

JOB DESCRIPTION: ESTATES MANAGER

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	The position affords a rare opportunity to work in one of the leading Prep Schools in the country. The successful applicant will steer the day-to-day operations of the facility: Estates (buildings), Domestic, Minibuses and H&S.
Directly responsible to:	Bursar
Responsible for:	Estates Team; Domestic Team (via Domestic Team Supervisor)
Hours of work:	Full-time. 0815 to 1715 with 1hr unpaid break
Notice Period:	Two months.

Overview

To be operationally responsible for the smooth day-to-day running of the Grade-2 listed estate, including its associated residences, supporting the needs of the pupils and teaching staff to ensure an environment that is both safe and conducive to the highest levels of learning, development and ambition.

Key Tasks

Estates Team

The Estates Team is a skilled team of personnel who discharge critical maintenance, repairs, H&S checks, and driving duties. This Team will be line-managed directly by the Estates Manager, who will have his/her own range of building or maintenance skills and experience to bring to the Team (*i.e.* be able to be hands-on too).

Duties include:

- To line-manage the members of the Estates Team, across their various shifts and duties, and ensure that work and resources are supplied appropriately and rotas are well-organised.
- To manage the delegated Estates budgets.
- To support the Bursar's maintenance of the School's estate and buildings, either sometimes by:

- Using your own significant cognate building or surveying skills to manage smaller projects in-house with the skilled team; or sometimes by
- Obtaining quotes and tenders for work, overseeing contractors and verifying work before authorising payments.
- Reactive Maintenance:
 - To oversee – throughout the day – the electronic ticketing system used by the whole-School community for maintenance requests, and to prioritise responses and resources accordingly.
 - To be the “First Named Person” for emergency maintenance callouts (rare occurrences that chiefly apply to residences), and to direct a response as appropriate.
- Planned Preventative Maintenance:
 - To keep accurate and timely schedules of planned maintenance.
 - To help keep CAD drawings and files up-to-date with notes of works done, utilities, hazards *etc.*
 - To project future works in a timely fashion and assist the Bursar to create work-patterns and necessary budgets.
- Health and Safety:
 - To oversee and help ensure the School-wide implementation of the School’s *Health and Safety Policy*. In this you will be robustly supported by the H&S Governor, the Head, the Bursar and all of SMT (Senior Management Team).
 - To oversee the Termly process of the School’s H&S self-assessment – this is completed via a Governor-led H&S audit and a staff-wide ‘town hall’ H&S meeting – implementing outcomes accordingly.
 - To ensure all checks and maintenance required by law or School policies and procedures are carried out and that a regular and easy-to-monitor timetable is compiled and adhered to.
 - To conduct health and safety inductions for all new staff, as relevant to their role.
 - To engage specialist external contractors as necessary (*e.g.* external H&S Audits, legionella testing, fire alarm inspections *etc.*), overseeing their work, implementing recommendations and approving payments as appropriate.
 - To act as one of a large team of Fire Marshalls (specific training to be provided).
 - To maintain and develop a culture of correctly assessing risk – reviewing and approving others’ risk assessments where appropriate – and monitoring other departments to ensure that they are carrying out the necessary risk assessments. (Specific risk assessment training will be provided, where necessary).
 - To maintain the School’s regimen of PAT tests and fixed-electrical tests.
 - To ensure that a robust programme exists for any necessary response to inclement weather (*e.g.* ice) and to contribute to it as necessary.
- Vehicles:
 - To monitor the cleaning, servicing, taxing and safety-checks of the School’s fleet of vehicles.
 - To coordinate, and be able to cover when necessary, a rota of driving duties for the School’s morning minibus service, reacting to unexpected interruptions to normal service as necessary.
 - To maintain the electronic booking system used by staff for School vehicles ensuring that resources are well deployed and ready when needed.

- Utilities:
 - To monitor the School's use of utilities across the site and its outlying residences, reporting findings to the Bursar.
 - Ultimately to implement a programme of automation for this monitoring.
 - To order restocking of fuel in a timely fashion.
 - To advise on areas of savings wherever possible.

Domestics Team

The Domestics Team is a large team of personnel who discharge critical daily tasks of cleaning, servery, pot-washing and laundry duties as well as periodic deep-cleans. They are led by a Domestics Teams Supervisor.

- To support the Domestics Team Supervisor, ensuring that the relevant delegated areas run smoothly.
- In consultation with the Domestics Team Supervisor:
 - To ensure time-tables and work-rotas, including holiday work and deep cleans, are arranged well in advance; and
 - To ensure delegated budgets are adequate, regularly reviewed against expenditure and successfully deployed.
- To engage specialist external contractors as necessary (*e.g. waste collection, confidential waste, pest control and laundry services etc.*), overseeing their work and approving payments as appropriate.

Working Alongside Grounds and Gardens Team

The word "grounds" at Witham Hall refers to both our historic parkland setting and our sports surfaces, which together are exceptional and of wide renown.

The highly-regarded Grounds and Gardens Team is lead by a resident Head of Grounds and Gardens and therefore grounds do not fall within the purview of this role. However, there will be a close, strong and supportive relationship between the Grounds Team and the Estates Manager and all work will be collaborative.

General

- To play a full part in the life of the School community, including attendance at the major events of the School calendar as appropriate (*e.g. Speech Day, Winter Fair etc.*).
- To support the vision and ethos of this School in particular, but also of boarding and independent education in general.
- Irrespective of their role, all staff are expected to maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues. To reaffirm this message, all Staff need to present themselves in an appropriately smart manner according to the dress code and as relevant to their specific role.

Knowledge, Skills and Experience Required

Essential

- Strong and relevant professional qualifications in a cognate area, such as:
 - Building Surveying (*e.g.* RICS)
 - Facilities Management (*e.g.* IWFm)
 - Certified Associate in Project Management (CAPM)
 - H&S (*e.g.* NEBOSH, IOSH)
 - Or significant experience equivalent to above professional qualifications.
- Experience managing buildings, facilities, estates or similar.
- The ability to lead, motivate and support a series of varied teams that all contribute importantly to the smooth-running of the School, and to be perceived as an approachable and enthusiastic mentor.
- The role will require a high degree of common sense, adaptability and resourcefulness in troubleshooting and stepping in to resolve issues, so a strong practical aptitude and hands-on approach is necessary.
- Most of the job requirements may be acquired either from formal training or experience. Even with qualifications, strong experience within management of operational teams or within building oversight is essential.
- Task management is a key skill and the role will require the abilities to work autonomously, to prioritise workloads and to meet deadlines.
- The ability to contribute practical skills to the Estates Team will be essential.
- The ability to contribute as a cover driver will be essential. Training will be provided. A full clean driving licence is essential.
- The role will inevitably contain elements that are physically demanding and the ability to meet these physical challenges will be necessary.
- A moderate-to-high level of ICT competency, including the use of email and, ideally, of cloud-based networking.
- The ability to organise work and records well. This is critical for external audit purposes.
- A positive approach to learning in role and identifying personal training needs as appropriate; the School is willing to support learning as required on a mutually agreed basis.
- A robust and resilient nature, coupled with a capability to work under pressure.

Desirable

- The successful individual will have basic general maintenance skills but a qualification in a specific trade (*e.g.* masonry, plumbing, electrics *etc.*) would be a strong advantage.
- Experience of being the Responsible Person for a building or business under the RRO 2005.
- Experience of RIDDOR.
- Experience of managing COSHH.
- A familiarity with landlord/tenant arrangements.
- The ability to write with clarity and professionalism would be a strong advantage.
- Experience of working in a school environment may be helpful but is not necessary.

Note

This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.