

ST MARGARET'S
SCHOOL

Estates and Operations Manager

Required as soon as possible

Salary dependent on experience

We are seeking to appoint an experienced Estates and Operations Manager to be responsible for ensuring the effective leadership, coordination and running of the estates and operational support services across the School and the Sports Centre.

The postholder will oversee the estates, maintenance, grounds, caretaking, and administrative and transport teams, monitoring and evaluating practice and ensuring the development and delivery of a high-quality function in each area.

You will be highly motivated, with strong project and team management experience, alongside excellent communication and organisational skills. Experience of working in the Education sector would be advantageous.

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

Closing date for applications: Wednesday 17 November at 12pm

Interview date: Thursday 25 November

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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Job Description

Estates and Operations Manager

Accountable to: The Head of School

Working Hours: Normal working hours are 8am-5pm Monday - Friday. However, the postholder will be required to work flexibly to meet the demands of the role, including some evenings and weekends.

Job Purpose:

Reporting directly to the Head of School and working closely with the Interim Bursar and other members of the Senior Management Team, the Estates and Operations Manager is responsible for supporting and managing the effective running of all estates and facilities' services across the School and the Sports Centre. This role will involve oversight of the estates, maintenance, grounds, caretaking, administrative and transport teams, monitoring and evaluating practice and ensuring the development and delivery of a high-quality function and service in each area. The role will embrace the design, construction, management and implementation of a school maintenance and improvement plan for the School's Estates and Operations, including the structures & procedures to implement this plan.

Accountable for:

The Estates and Operations Manager will report directly to the Head and work under the direction of the Interim Bursar and the SMT on specific aspects of the role.

Line Management

The Estates and Operations Manager will line manage the following personnel:

- Maintenance Manager
- Grounds Manager
- Caretaker
- Office Manager

Operational Oversight

- In conjunction with the Head and Interim Bursar, develop a school estates and facilities management programme. This will include planned, preventative & reactive maintenance and improvement works so as to maintain high standards, including Health & Safety requirements, across the School Estate.
- Oversee the effective implementation of the school estates and facilities management programme.
- Assist with the management of large capital and refurbishment projects.
- Assist with the planning (specifications, tender/ quotations, contractor selection) of estates and facilities projects.
- In conjunction with the Interim Bursar, project manage all School controlled estates improvement projects.

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- Act as a key point of contact with contract managers.
- Implement best practice to achieve efficiency savings.

Contract Management

- Regularly review annual facilities contracts to ensure terms and conditions are reasonable and meet the school's requirements.
- Establish relationships with suppliers and, where considered appropriate, make recommendations for potential changes, taking into consideration the needs of the School and budgets.
- Where services are provided by an external contractor, set service level agreements and monitor standards against specification and KPIs on a regular basis.

Site Security

- Establish, implement and monitor an effective system to ensure the effective safeguarding and best interests of all day and boarding pupils and staff during and outside school hours.
- Ensure surveillance systems are operational and tested at specified intervals, taking appropriate actions to resolve any defects in the systems.
- Arrange rotas for, and participate in, site cover by the Estates Team in term time and holidays, ensuring adequate staffing of all school activities and events.
- Ensure that all out of hours calls and emergencies are dealt with in a timely manner and respond as appropriate.

Premises and Plant Equipment

- Ensure that premises and grounds are maintained to a high standard in accordance with agreed programmes of planned maintenance, and that emergency repairs and issues are identified and actioned promptly.
- Ensure that all plant and equipment is operational and maintained in a safe working condition through a specified programme of regular inspection and planned maintenance.
- Ensure that repairs to furniture, equipment and the fabric of the building are carried out in a timely manner to appropriate standards.
- Monitor the provision of heating, lighting, water, drainage and other services, and reacting promptly to failures or hazards. Monitor energy efficiency ensuring that all controls are adjusted appropriately.
- Ensure that all grounds are properly maintained including general repairs to boundary fences, walls and other external features.

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- Ensure that the external appearance of the school grounds and premises, including signage, supports the school's marketing initiatives.
- Ensure that the swimming pool is checked and maintained daily and periodic maintenance is scheduled and organised.
- Ensure that all necessary maintenance contracts are in place and monitor the work of building and maintenance contractors on site to ensure that it is in accordance with specifications, health and safety requirements, CDM regulations.
- Ensure that all contractors are compliant with the School's safeguarding policy and procedures and that records are reviewed and updated annually.
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage in accordance with school policies
- Oversee the co-ordination of intra-office moves.
- Oversee the co-ordination of rooming, cleaning, catering for school events as per the school calendar.

Compliance and Health & Safety

- Take a leading role in all Health and Safety matters.
- Work with the Interim Bursar and Compliance Officer to ensure that there is a suitable and appropriate regime of statutory health & safety compliance required by regulation and school policies for the site.
- Identify potential areas of compliance vulnerability and risk across the school, develop actions plans for the mitigation of those risks. Conduct internal audits of processes and procedures.
- Ensure risk assessments are in place for all relevant hazards and working procedures and ensure that all staff are familiar with safe working practices and comply with them, including contributing to the induction programme for new staff.
- Monitor the work of building and maintenance contractors on site, to ensure that it is in accordance with specifications, health and safety requirements.

Transport

- Coordinate and manage the school buses with the outsource provider, including coaches for trips and fixtures, to ensure the delivery of the optimum service for pupils.

Finances

- To prepare, report and control Estates budgets, identify and implement areas of cost efficiency, and ensure projects run within agreed financial levels.

Capital Expenditure

- To work with the Interim Bursar in the planning of all capital expenditure.

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Events & External Lets

- Work alongside the Interim Bursar and the Events Officer to oversee the development and delivery of external lets.
- Work closely with the School Office and Events Officer through the weekly planning meeting to ensure the smooth running of the School.

Governors

- Prepare reports for the Finance Estates and General Purposes Committee and attend meetings as required

Other Duties

- Carry out any other duties as may be reasonably required or directed by the Head and/or the Interim Bursar.

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Estates & Operations Manager Person Specification	ESSENTIAL	DESIRABLE
ATTRIBUTES AND QUALIFICATIONS		
Motivated and energetic	√	
Comfortable in, and able to foster and promote, a collaborative team environment	√	
Open to seeking and taking advice when appropriate	√	
Relevant professional qualifications	√	
Degree or equivalent		√
EXPERIENCE		
Strong project management, planning and development experience	√	
Experience of financial planning and budget management	√	
Team motivation and management	√	
Project Management	√	
Procurement, supplier contracts and purchasing methods	√	
Property Management	√	
Multiple Area Estates Management		√
Health and Safety Regulations		√
Working in independent school or similar environment		√
SKILLS, KNOWLEDGE AND ABILITIES		
Leadership style effective across a range of areas	√	
Ability to inspire, influence and motivate others	√	
Good oral and written communication skills, including presentation skills	√	
Effective and firm decision-making	√	
Strong organisational skills including managing a varied long-term workload	√	
Strong interpersonal skills	√	
The ability to develop and manage relationships with a wide range of people, and all parts of the School	√	
Flexible and motivated – even under pressure		√
Ability to look at issues from different perspectives		√
OTHER		
An affinity and understanding of the aims and ethos of the independent school culture		√
Empathy with the School's Christian tradition and ethos		√
Readiness to attend school events, including those at weekends	√	
A willingness to work flexibly, including working evenings and weekends when required	√	
Commitment to promoting and safeguarding the welfare of children	√	
Awareness of safer recruitment procedures		√