

# Recruitment Pack



## EAST RENFREWSHIRE COUNCIL

### EDUCATION PROVISION MANAGER

ERN06264

EXTERNAL

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This Recruitment Pack should contain all the information you require to complete your application.



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# ADVERTISEMENT



|                             |                                           |
|-----------------------------|-------------------------------------------|
| <b>DEPARTMENT:</b>          | Education                                 |
| <b>JOB TITLE:</b>           | Education Provision Manager               |
| <b>JOB STATUS:</b>          | Full Time                                 |
| <b>DURATION:</b>            | Permanent                                 |
| <b>NUMBER OF VACANCIES:</b> | 1                                         |
| <b>GRADE:</b>               | 16                                        |
| <b>HOURLY RATE:</b>         | £36.95 - £39.21                           |
| <b>ANNUAL SALARY:</b>       | £67,430 - £71,554                         |
| <b>HOURS PER WEEK:</b>      | 35                                        |
| <b>LOCATION:</b>            | Barrhead Council Offices/ *Hybrid Working |

We are looking for a highly motivated and experienced individual to lead in a key role within our Education Provision and Resources team, at a time of exciting developments and opportunities.

The successful applicant will lead and contribute to a wide-ranging portfolio of strategic and operational support for the department and education establishments in the areas of estate management, facilities management services, health and safety and business continuity/emergency planning.

You will have a high level of project management experience ideally in the school estates and/or facilities management fields and have good experience and working knowledge of contract monitoring, ideally in PPP/PFI areas. The postholder will be



key in ensuring an education estate which meets the needs of all stakeholders, providing optimum learning conditions and suitability.

The successful applicant will be an effective and confident communicator in written and oral forms and in presenting information to Council employees, leaders, elected members and customers. The successful candidate will have a positive outlook, the ability to exercise tact/judgment, will be innovative and use initiative; you will be someone who develops and maintains positive working relationships with all education stakeholders and cross council departments and services. Adaptable to change, capable of working effectively under pressure and able to balance competing priorities effectively, you will provide assured leadership in situations which challenge ongoing critical service delivery.

As part of the recruitment process, if you are selected for interview, you will be asked to undertake an assessment task which may take form of a presentation or written task.

Hybrid employees are considered workplace based first, but they will have a level of flexibility to work from home up to 40% of their working week, if it is not to the detriment of their current tasks, team requirements or service needs.

**This post is considered Regulated Work with Children and Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children and protected adults. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.**

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

**Please note** – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

**Please note** - East Renfrewshire Council does not provide Visa sponsorship.



**References** – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact [hrdirect@eastrenfrewshire.gov.uk](mailto:hrdirect@eastrenfrewshire.gov.uk) with any questions.

### **Pension Scheme**

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)

### **Recruitment Dates**

**Closing date for applications: midnight on Sunday 10 May 2026**

**Shortleat date: 15 May 2026**

**Interview date: 02 June 2026**

If you would like an informal discussion about the post, please contact Joe McCaig, Head of Education Services on 0141 577 3229 (No agencies please).

### **Recruitment Communication**

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)



## **Payslips**

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

## **Guaranteed Interview Scheme**

### **Disability Confident**

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

### **Care Experienced Children and Young People – Looked After Children**

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

### **Veterans**

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

### **Trainee Roles or Modern Apprentices**

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



## **Equalities**

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

## **Application Guidance**

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

## **Privacy Notice**

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



# JOB DESCRIPTION



|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department:          | Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Division/Section:    | Provision and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Job Title:           | Education Provision Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Responsible to:      | Head of Education Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Grade:               | 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Date Revised:        | April 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Principal Functions: | <p>To be responsible for strategic improvement planning and leadership and management of Facilities Management services, reporting to the Head of Education Services.</p> <p>To support the Head of Education Services with the leadership and management of the education estate.</p> <p>To take a lead role in monitoring ongoing delivery of PPP/PFI contract services and supporting the Head of Education Services in leading on the process of estate hand back at end of project agreement.</p> <p>To provide health and safety support and guidance for the wider department, Facilities Management service and educational establishments, in accordance with corporate policies.</p> <p>To support the Senior Education Manager in emergency planning and civil contingencies for the department, Facilities Management and education establishments.</p> |
| Main Duties:         | <p>Strategically lead and manage Facilities Management managers (Catering / Cleaning, Janitorial &amp; School Crossing Patroller services) in the ongoing delivery of cleaning, catering, school crossing patrol and janitorial services to education establishments and wider Council services where appropriate and ensure appropriate compliance actions are in place and adhered to.</p> <p>Responsibility for Facilities Management Service Improvement Planning with ongoing evaluation of the delivery of services, identification of improvement</p>                                                                                                                                                                                                                                                                                                        |



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opportunities, implementing improvement plans and reporting on Facilities Management performance.

Maintain effective collaborative relations with all Council departments, other agencies and appropriate stakeholders, including trade union bodies, in matters relating to Facilities Management services.

Seek best value in all Facilities Management services through option appraisal, benchmarking, audit, self-evaluation, identification and implementation of service redesign and innovation, to provide high-quality, responsive, flexible, efficient and cost-effective services.

Working with Council and external partners, take the lead and co-ordinate education related aspects at each stage of the project lifecycle to develop new, enhanced or extended education estate, ensuring optimum conditions for excellent learning experiences for all learners and our wider communities.

To support education establishments to effectively manage resources and internal/external spaces for learning and teaching in accordance with local and national policy and legislation.

To oversee education accommodation, grounds and provision issues (re-active & emergency/planned & preventative) in liaison with the council's Property and Technical Services.

Create, maintain, action and report upon progress of the department's Education Estate Management Plan.

In accordance with council governance processes, create proposition papers and progress reports relating to areas of remit for council meetings.

Support the Head of Education Services in the identification and preparation of Capital Plan appraisal bids, for consideration under the council's capital planning process, and represent the department on the Corporate Asset Management Group when required.

Support the Head of Education Services in carrying out statutory and non-statutory consultations in appropriate remit related areas.

Provide advice and support for head teachers/heads of centres on education accommodation and provision issues.

To represent the department at education estate PPP/PFI project liaison meetings and undertake associated contract monitoring, providing advice, guidance and liaising with all relevant parties.

Support the Head of Education Services in the planning, project management and actions in relation to the hand back of PPP/PFI education estate at contract end.

Monitor and report on health and safety for the Facilities Management service.

Oversee training on emergency planning for relevant staff in the department, service and education establishments.

Link officer for the department with the Civil Contingencies Service (Renfrewshire, Inverclyde and East Renfrewshire).

Undertake a proactive role for the department & wider council support in the area of crisis and risk management and attend the Crisis and Risk Management Team (CRMT) meetings, supporting the Education Senior Manager.

Be familiar with all aspects of the Council's education policy, national policy and legislation, and be seen as a representative of the Director of Education when visiting education establishments or when involved with partner agencies.

Collate information/data related to areas of remit and make appropriate submissions to Scottish Government data/census collections.

Be knowledgeable about local and national priorities and help to ensure that these are being addressed.

Participate in the Council's Performance Review and Development Programme.

Promote and develop a customer-oriented ethos.

Develop and promote equal opportunities both in terms of service delivery and in employment and in all aspects of the Council's activities.

Any other duties commensurate with the grade of post as delegated by Head of Education Services or other person acting on his/her behalf.



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# PERSON SPECIFICATION

| <b>POST OF: Education Provision Manager</b><br><b>GRADE: 16</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>SERVICE: Provision and Resources</b><br><b>DEPARTMENT: Education</b> |                                                |                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------|
| ATTRIBUTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ESSENTIAL                                                               | DESIRABLE                                      | METHOD OF ASSESSMENT                                                          |
| <b>PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS</b><br><br>Advanced qualification - Degree in relevant discipline or significant relevant and equivalent experience.<br><br>Successful participation in management training                                                                                                                                                                                                                                                                                                                                                                                                         | √                                                                       | √                                              | Verification of qualifications<br><br>“                                       |
| <b>RELEVANT WORK/ OTHER EXPERIENCE</b><br><br>Experience of working within the local government and/or educational sectors<br><br>High level of project management experience<br>(ideally in the Facilities Management or school estates fields.)<br><br>High level of experience in contract monitoring<br>(ideally for Facilities Management or school estates projects.)<br><br>Working knowledge of contract monitoring<br>(ideally for operational PPP/PFI projects)<br><br>Developing and progressing school building projects, including through PPP/PFI projects<br><br>Experience of compiling estate management plans | √<br><br>√<br><br>√<br><br>√                                            | √<br><br>√<br><br>√<br><br>√<br><br>√<br><br>√ | Application / Interview<br><br>“<br><br>“<br><br>“<br><br>“<br><br>“<br><br>“ |

|                                                                                                             |   |   |                         |
|-------------------------------------------------------------------------------------------------------------|---|---|-------------------------|
| Experience of service planning, development and promotion                                                   | ✓ |   | “                       |
| Knowledge and experience of facilities management/school estate monitoring IT systems e.g. asset management |   | ✓ | “                       |
| Knowledge and experience of identifying efficiencies                                                        |   | ✓ | “                       |
| Knowledge of current developments in the education service                                                  |   | ✓ | “                       |
| Evidence of involvement in quality assurance/improvement                                                    | ✓ |   | “                       |
| Willingness and ability to become involved in training a wide range of education staff                      | ✓ |   | “                       |
| <b>SKILLS AND ABILITIES</b>                                                                                 |   |   |                         |
| Ability to use ICT for management purposes                                                                  | ✓ |   | Application / Interview |
| Ability to prioritise workload                                                                              | ✓ |   | “                       |
| Excellent organisational skills                                                                             | ✓ |   | “                       |
| Evidence of producing clear and succinct written reports                                                    | ✓ |   | “                       |
| Adaptable to change and ability to be flexible                                                              | ✓ |   | “                       |
| <b>PERSONAL QUALITIES</b>                                                                                   |   |   |                         |
| Positive outlook and approach to problem solving                                                            | ✓ |   | Application / Interview |
| Evidence of well- developed and effective communication skills both written and oral                        | ✓ |   | “                       |
| Effective presentation skills                                                                               | ✓ |   | “                       |
| Ability to work independently and within a variety of team roles including leadership                       | ✓ |   | “                       |
| Well-motivated and enthusiastic approach to work                                                            | ✓ |   | “                       |
| Able to exercise tact/political awareness/judgement and use initiative                                      | ✓ |   | “                       |

|                                                                                                                                                                                                                                                                                                                   |   |   |                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-----------------------------------------------|
| Recent evidence of commitment to continuing professional development                                                                                                                                                                                                                                              | ✓ |   | “                                             |
| Evidence of ability to develop and maintain effective relationships with various stakeholders across the public and private sector                                                                                                                                                                                | ✓ |   | “                                             |
| <b>LEADERSHIP COMPETENCIES</b>                                                                                                                                                                                                                                                                                    |   |   |                                               |
| <p><b>Leads with Purpose:</b><br/>Leaders demonstrate integrity and align the work they are responsible for with our organisational goals, culture and values. They behave with professionalism, following up on commitments and using their expertise to maximise positive outcomes.</p>                         | ✓ |   | Application / Interview                       |
| <p><b>Grows Self and Others:</b><br/>Leaders live by our values to empower others, support growth, and celebrate contributions, building a stronger organisation for the future. They develop talent, build confidence, and foster a culture of continuous learning and innovation for themselves and others.</p> | ✓ |   | “                                             |
| <p><b>Nurtures Partnerships:</b><br/>Leaders build meaningful relationships based on trust and respectful communication. They lead with a ‘One Council, One Team’ mindset to achieve shared goals across teams, services and our community.</p>                                                                   | ✓ |   | “                                             |
| <b>ADDITIONAL JOB REQUIREMENTS</b>                                                                                                                                                                                                                                                                                |   |   |                                               |
| Full current driving licence                                                                                                                                                                                                                                                                                      |   | ✓ | Verification of valid current Driving Licence |
| Requirement on occasions to work outside normal office hours to meet dept. deadlines and respond to service requirements                                                                                                                                                                                          | ✓ |   | Application / Interview                       |