

ESTATES MANAGER

DIRECTLY RESPONSIBLE TO: The Bursar

General

The purpose of this job description is to outline the main responsibilities of the Estates Manager. It is not restrictive and includes any other reasonable requests that may arise.

The safety and well-being of the children in School is paramount at all times. The Estates Manager is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. The Estates Manager will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the Estates Manager becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.

Westbrook Hay Prep School is looking to appoint an Estates Manager to provide support to the Bursar in all areas of estates support and management. The appointee will have daily operational management of the Estates Team, which comprises of Grounds, Maintenance and Housekeeping, and involves both hands-on and office elements.

The Estates Manager is responsible, along with the Bursar, for managing the School estate (some of which is listed), facilities and operations. The site should be smart in appearance and facilities should function properly, in keeping with providing a quality learning environment for pupils and presenting a positive image of the School.

The Estates Manager will ensure the highest standards of building, site maintenance and development to provide the best possible facilities for all. They will proactively manage the upkeep, maintenance, cleanliness, security, health and safety and facilities management in line with statutory and regulatory requirements.

The Estates Manager will provide high quality customer service to internal and external customers of the school and promote levels of professionalism within the Estates Team. S/he will undertake additional duties, either on a routine basis or to cover for absences.

Due to the nature of the site and the role there will be times, on occasion, when the person will be required to work in the evening and/or at the weekend.

MAIN RESPONSIBILITIES

The main duties and responsibilities of the Estates Manager are as follows (this list is not exhaustive):

General

- Ensure where necessary that all decisions or problems are communicated back to the Bursar in a timely manner;
- Maintain good time keeping and work in the most efficient and effective manner possible;

- Interact positively and confidently within the school community;
- Attend and undertake all training necessary, including refresher training to enable fulfilment of the job description at all times;
- Attend regular meetings with the Bursar to ensure effective and meaningful lines of communication are maintained at all times;
- When necessary, undertake maintenance tasks or works normally undertaken by the Maintenance, Grounds and Housekeeping Team members to alleviate pressure upon the team and to maintain good works completion targets;

Staff Management

- Direct and supervise the day to day operation of the Maintenance, Grounds and Housekeeping teams;
- In co-ordination with the Bursar, assist in the selection of permanent and casual staff in line with the school's safer recruitment procedure;
- Assist the Bursar with induction training for all new estates staff;
- Working with the Bursar, identify and assist with the provision and management of on-going training for estates staff;
- Manage the inbound maintenance, sites and grounds requests from staff ensuring the work is correctly allocated and communication back to the originator is of the highest level;
- Manage expectations and workload, prioritising where and when required;
- Schedule and manage the day-to-day work of the school's Grounds, Maintenance and Housekeeping Teams;
- Liaise with the relevant staff within the school over their requirement for assistance for school events and plan this within the team's daily programme;
- Undertake the annual staff reviews of the Maintenance, Grounds and Housekeeping staff and submit these to the Bursar within the agreed time frames and to the agreed format.

Finance

- Assist the Bursar with the acquisition of quotations and costs for maintenance and project works to the school's estate;
- Assist the Bursar in running the estate and undertaking works against the allocated budgets;
- Ensure value for money is achieved with all instructed works, justifying expenditure where necessary and when asked;
- Oversee the completion and submission of any maintenance team's time sheet returns, expense claims and credit card requests/receipts, ensuring sufficient detail is provided on the returns and assessing efficiency of the team's performance;
- Act as first signatory on maintenance staff leave and sickness forms, reporting to the Bursar.

Health and Safety

- Manage the Maintenance, Grounds and Housekeeping team's day-to-day work in accordance with appropriate H&S legislation;
- Ensure the Maintenance, Grounds and Housekeeping team members have the correct equipment and protection to undertake the works asked of them;



- Ensure appropriate Risk Assessments and Method Statements (RAMS) are in place for all works undertaken by the team. Complete the compilation of any missing or outstanding RAMS;
- Inspect the Team's storage and working areas on a frequent basis to ensure compliance with reasonable safety standards and agreed RAMS;
- Report any failings or concerns to the Bursar immediately; address any immediate concerns with the team members directly;
- Act as first point of contact for any contractors or specialists visiting the school. Ensure the correct signing-in and induction procedure is undertaken and that contractors are accompanied to the working area and are identifiable to all staff and students;
- Sign-off any works ensuring the highest quality of service and workmanship is achieved at all times and that work areas are kept in a clean state and left as such upon completion.

Co-ordination and Management

- Manage and act as first point of contact for the maintenance helpdesk IT reporting system;
- Disseminate all maintenance requests to the relevant team members in the most efficient and effective way possible;
- Track and follow up all requests to ensure they are completed fully and in a timely manner;
- Where necessary and when asked, act as the main point of contact to acquire further information on maintenance request submissions from staff members;
- Establish the priority ratings for maintenance requests and liaise with staff and team members to ensure works are completed within reasonable and set time frames;
- Manage the day-to-day work load of the maintenance team to ensure efficient working practices are maintained and maximum performance is delivered;
- In conjunction with the Bursar, chair weekly team meetings to review workload and team performance against agreed work targets;
- Ensure the maintenance team have accessibility and the materials needed to undertake the requested tasks;
- Notify staff of contractor visits and works that are to be undertaken;
- Establish and maintain electronic records of all maintenance information, including but not limited to paint records, equipment registers, stock holdings, security etc;
- Monitor and manage, in liaison with the maintenance staff, stock levels and their usage against school works and projects;
- Liaise with the Bursar to ensure the required materials and equipment for the maintenance team are present when needed to enable works to be undertaken appropriately;
- To oversee and facilitate the school minibuses including: ensuring all minibuses are serviced and MOT'd, carry out and sign off the 10 week safety checks;

Other

- Any reasonable requests made by the Bursar or Headmaster.
- Attend external meetings or training courses as required;
- Obtain and maintain professional qualifications in-line with the role and responsibilities;
- Present a smart and professional image at all times.

Person Specification

The ideal candidate will have/be able to:

Skills, knowledge, experience:

- Experience of team management;
- The ability to engage with a variety of people within and outside the organisation;
- Experience of health and safety in the workplace;
- Competent user of MS Office to include Outlook, Excel and Word;
- Experience of servicing and maintain maintenance and grounds equipment, and ideally vehicles including minibuses;
- D1 driving licence essential.

Personal attributes:

- Strong communication and interpersonal skills and ability to work collaboratively;
- A commitment to personal and team development;
- Enthusiasm, patience, flexibility and a willingness to work outside regular hours as the need arises;
- Hard working with an eye for detail and a desire to achieve outstanding results;
- Professional in appearance and manner;
- A can do and hands on approach to work.

Salary and Other Benefits

Hours: 40 hours per week Monday to Friday. Some additional hours as required throughout the year including, but not limited to:

- Bonfire night
- Open days
- Sports day and fun day

Salary – approx. £35,000 p.a. depending on experience

Other benefits include:

- Free lunch meals during term time;
- Car parking on site
- School's contributory pension scheme
- Employee assistance programme
- 25 days holiday (plus bank holidays)

Application Process

Application Packs are available from the vacancy section of the School's website. Candidates should complete the application form and send it to kelly_freeman@westbrookhay.co.uk together with a short covering letter which explains your reasons for applying.



Please address your letter to Kelly Freeman, Bursar. The process is as follows: The deadline for receipt of applications is 9.00am, Thursday 30th September 2021. All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact Kelly Freeman.

We reserve the right to appoint at any time during the recruitment process.

The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report. Westbrook Hay Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.