



WESTONBIRT  
— SCHOOLS —

# Estates Manager

Candidate Pack



## **WESTONBIRT SCHOOL**

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It has extensive grounds, including a nine-hole golf course and is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

The Senior School is an independent boarding and day school for pupils aged 11-18. The School also benefits from sharing the grounds with Westonbirt Prep, a growing Prep School and Nursery. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: [www.westonbirt.org](http://www.westonbirt.org)

## **WISHFORD SCHOOLS**

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

## **THE OPPORTUNITY**

We are looking for an enthusiastic & experienced Estates Manager to manage the Westonbirt School Estate, taking full account of the needs of the school, its commercial activities and other heritage stakeholders, together with significant interaction with the teaching staff and the senior leadership team. You will be the initial point of contact for grounds and maintenance. The successful candidate will be flexible and able to manage ever changing priorities. Full job description and person specification can be found in this pack.

## **REMUNERATION**

An attractive salary and benefits package will be provided.

## **APPLICATION PROCESS & IMPORTANT DATES**

Applicants should complete the school's application form and submit by email to Miss Michelle Andrews, HR Officer [michelle.andrews@westonbirt.school.uk](mailto:michelle.andrews@westonbirt.school.uk). The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 12 noon on Friday 2<sup>nd</sup> June 2023.

Interviews will commence week commencing Monday 12<sup>th</sup> June 2023.

## **CONTACT DETAILS**

If you have any queries or would like further information, please do not hesitate to contact Miss Michelle Andrews, HR Officer on 01666 881361 or email [michelle.andrews@westonbirtschool.uk](mailto:michelle.andrews@westonbirtschool.uk)

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

# Job Description – Estates Manager

## Overview

The Estates Manager will lead the Estates Department to ensure that the House and Grounds are operated and maintained to the very highest standards. This will include:

- Managing the Westonbirt Estate, taking full account of the needs of the School, its commercial activities, heritage and other stakeholders
- Project management of minor capital works
- Preparing, costing and implementing affordable programmes of preventative maintenance
- Delivering approved capital projects

The Estates Manager will provide detailed supervision, management and leadership to the following departments, ensuring that the correct procedures for recruitment, appraisal and management are followed:

- Maintenance
- Grounds

## Main Responsibilities and Tasks

### Estate Management:

- Maintain a programme of preventative and reactive maintenance works including:
  - Management of day-to-day requirements from staff, pupils, estate tenants, parents and visitors
  - Monitoring the progress of works i.e. defect assessed, work planned, work ongoing, completed etc.
  - Working closely with direct reports to co-ordinate routine and reactive tasks
- Deliver agreed capital projects to time, cost and quality
- Manage the Grounds and Maintenance Teams to ensure that all facilities are maintained to the standards required for a growing boarding school
- Work with the Compliance Officer to ensure that remedial actions resulting from the scheduled programme of Cyclic Compliance and Testing is completed
- With support from the Finance Director and the Director of Estates and Services, prepare, deliver and control estates budgets. The Estates Manager is accountable to the Finance Director for budget management, following the correct financial processes and getting value for money
- Maintain an index of all property which includes but is not be limited to:
  - Tenanted buildings and land including date of purchase, current occupier details, length of lease etc.
  - Building room numbers and occupiers
  - Heating and cooking appliances and associated servicing and maintenance schedules.
  - Plans and diagrams for buildings and services
  - Estates vehicle fleets
  - Electrical hardware including date of purchase/installation, service date, warranty information etc.
- Ensure that the School's heating, electrical and water systems, and sewerage plant are operated efficiently, comply with current regulations and are upgraded (when necessary) in line with planned maintenance schedules
- Ensure that the School's plant, kitchen equipment etc. are correctly maintained, serviced and certified in accordance with current regulations
- Monitor and control stock as well as ensuring that the departments' equipment and materials are kept secure and in good condition
- Co-ordinate bad weather planning i.e. clearing snow, gritting main areas, erecting additional safety signage etc. to ensure that school and commercial events can operate safely during periods of inclement weather
- Liaise with the Group IT Manager to account for planned and reactive network maintenance and improvements

- Work with the Group Estates Manager to draft specifications and obtain quotations or estimates from contractors for undertaking work on site
- Supervise contractors working on site, ensuring that the correct risk assessments and method statements have been completed, that staff have been correctly briefed and that safeguarding and other precautions have been correctly implemented
- Supervise the ordering of all materials used by his/her departments ensuring best value for money is obtained at all times
- Ensure that all school owned or operated estates vehicles, tractors or other mobile equipment are properly maintained and are fit for purpose

### Leadership and Management

- Ensure that all members of the estates team are correctly trained, current, qualified and competent
- React to emergency situations and allocate manpower to work out of normal working hours if necessary
- Discuss strategic tasks and priorities with the Director of Estates and Services to agree completion targets and oversee their completion
- Use his/her initiative to ensure that tasks are carried out in the most practical manner
- Ensure that the safety of pupils, staff and visitors is maintained at all times
- Attend the School's Health and Safety Committee, and other relevant meetings as required
- Ensure that all members of the Estates Team comply with applicable regulations, legislation and school policies and that staff receive adequate briefing, practice and training in the following areas:
  - Health and Safety
  - Environmental Health
  - Fire Risk
  - Safeguarding/Child Protection (in conjunction with the Designated Safeguarding Lead)

All other reasonable tasks and the leadership of Operational Projects, as directed by the Director of Estates and Services

### **Person Specification**

The successful candidate will have the following skills, experience and qualities:

#### **Experience**

- Experience of working in a similar environment is essential
- Experience or knowledge of working with listed buildings is preferable
- Facilities Management experience is essential
- A working knowledge of the Health and Safety at Work Act (preferably NEBOSH qualified), Hygiene Regulations and other legislation relevant to the role

#### **Skills**

- Understand that working in a school carries a responsibility to demonstrate positive behaviour, appropriate language and to dress for the environment
- Be open to continuing personal development in his/her areas of skill and in other work areas that are the responsibility of the Estates Department, so as to broaden both the post holder's and the department's capacity

#### **Qualities**

- Lead by example in honesty and integrity
- A 'can do' attitude and the willingness to work hard to get things done
- Ambition, energy, enthusiasm and commitment
- Have a good sense of humour and be flexible and adaptable