



# DOVER COLLEGE

## Candidate information Estates Manager July 2017





## Background information on Dover College for applicants

Dover College was founded in 1871 by local businessmen as a school principally for local children but has since developed an international pupil base. Dover College was one of the first schools considered a “Public School” as evidenced by its inclusion amongst only twenty five other such schools in the first edition of the Public Schools’ Yearbook published in 1889. Dover College maintains the original characteristics of its inception - a school which caters not only for a broad range (both academically and socially) of local pupils, keeping its fees affordable to achieve this, but also caters for a significant minority of pupils from overseas.

It is a school with an ethos based in regular worship in Chapel in the Church of England traditions and this reinforces the ethos of friendliness and openness that is now well established - it is very much part of the value of a Dover College education. Dover College has nearly always had a Junior School of some description, first at Westmount on the Folkestone Road and more recently opening a new Junior Department in 2001 and in 2011 opening on the same site as the senior school when it was re-named ‘The Junior School’.

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of ‘their’ school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community.

Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well rounded, balanced adults who will make a positive contribution to those around them. We expect pupils and staff to be sympathetic to our Christian ethos and values, although we welcome and value those of other faiths too.

Our curriculum is creative, well planned, wide ranging and enriching. Its balance and focus on individual development, helps us to stimulate an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of great benefit to them for the future. The College gains outstanding results at A Level

and BTEC, with excellent value added results at GCSE. We understand that a well-rounded education is about more than what happens in the classroom or on the sports field, and that’s why we offer and encourage our pupils to participate in a wide variety of outstanding extra-curricular opportunities. Dover College enjoys an excellent reputation for a broad range of sport, games and other activities and opportunities. We seek to stretch the most able, whilst providing opportunities for all and all pupils undertake an activities programme, which aims to provide them with the enjoyment, confidence, skills and fulfilment. Music forms a pivotal role in all that we do, and the school has a choir and music school, which encourages pupils to express themselves through music.

We offer after-school care for day pupils until 5.30pm and work hard to ensure that our boarders are given all the opportunities they need to have experiences which are full and varied. We believe that providing such opportunities helps to develop self-esteem, and encourages important life skills such as leadership, teamwork, commitment and determination, as well as cultivating a sense of duty, and understanding of others. What happens outside the classroom also has a positive spin-off in lesson time, helping to engender an ethos of mutual respect between teachers and pupils. The successful candidate will be expected to make a contribution to current activities and initiatives and to develop new ones.

In 2016, the College launched its new development plan, Project 150. Far reaching and comprehensive, the plan will see a period of unprecedented growth at the College alongside many changes and developments to the school’s buildings.

Candidates are encouraged to clearly celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references. Fee reductions are available for children of staff both in the Junior and Senior School.

For more information, please see the school’s website: [www.dovercollege.org.uk](http://www.dovercollege.org.uk)

## The Role

### Estates Manager

<b>Dates</b>	Job start - September 2017
<b>Salary</b>	According to skills and experience
<b>Location</b>	Dover
<b>Contract type</b>	Full-time
<b>Contract term</b>	Permanent

### Are you prepared to think differently?

This is an exceptional opportunity to undertake the strategic estate management of a prestigious Boarding and Day School in Dover.

The successful candidate will be overseeing a diverse range of operations including grounds and gardens work, sports turf, health and safety and residential and school building maintenance.

Key to the role is considerable experience of building maintenance and basic ground maintenance. Excellent communication skills and ability to work as part of a team is crucial.

**Closing date for applications:**  
**Noon, Friday 4 August 2017, with interviews week commencing Monday 7 August 2017.**

For an informal discussion about the role, please contact Mr Nicholas Winther on 01304 205969 or email [Winthern@dovercollege.org.uk](mailto:Winthern@dovercollege.org.uk)

An application form may be downloaded by visiting the School's website:  
<http://www.dovercollege.org.uk/join-the-team>  
[or by clicking here.](#)

Completed application forms should be accompanied by a covering letter (C.V.s will not be considered without an application form) and should be marked Private and Confidential to Mrs Claire Wagstaff-Townend, HR Department, Dover College, Effingham Crescent, Dover, Kent, CT17 9RH or emailed to [HR@dovercollege.org.uk](mailto:HR@dovercollege.org.uk)

The College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment.

Appointments are subject to satisfactory enhanced DBS clearance and satisfactory employment references which will the College will endeavour to take up prior to interview.

Dover College reserves the right to close applications early and make an appointment at any stage.



## Job Description:

**Title** Estates Manager  
**Reports to** The Bursar

The Estates Manager will be responsible for the general provision of a safe, clean, warm, secure and attractive environment (both internally and externally) for College pupils, staff and visitors. The Estate Manager will provide support to the Bursar and the Headmaster in planning and estates management of the College and play a major part in the development and implementation of College strategies, policies and the Development Plan. The Estates Manager will be responsible for the daily and overall management of estates management to ensure efficient day to day operations of the College estate to a high and professional standard.

The Estates Manager's duties will comprise:

### 1. Security

Under direction of the Bursar, to be responsible for the overall security of the site and buildings, taking reasonable precautions to minimise loss or damage. To ensure all security procedures are working and in place. To ensure all exterior security and emergency lights are functioning correctly. To complete report forms as necessary, both manually and using ICT resources.

To notify the Bursar immediately of break-ins or thefts from the site. To be a registered key holder with the local police and formally record the details of the registration.

### 2. Maintenance

In conjunction with the Bursar, contribute to the development and planning of projects including liaison with contractors, consultants, Local Authorities and neighbours. Project manage building and refurbishment projects ensuring all works are undertaken in accordance with College policies and statutory legislation. To produce building work specifications, work orders and contract documents as necessary.

To be responsible for the maintenance and upkeep of premises including buildings, fixtures and fittings. To maintain the estates work register, ensure agreed standards of response times and quality of work are met. To ensure damaged or faulty equipment, work surface fixtures and fittings etc. are removed from use and potential hazards are made safe. To be responsible for the efficient operation and use of electrical and heating plant in the establishment, including monitoring plant energy saving measures and use of service.

To undertake resource management including acquisition of materials for major projects, repair and grounds tasks. To co-ordinate and manage requests for work to repair broken/damaged items, keeping a chargeable list, liaising with Support Services Manager and house staff.

### 3. Health and Safety

To take the day to day lead in risk management and assessment and health & safety. To support the Bursar in his role as Health & Safety Manager. To be a member of the College's Health and Safety Committee. To be the key link on matters concerning risk management, health and safety and estate management ensuring compliance (including for that of contractors). Reviewing and updating (through liaison with other staff) all College risk assessments, providing guidance input and recommendations to other school departments to ensure they are compliant with College policy and statutory legislation.

To take responsibility for implementing accountable systems and processes for managing risks effectively (e.g. water testing, asbestos management). To ensure that compliance checks are monitored, performed and updated according to legislation and action is taken where necessary.

To manage the College's fire policy, procedures and risk assessments. To have knowledge of the use and maintenance of fire equipment to identify existing and potential hazards and eliminate as far as possible. To ensure all fire exits are accessible and escape routes free from obstruction, both inside and outside buildings. To ensure all fire equipment is serviced at the correct intervals. To ensure fire alarm tests are carried out weekly and other systems at specified times.

To ensure that required checks on equipment are carried out on time and recorded. To maintain snow clearing equipment and to clear snow and ice from all playgrounds and walkways. To keep and maintain operating manuals relating to the College's buildings, plant and machinery and the College's services infrastructure (service records). To contribute to the College's risk register and review and update as required.

### 4. Grounds Maintenance

To oversee the maintenance of the school grounds including all formal gardens and flower beds and games fields undertaking specific duties and directing staff as necessary. To ensure that, where grounds work cannot be managed in house, contractors are engaged in good time.

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## 5. Management and Management of Staff

The Estates Manager will line manage all maintenance and grounds staff ensuring tasks are appropriately delegated in accordance with the schedules of work. To manage and deliver accountable performance management and supervision processes for the maintenance and ground staff, including managing sickness absence.

The Estates Manager will lead and develop the estates staff to ensure the College has an effective, competent and well trained in house team with the right skills to deliver high quality outcomes. To provide in-house training for maintenance and grounds staff and arrange any appropriate external training required. To maintain training records. The Estates Manager will co-ordinate out of hours cover for emergency maintenance issues. To be a member of the interview panel for maintenance and grounds vacancies.

To deliver induction training in fire, security and general health and safety to all new and existing employees (with the exception of specific health and safety to each department).

To undertake relevant training as required to enable completion of risk assessments and other statutory requirements.

To provide input, guidance and recommendations for College policies and procedures. To attend Bursary Management Meetings. To assist the Bursar in the planning, development and completion of major projects. To meet regularly with the Bursar to discuss sites and building issues. To report to Governing body as required by the Headmaster on general site, building and maintenance issues. To attend SMT meetings when required to discuss site issues. To complete inventories, order goods and complete other forms as required. To carry out additional responsibilities as directed by the Bursar which fit in with the general site and building.

## 6. Budget

To develop and manage an annual estates budget by ensuring the estates function is financially compliant and delivers the best value for money services within agreed financial limits.

## 7. Additional Responsibilities

Be aware of the policies and procedures as set out in the staff handbook.

To be fully aware of and understand the duties and

responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.

To ensure that the Bursar is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

At all times to carry out responsibilities/duties with due regard to the College's Equal Opportunities employment policy.

Such other minor and/or non-recurring duties, appropriate to the post as may be directed by the Bursar.

The College retains the right to review this job description on an annual basis or when circumstances require.



## **Person Specification: Estates Manager**

### **1. Essential Criteria**

- Considerable experience of building maintenance and basic ground maintenance.
- Experience in middle management.
- Experience of leading on assessing and managing risk and developing and using systems and processes to manage risk.
- Ability to manage substantial maintenance budgets.
- Experience of engaging and monitoring contractors.
- Ability to communicate clearly and effectively orally, in writing and via pc.
- Ability to identify and prioritise own work and ability to work independently of direct supervision.
- Be familiar with MS Office Word, Excel and internet and use as part of everyday practice.
- Have experience, skills or qualifications in general building maintenance.
- Ability to establish and maintain effective working relationships at all levels of work as part of a team.
- Willingness and capacity to work flexibly and when required respond at night or during other unsocial hours.
- Ability to be adaptable and respond rapidly to the changing needs of the school.
- Ability to participate in Site meetings with contractors and others, and to represent the interests of the school.
- Ability to identify and improve security arrangements and to be pro-active in identifying areas of weakness.
- Knowledge of Health & Safety practices and procedures and the ability to develop a Health & Safety Programme for colleagues.
- Hold a full, clean driving license and to drive school vehicles as and when required.
- Ability to demonstrate a good attendance record and punctuality.

### **2. Desirable Criteria**

- Experience of working in a school, local authority or an organisation with several disciplines.
- Experience, skills or qualifications in the following:
  - a) Carpentry
  - b) Basic plumbing
  - c) Building repair
  - d) Painting and decorating
- Knowledge of First Aid.
- Experience and ability to operate plant equipment.

## Information about Dover and Kent

Dover College is situated at the gateway to Europe in what is arguably one of the most beautiful and undiscovered parts of the UK. An hour by fast train to London and with direct access to the UK motorway system, Kent is a beautiful place to live. Dover town is going through an exciting period of regeneration, and the College is intrinsically involved in this process.

In Dover, the White Cliffs provide breathtaking walks along a cliff-backed beach or a cliff-top trail to the South Foreland Lighthouse, the National Trust Visitor Centre and Samphire Hoe.

Overlooking the Port of Dover, Dover Castle is alive with vibrant furnishings, every-day artefacts and costumed actors. The audio-visual displays of the castle's Secret Wartime Tunnels evoke an underground hospital and the retreat from Dunkirk. Meanwhile, the Dover Museum provides a new twist on cross-channel ferries: a 3000 year-old, sea-going Bronze Age boat.

In Deal, 20 minutes north of Dover, you can find a town of immense charm, a high street to compete with London, mazy smugglers' lanes and independent shops. Buzzing cafes and pubs sit alongside a photogenic seafront that's home to a sweeping pier and quirky maritime clock; the Timeball Tower.

Sandwich is a further ten minutes' drive, filled with mediaeval architecture and boasting some of the best-preserved half-timbered houses in the country. Traditions linger too: listen out for the tolling of the curfew bell every night at 8pm. The Secret Gardens of Sandwich provide fragrance, tranquility, a Lutyens house and Gertrude Jekyll design.

This strip of Kent is home to some truly great golf. Royal St George's hosted the 2011 Open Golf Championships, while Kingsdown and Walmer is a challenging downland course. For two more testing links courses head to the Royal Cinque Ports or Prince's Golf Club; it also offers top-notch food at The Brasserie on the Bay and sleek rooms in The Lodge.

**For more information about Dover and the surrounding area please visit the following:**

- [www.visitkent.co.uk/](http://www.visitkent.co.uk/)
- [www.canterbury.co.uk/](http://www.canterbury.co.uk/)

- [www.english-heritage.org.uk/visit/places/dover-castle/](http://www.english-heritage.org.uk/visit/places/dover-castle/)
- [www.telegraph.co.uk/lifestyle/reinvent-the-high-street/10547216/Reinventing-the-high-street-Deal-wins-high-street-award.html](http://www.telegraph.co.uk/lifestyle/reinvent-the-high-street/10547216/Reinventing-the-high-street-Deal-wins-high-street-award.html)
- [www.nationaltrust.org.uk/the-white-cliffs-of-dover](http://www.nationaltrust.org.uk/the-white-cliffs-of-dover)

House Prices in Dover (taken from Rightmove 14.01.2016)

The majority of sales in Dover during the last year were terraced properties, selling for an average price of £136,729. Semi-detached properties sold for an average of £190,865, with detached properties fetching £266,486. Dover, with an overall average price of £169,541, was similar in terms of sold prices to nearby River (£164,482), but was cheaper than Whitfield (£223,802) and Capel-Le-Ferne (£286,357). Overall sold prices in Dover over the last year were 11% up on the previous year and 11% up on the 2007 level of £152,890.

House Prices in Deal (taken from Rightmove 14.01.2016)

Last year most property sales in Deal involved terraced properties which sold for on average £222,885. Semi-detached properties sold for an average price of £213,169, while detached properties fetched £345,761. Deal, with an overall average price of £228,985 was cheaper than nearby Walmer (£242,899), Kingsdown (£355,406) and Sandwich (£280,150).

During the last year, sold prices in Deal were 4% up on the previous year and 12% up on 2008 when the average house price was £204,468.



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Registered Charity Number: 307856

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