



WESTONBIRT — SCHOOLS —

Director of Estates and Services

Candidate Pack



WESTONBIRT SCHOOL

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

Westonbirt comprises a Nursery and Prep School for pupils aged 2-11 and a Senior School for boarding and day pupils aged 11-18. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course and over 200 acres of grounds.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD SCHOOLS

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

THE OPPORTUNITY

The Director of Estates & Services ("DES") is responsible for ensuring the school's infrastructure and support services effectively contribute to the delivery of educational excellence.

The Director of Estates and Services will work closely with the Heads and the Wishford team to lead the work of the Estates and Support Services Teams at Westonbirt School, ensuring a high quality of delivery of services including Estates, Operational Compliance, Administration, IT, Security, Housekeeping, Transport, Health and Safety and Catering.

The Director of Estates and Services is a member of the Executive Leadership Team to ensure that the school meets its aims and objectives through the delivery of the School Development Plan and the strategic and effective use of resources.

A full job description and person specification can be found in this pack.

REMUNERATION

The salary for this position will be competitive and dependant of experience.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit by email to Miss Michelle Andrews, HR Officer at michelle.andrews@westonbirtschool.uk The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 11am on Friday 21 May 2021. Candidates of interest may be contacted prior to the closing date, we therefore encouraged early application.

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Miss Michelle Andrews, HR Officer on michelle.andrews@westonbirtschool.uk.

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Job Description: Director of Estates & Services

The Director of Estates & Services ("DES") is responsible for ensuring the school's infrastructure and services effectively support the delivery of educational excellence.

Responsible to: Headmistress

Responsible for: Estates Manager, Operations Coordinator, Catering Manager (outsourced), Network Manager (tbc, dotted line), Compliance Officer, Housekeeping Manager, Transport Coordinator

Main Responsibilities

Strategic leadership

- As a key member of the Executive Team, work closely with colleagues within the school and group to set and deliver the school's strategic development plan.
- Support the Head in shaping the school's culture to deliver of the school's objectives.
- Work collaboratively with the Wishford Schools team and other schools within the group.

Estate management, heritage and projects

- Oversee management, maintenance, security and day-to-day upkeep of buildings and grounds, ensuring a systematically planned programme of preventative maintenance is delivered.
- Work with architects and other professional advisers to deliver the school's Masterplan for the development of the estate and its conservation repair programme.
- Support the relationship between the school and the Holfords of Westonbirt Trust (HOWT) to ensure mutual benefit.

Operations, Administration & IT

- Maintain effective planning and coordination between departments (including Academic, Pastoral, Boarding, Sport, Marketing, Admissions, Catering, Estates) to ensure smooth and efficient school operations.
- Oversee the operational and administrative functions to ensure efficient service delivery.
- Work with the Group IT Manager to ensure the IT team clearly understands the schools' priorities and programmes and provide high quality technology services across the site.

Catering and housekeeping

- Working with the catering contractors, ensure excellent standards of catering and cleanliness are provided to students and staff, that kitchens and equipment are fully maintained in accordance with contractual obligations and comply with applicable Health and Safety regulations.
- Monitor catering and cleaning service standards and levels in conjunction with the Deputy Head (Pastoral) and regularly review performance as appropriate.

Health and safety, compliance, legal and regulatory

- Maintain, develop fully implement and monitor policies to comply with the relevant requirements of the Independent Schools Standards and Health and Safety legislation.
- Have a good working knowledge of the inspection regime and relevant legislation and ensure the school is operating in a safe, compliant manner at all times.
- Maintain a risk register for the site and manage risks safely.

Transport

- In conjunction with the group Transport Manager, ensure the school's transport service is safe, compliant, well-planned and delivering excellent customer service.

Person Specification

The successful candidate will have the following skills, experience and qualities:

Experience

- Previous experience in a similar role essential.
- Experience of working in an educational setting is desirable, in particular experience of a boarding environment and the demands of a 24/7 operation would be valuable.
- Experience or knowledge of working with listed buildings.
- Experience of line management of a large team with a number of direct reports in diverse roles.
- Proven experience of delivering complex projects on time, within budget and to the quality required.
- Experience of procurement and budget management.
- Experience of developing staff through Continuous Professional Development and coaching.
- Experience of capacity planning and translating organisation strategy and vision into operational objectives.
- Ability to demonstrate strong and credible leadership in being able to pull people together across systems and motivate them to deliver common aims and targets.

Skills

- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Good project management skills; systematic approach to problem solving.
- Excellent organisational skills with the ability to prioritise, delegate effectively and meet deadlines.
- Strategic capability and problem-solving skills.
- Strong commitment to high standards of service delivery and customer care.
- Excellent time management skills and the ability to remain calm under pressure.
- Organisation of own workload and priorities on a day-to-day basis using own initiative.
- Ability to persuade, motivate, negotiate and influence.
- Strong IT skills including a good working knowledge of Excel, Word and Outlook.

Qualities

- Leading by example in honesty and integrity when dealing with the school community.
- Energy, enthusiasm and commitment to delivering the successful development of Westonbirt School.
- Excellent communication skills and ability to build relationships with pupils, parents and colleagues.
- 'Can-do' flexible attitude.
- Leadership qualities including authority and empathy to connect with and inspire colleagues.
- Excellent management skills including the setting of clear goals, effective delegation and time management, an understanding of the importance of performance management and appraisal.