



## JOB DESCRIPTION

<b>Job Title:</b>	Estates Manager	<b>Department:</b>	Estates
<b>Hours of Work:</b>	40 hours per week Monday to Friday, 52 weeks per year (Full time)		
<b>Responsible To:</b>	Director of Estates	<b>Responsible For:</b>	Grounds and Maintenance

Woldingham School is a leading independent school located in a stunning 520-acre estate in Surrey. Our school combines traditional and modern buildings, commercial properties, and private residences, all nestled in an area of outstanding natural beauty. We are dedicated to providing an exceptional educational environment and maintaining our grounds and facilities to the highest standards.

### Summary of Role:

We are seeking an experienced and proactive Estates Manager to oversee the management, maintenance, and development of Woldingham School's extensive estate. This includes a variety of buildings ranging from historic structures to modern facilities, along with expansive grounds and gardens. The Estates Manager will lead a team of maintenance and grounds operatives to ensure the estate is safe, secure, and maintained to a high standard, supporting the school's educational mission and enhancing the experience for students, staff, and visitors.

### Key Responsibilities:

- Develop and implement a comprehensive planned preventative maintenance plan that ensures all buildings, facilities, and grounds are maintained to a high standard, prioritising safety, sustainability, and efficiency. Delivery is through a team of inhouse staff and contracted support.
- Oversee the maintenance and statutory compliance of a diverse portfolio of properties, including historic and modern school buildings, commercial properties, and private residences.
- Oversee kitchen equipment maintenance through a contracted provider. Overseeing asset/life-cycle replacement for kitchen equipment and the upkeep of associated kitchen plant and air handling systems to ensure optimal performance and compliance with safety standards
- Manage the planning and execution of repair, refurbishment, and renovation projects, ensuring they are completed on time, within budget, and to the required quality standards.
- Develop use of the schools CAFM system ensure that accurate information can be gathered on asset lifecycle, compliance report and the development of service level agreements to accurately report on helpdesk performance.

### Team Leadership and Management:

- Lead, motivate, and manage a team of maintenance, grounds and administration support ensuring high levels of performance
- Assis in the development of service level agreements and effective key performance monitoring
- Coordinate daily work schedules and allocate resources effectively to meet the needs of the estate and respond to emergencies promptly.
- Provide ongoing training and development opportunities for team members to enhance skills and support professional growth.

**Grounds and Environmental Management:**

- Oversee the schools extensive 520 acres of grounds, including a vineyard ensuring they are well-presented, safe, and support the school's educational activities and events.
- Implement sustainable practices in grounds management, including waste management, recycling, and the use of environmentally friendly materials and methods.
- Protect and enhance the natural beauty of the estate, including the management of woodlands, gardens, and recreational areas.

**Health, Safety, and Compliance:**

- Ensure all estate operations comply with relevant health, safety, and environmental regulations and best practices.
- Conduct regular risk assessments and implement necessary measures to mitigate potential hazards.
- Maintain accurate records of maintenance activities, inspections, and compliance checks.

**Control of Contractors:**

- Ensure that due diligence checks are carried prior to appointing a new contractor using the School's Pre-Qualification Questionnaire (PQQ)
- Ensure that relevant documentation required by the PQQ such as qualifications and Employers Liability (EL), Public Liability (PL) or Professional Indemnity (PI) are filed and EL/PL/PI should be tracked on CAFM.
- Ensure that contracted works are appropriately managed through the review of risk assessments and method statements, use of the schools permit to work system and effective monitoring and supervision.
- Ensure that relevant checks undertaken that meet the schools Safeguarding responsibilities

**Budget and Resource Management:**

- Prepare and manage the estates department budget, ensuring effective use of resources and value for money.
- Monitor and control expenditure, providing regular reports to the Director of Operations and identifying cost-saving opportunities.

**Stakeholder Engagement:**

- Build and maintain positive relationships with internal stakeholders, including teaching and support staff, students, parents, and governors.
- Act as the main point of contact for external contractors and suppliers, ensuring high-quality service delivery and compliance with school policies and procedures.

**Qualifications and Experience:**

- Proven experience in an estate's management role, preferably within a school or similar environment.
- Strong knowledge of building maintenance, grounds management, and project management.
- Experience managing a diverse portfolio of properties, including historic buildings and modern facilities.
- Excellent leadership and team management skills, with the ability to motivate and develop staff.
- Strong understanding of health, safety, and environmental regulations and best practices.
- Financial acumen and experience managing budgets and resources effectively.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with stakeholders at all levels.

**Additional Duties:**

Any other tasks assigned to by the Director of Finance and Operations and/or Director of Estates.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• Qualification in NEBOSH Fire, General or Construction.</li> <li>• Minimum of 3 years management experience.</li> <li>• Minimum of 5 years' experience in the Facilities sector.</li> <li>• Ability to communicate at all levels of the organisation.</li> <li>• Experience with Building Management Systems – Tend 963 or IQ Vision would be advantageous.</li> <li>• Engineering, Plumbing or Electrical background would be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• IWFM Qualification to a minimum of level 6 or Associate Membership of CIBESE.</li> <li>• Working knowledge/training in working on a database, preferably CAFM.</li> <li>• Ability to liaise with a diverse range of clients (contractors, or other School departments etc).</li> <li>• Experience of working in an Educational environment.</li> <li>• Outstanding interpersonal relationship building and employee coaching and development skills.</li> <li>• Demonstrable ability to lead and develop a department and department staff members.</li> <li>• Project management experience.</li> <li>• Relevant professional qualifications in estates management, facilities management, or a related field.</li> <li>• Experience in managing estates within an educational or historic environment.</li> <li>• Knowledge of sustainable and environmentally friendly practices in estate management.</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• Computer literate and good skills on Word, Excel and Outlook.</li> <li>• The ability to articulate at all levels.</li> <li>• Excellent communication and organisational skills.</li> <li>• Confident, professional and polite.</li> <li>• Good interpersonal skills across a diverse range of clients.</li> <li>• Ability to work under pressure and manage multiple demands and shifting priorities.</li> <li>• Ability to prioritise workload and meet changing deadlines.</li> <li>• A proactive attitude and ability to identify when requests need to be escalated.</li> <li>• Reliable, punctual, cooperative and enthusiastic.</li> <li>• Calm, organised and efficient.</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Committed to operating as part of the School Community.</li> <li>• Committed to the Sacred Heart Values.</li> </ul>	

<ul style="list-style-type: none"> <li>• Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	

### Terms and Benefits

- **Start Date:** ASAP
- **Hours of Work:** 40 hours per week Monday to Friday, 52 weeks per year (Full time). Flexibility will be needed to work in evenings and weekends as required.
- **Salary:** £42,188 to £45,442 dependant on skills and experience
- **Holiday.** The holiday entitlement is 5 weeks per year plus public holidays (Pro rata).
- **Pension.** The successful candidate will be auto enrolled into the School's pension scheme, which includes life assurance.
- **Lunch.** A free lunch is available in the dining room each working day when the kitchens are open.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees.** Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.