managing complex commercial or public contracts	E
Proven track record in performance management, issue resolution and development of forward thinking plans	E
Experience in budget monitoring, resource scheduling and financial risk analysis	E
Relevant education sector specific knowledge	D
Multi-site experience	D
Skills and Aptitudes	
Ability to make decisions, identify and solve problems through sound judgement and analysis	E
Ability to negotiate and influence	E
Excellent interpersonal and written communication skills	E
Exceptional organisational skills	E
Ability to work under pressure	E
Ability to work well as part of a team	E
Diplomatic and confident	E
Self-motivated and able to use own initiative	E
Ability to listen and respond appropriately	E

Ability to interpret legal frameworks, procurement legislation and performance data	E
Commitment to working within Emmaus CAT safeguarding policies and procedures	E
Commitment to high standards and expectations	E
<b>Special Requirements</b>	
Ability to uphold the vision and values of Emmaus CAT	E
Recognition of the importance of Health and Safety responsibilities	E
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	E
Pre-employment Health Check	E
An appropriate understanding of child protection and data protection	E
Willingness and ability to travel to schools across Emmaus CAT	E
Full Drivers Licence	E



# HOW TO APPLY



**EMMAUS Catholic Academy Trust**

2<sup>nd</sup> Floor, Crossgate House, 47-55 Cross Street, Sale, M33 7FT

**0161 470 5114**

CSEL/CEO - Daniel Copley

[enquiries@emmauscat.com](mailto:enquiries@emmauscat.com)

Company No. 12206105

[www.emmauscat.com](http://www.emmauscat.com)

 @EmmausCAT

Applications need to be made the link provided to our recruitment platform, available from the [Emmaus CAT website](#).

**Closing date: Wednesday 24<sup>th</sup> June 2026, 9am**

**We will be shortlisting on Friday 26<sup>th</sup> June 2026 and successful candidates will be informed the following day.**

**Interviews will take place: Tuesday 30<sup>th</sup> June 2026**

To apply for this position please follow the recruitment link which can be found on our website [www.emmauscat.com/vacancies](http://www.emmauscat.com/vacancies)

