**Estates Bursar (Head of Estates) Job Description**

**College**

Cheltenham College comprises two inter-dependent fee-paying schools within a single executive structure. The Senior School (13-18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 660 pupils, including a Sixth Form of approximately 270 pupils. The Prep School (3-13) is largely a day school of around 400 pupils. Both schools are fully co-educational and are situated in their own spacious grounds close to the centre of Cheltenham, a flourishing Cotswold town. They have fine academic records and a considerable reputation for sport, drama and music.

**Job Description**

Reporting to the Bursar, the Estates Bursar will lead a team of around 40 staff and have responsibility for the maintenance & development of the 70-acre estate including academic and residential buildings, oversight of all building works, upkeep of grounds & gardens, management of College’s transport, porters and security staff, and the control of associated budgets.

The Estates Bursar’s responsibility is to provide effective and efficient management of the estate and facilities of College so as to provide pupils, staff and visitors with facilities and services to the highest standards possible within budgetary constraints.

**Role and Responsibilities:**

Leadership of the Estates Function

* Provide strategic advice to the Bursar, Heads and College Council (Board of Governors) on all matters relating to the maintenance and development of the College estate.
* Continuous development of the operating model for Estates management.
* Preparation and effective management of all annual Estates budgets and preparation of short, medium and longer term forecasts for revenue and capital expenditure.
* Oversee and deliver high standards in the appearance and presentation of all aspects of the College estate including regular inspection and monitoring.
* Ensure effective function of the Estates office, setting and ensuring delivery of the highest standards of customer service.
* Provide an appropriate balance between the use of in-house Estates staff and external contractors to ensure the effective delivery of works to tight deadlines.
* Provide leadership direction to resolve issues when escalated
* Take a lead role in the crisis and business continuity planning and risk management processes for College as appropriate both to your area of specialist expertise and your role as part of the management team.

Team Management

* Line management of team of operational managers for each relevant area of Estates
* Recruitment (through the team as appropriate) of all Estates staff.
* Management of team people issues, working through your managers to ensure sickness and absence is tackled and minimised, liaising with HR as appropriate.
* Use College people management tools, manage the Estates team to establish a high-performance culture and develop your team and their skills.

Procurement and Compliance

* Oversight of the procurement of contractors and materials including maintaining an approved-contractors policy and list.
* Oversee the management of utilities, waste management and similar services to deliver year on year reductions in energy consumption.
* Maintenance of accurate records, plans, drawings, maps and O&M manuals relating to College buildings, plant and the services infrastructure.
* Compliance with all Health and Safety regulations, planning laws, historic building consents and other relevant legislative requirements.
* Responsible, with the advice of the Health, Safety and Risk Manager for ensuring the Estates team apply high standards of Health and Safety practice in all aspects of their work. Member of the Health and Safety Committee
* Responsible for delivering college transport management and driver compliance
* As a member of the management team, play a key role in ensuring that College meets its child safeguarding responsibilities in full

Project Management and Delivery

* Design and delivery of an effective rolling maintenance programme covering all aspects of the College estate.
* Oversee the delivery, through the Works and Safety Manager, of an efficient works requisitions and small projects programme.
* Plan, manage and deliver all Estates development projects employing external consultants and/or contractors as appropriate.
* Ensure effective project management and cyclical planning across all aspects of the Estates operation.
* Build, maintain and monitor project spending ensuring appropriate cost control and change control mechanisms are in place.

Collaborative Working

* Open, effective and informative communication between the Estates Department and the wider College community including:
  + Housekeeping Manager, to ensure the effective cleaning of all College buildings
  + Lettings Manager, to ensure the provision of full and appropriate support for all commercial lettings and that the delivery of remedial works or building projects during holidays are appropriately planned for
  + Bursar’s PA, to ensure the efficient preparation of all staff accommodation
  + Health, Safety and Risk Manager, to ensure effective Portering and Security services
  + Finance Director, to ensure effective cost control across all aspects of Estates

Any other duties that fall within the spirit of this job description and as directed by the Bursar or Head of College.

**Person Specification**

Essential

* Educated to degree level or equivalent experience
* relevant qualification such as CIOB, RICS Building Surveying Division or BIFM
* extensive experience of property management and maintenance
* Proven operational management and leadership skills
* High levels of tact and diplomacy combined with absolute integrity
* Proven business acumen
* Strong financial literacy
* An effective project manager
* Good IT skills
* A good knowledge of Health & Safety management
* Strong interpersonal and communication skills
* The ability to work both independently~~,~~ and as a key team member
* A flexible, results-focused approach to work combined with a keen eye for detail and the ability to manage a significant and varied workload whilst always meeting significant deadlines

Preferred

* Experience of historic buildings and/or the independent education sector
* NEBOSH or an equivalent Health & Safety qualification

**Terms and Conditions**

* Full time, full year role
* Salary commensurate with experience
* 25 days of holiday
* Defined contribution pension scheme
* Free lunches during term time
* Free life insurance (4x salary)
* Use of College sports facilities

May 2018