



Dulwich Prep & Senior



ESTATES MANAGER

CANDIDATE INFORMATION

HEAD MASTER'S WELCOME

Dear Candidate

I am honoured to be Head Master of Dulwich Prep & Senior and introduce you to this incredible school. For 140 years, the school has inspired generations of boys aged 3 to 13 (and Nursery aged girls) to fulfil their dreams and aspirations.



From September 2025, we will expand, opening a senior section for Years 9 to 11, so it is a very exciting time to join the school.

We are privileged to have developed a specific pedagogy that enables critical thinking, encourages exploration, and facilitates engaging communication skills while recognising that each child is on their journey of discovery.

We passionately believe in the whole child. Therefore, the broad and enriched education that we provide will enable our pupils to go beyond the expected and toward the exceptional.

We seek to work in partnership with parents and carers to embed the Dulwich Prep & Senior Values, first and foremost, as this underpins the character skills required in our fast-paced modern world.

This expectation enables each child to put empathy and compassion at the forefront of their decision making. It is the catalyst for each child to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Louise Davidson". The script is elegant and cursive, with a long, sweeping underline.

Louise Davidson
Head Master



OUR ETHOS AND AIMS

Our school's priority is the wellbeing and happiness of our pupils. Each child's sense of belonging is paramount to their success and the school's continuing success.

Our pupils are challenged in their pursuit of excellence, and we support each child to find what they are good at. Each child's sense of belonging is integral to their continued success in our school and future success in life.

We want our pupils to leave us having experienced the very best in pastoral care, teaching and learning, having enjoyed the most dynamic and demanding academic and co-curricular programmes, and having made friends for life.

In preparing our pupils for today and the future, we want to instil a sense of environmental awareness and empower each child to become a responsible world citizen.

These are the key building blocks for the school, but our Values act as the cement that bonds everyone and everything together.

Our Values create Dulwich Prep & Senior's special atmosphere.



LOVE



COURAGE



GRATITUDE



HUMILITY

OUR VALUES

Dulwich Prep & Senior inspires excellence, and our pupils' character measures our greatest success.

Our Values sow the seeds of possibility in each child's mind, heart, and spirit and create the right culture and conditions to allow these possibilities to flourish and become real.

Everything we do sits upon our Values system. The eight recognised and explicitly taught Values weave across every year and deliver a deepened sense of empathy and the drive to be change-makers.

These values teach our pupils how to be kind and offer help where it is needed; to play fair and tell the truth no matter who is listening; to join in and play their part whilst letting others be heard; to appreciate the world around them and how valuable their contribution is and to always have a go.

Our expectations are high: those attending Dulwich Prep & Senior go on to be citizens of the world, have a strong moral compass, and adapt to the rapidly changing environment of modern society.

Our children thrive, and we ensure that every opportunity is created for them to do so. Yet, no day is taken for granted.



JUSTICE



SERVICE



SELF-DISCIPLINE



HONESTY

ABOUT US

Since 1885 Dulwich Prep & Senior has been at the forefront of preparatory schooling in England. Generations of boys and Nursery-aged girls have benefited from a school with a rich history, is forward-thinking, has embraced change, kept pace with pedagogy and technology, and is, above all, passionate about the individual learning journey of every one of our pupils and staff members.

We are the largest boys' independent preparatory school in the UK with an enrolment of 807 pupils between the ages of 2 and 13. We are a selective school in two important ways. Firstly, our pupils generally sit in the top 10% nationally based on their scores on standardised tests. Secondly, and arguably, more importantly, we look for children who will thrive at the Prep and make the best of everything we offer.



50+
Senior School
Destinations



300+
Scholarships
Awarded
2020-2024

150+
Co-curricular
Clubs, Activities
and Trips



20+
Musical Ensembles
15+
Stage Productions



25+
Acres of Open
Space and a
Swimming Pool



10+
Sports
Played at Every
Level

7.00_{am} - 7.30_{pm}
Wrap Around
Care



12+
School
Community
Events





We are situated in Dulwich, a leafy village and area known for its exceptional schools, a plethora of open spaces and thriving, diverse local culture. It is within easy striking distance of the bright lights of one of the most cosmopolitan cities in the world. Everyone at Dulwich Prep & Senior takes pride in inspiring excellence. Our school Values underpin the rich diversity of curricular and co-curricular opportunities available to our pupils.

Our Governors strive to maintain Dulwich Prep & Senior's position in a competitive market by sharing their broad range of expertise to provide the highest quality education for our pupils. Through this investment, we can attract excellent staff, provide up-to-date technology, and continue to create modern facilities within our stunning South London home.

At Dulwich Prep & Senior, we aim to cultivate a sense of social and moral responsibility within each child. We want each child to leave our school with maturity, the strength of character and empathy fostered within them throughout their Dulwich Prep Journey. We have strong links to our community, alumni and local schools, modelling our values in everything we do. We nurture independent thinkers with a sense of justice who go on to be thoughtful citizens of the world, equipped with a strong moral compass and the ability to adapt to our rapidly changing environment.

JOB DESCRIPTION

The Estates Manager is responsible for planning, managing, and implementing a comprehensive maintenance and refurbishment programme across the whole school. The role reports to the Bursar and assists the Bursar in developing school facilities. The school is based on two core sites and four playing fields, totalling 29 acres. In addition, there are eight domestic houses, a small boarding facility, and an onsite swimming pool.

The post holder will proactively manage, through a team, the security, cleanliness, and maintenance of the school and associated sites. There are four direct reports to this role and the entire team (excluding this role) is made up of 16 members of staff. This role holder will ensure compliance with legislation and policy and holds the responsibility for the Health & Safety management of the school.

DUTIES AND RESPONSIBILITIES

Management & Leadership

- Provide a high-quality Estates and Project Management service to the school, to ensure the professional procurement and delivery of major and minor capital projects. This will include working with internal stakeholders to define needs and requirements.
- Oversee the Estates staff, ensuring the school is safe, warm/cool, and clean for pupils and staff at all times.
- Proactively research updates and relevant changes to legislation and good practice and advise of actions arising.
- Display a calm, helpful and efficient disposition with a solution focused approach and a can-do attitude, whilst promoting a professional image at all times.
- Manage the Estates Team (including direct line management of the Facilities Management Supervisor, Contract & Compliance Supervisor, Grounds Supervisor and Estates Secretary), to ensure that there is always sufficient staff on site to provide for the day-to-day requirements and respond to any estates matters arising and utility provision. This will incorporate supporting them with their teams including monitoring performance, undertaking appraisals and identifying professional development for individuals and the team, staff absence reporting, conducting return to work interviews and discipline procedures.
- Be an alarm contact person responsible for back-up/support and helping with out-of-hours problems, alarms etc.

- Maintain excellent electronic records, as required.
- Deliver Critical Incident Training (CIT) and prepare briefings to the SLT and whole school staff as required.
- Ensure that all grounds and playing fields are maintained to an excellent standard, including litter and mess clearance.
- Ensure all statutory checks are carried out and logged in the school compliance software.

Estates Management

- Develop and manage both reactive and planned preventative maintenance programmes, make recommendations, prepare briefs and specifications, manage and ensure best practice and timely delivery.
- Operate within the annual Estates budget and assist in preparing the Estates budget.
- Oversee and be responsible for efficient procurement, tendering and appointments of professional consultants, contractors and suppliers.
- Act as the liaison between the school and Dulwich Estate on estate matters.
- Monitor and prioritise task lists and monitor the progress/completion of tasks, ensuring all maintenance requests are logged on the school's system and carried out in a professional and timely manner.
- Oversee the approval and monitoring of daily maintenance and repairs across the whole school site including all plant and equipment
- Manage the cleaning contract to ensure cleanliness around the school.
- Coordinate the ordering and relocation of furniture across offices/classrooms.
- Attend internal and external meetings as required by the Bursar.
- Ensure that risk assessments and management plans are up to date for the whole school and implement any action plans to rectify any deficiencies identified.
- Manage and oversee monitoring of school site e.g. refuse, heating and lighting systems on daily rounds.
- Undertake a weekly site walk with the Bursar to record issues and plan resolutions.
- Work with the Events & Development Assistant and Commercial Manager to organise logistics of ordering/removal/putting up of site decorations/tents etc. for internal and external events/hirers/open days/parent events
- Develop a strategic sustainability plan for the school.

Health & Safety

- Act as the 'Competent Person' for Health & Safety to identify and manage the Health and Safety at Work Regulations; take reasonable care for the health and safety of everyone onsite, including the school's outside facilities; identify and resolve health and safety issues relating to our school environment.
- Responsible for maintaining and implementing the school's Health and Safety Policy, ensuring timely compliance updates and regular reviews.
- Ensure that there are Risk Assessments in place for all aspects of the school's operations.
- Lead on Health and Safety Audits and reviews, report incidents to the HSE/RIDDOR as required, and liaise with the HSE as appropriate.
- Ensure that required training for all relevant personnel is up to date and compliant with current legislation.
- Ensure that a comprehensive programme of Health and Safety training is delivered to all staff as necessary.
- Chair the Health and Safety Committees and record minutes and decisions.
- Be responsible for arranging all necessary annual inspections and follow-up maintenance work as necessary.

- Monitor checks on power tools, equipment and high-level access equipment.
- Management of asbestos at the school as required.
- Lead the development of the school's critical incident plan.

Security

- Act as the manager in charge of site security, investigate any security concerns, both on-site and local to the school site, and refer or resolve them as appropriate.
- Ensure site security allows the school to fulfil its safeguarding responsibilities.

Fire & Evacuation

- Act as Chief Fire Marshall to ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.
- Ensure procedures and plans are accurate and up-to-date.
- Oversee the school's processes for ensuring that fire alarm systems are tested weekly and other fire equipment is regularly checked for damage or expiration; change in batteries in detection equipment as required; maintain logs of all checks.

- Oversee the process for appointing an appropriate contractor to carry out annual maintenance checks to ensure compliance with current fire regulations.
- Maintain and review the Fire Safety Risk Assessment annually, resolve any issues and ensure that any recommendations are rectified at the earliest opportunity.
- Ensure signage around the school is accurate, current and H&S-compliant.
- Plan annual fire training and fire marshal training and maintain accurate records.
- Maintain positive, courteous relations with pupils, parents and colleagues.
- Promote the good name and reputation of the school. Adhere to school policies and procedures.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Training & Development

- Regularly review own practice, and in collaboration with your line manager, to set personal targets and take responsibility for own continuous professional development.
- Participate in the annual performance review process.
- Attend and participate in relevant meetings, training and other learning activities and performance development as required.

General Requirements

- Promoting and safeguarding the welfare of pupils for who you are responsible and with whom you come into contact with.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.

Key Skills & Knowledge

- Good general standard of education to 'A' level / NVQ level 3 standard or equivalent or substantial successful experience in a similar role.
- Accredited Health and Safety Competent Person, or working towards NEBOSH certificate/diploma.
- Project Management experience.
- Line Management experience.

Personal Competencies & Qualities

- Enthusiastic individual possessing drive, energy and commitment, with a presence which engenders confidence and respect from colleagues and pupils.
- Ability to plan, prioritise and manage a varied workload.
- Team focused: shares knowledge and information with other members of staff to promote good practice.
- Co-operative, helpful and accommodating with other team members and staff.
- Focuses on what needs to be delivered: understands what is needed and responds promptly.
- Proactive, 'can do' attitude to all tasks.
- Welcomes challenges, and meets them with enthusiasm.
- Shows a flexible approach, willing to adapt and respond to priorities.
- Seeks out additional duties and uses own initiative.
- Good communication and persuasion skills.
- Consistently strives to maintain a high standard of work.

Terms & Conditions

- Working Hours: 7.00am to 4.00pm Monday to Friday, all year round, with an hour's unpaid break to be taken between 12.00 and 2.00pm.
- All INSET days and relevant school events as agreed with the Bursar. This may occasionally involve some evening and weekend working.
- 25 days holiday, in addition to bank holidays.
- There will also be the need to oversee projects during the school holidays, particularly during the summer holidays, and therefore requests for annual leave will need to take this into account.

WORKING WITH US

Dulwich Prep & Senior is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together we create a supportive environment that is committed to achieving excellence.

Working at Dulwich Prep means being part of a team that cares about your continued professional development and journey as a teacher. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step of the way to achieving your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, taking part in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions, there's always something going on at the Prep where hidden talents are celebrated.

Remuneration

- Competitive salary £45,000 to £50,000.
- Generous defined contribution pension scheme.
- Life assurance.
- Free school lunches.
- Enhanced sickness, maternity, paternity and adoption pay entitlements.
- Free access to our School Counsellor.
- Cycle to work scheme.
- Wide range of professional development opportunities.
- School fee remission.
- Easter and Summer holiday camp discounts.
- Healthcare Cash Plan scheme.
- Employee assistance programme.

Application & Interview Process

A completed Application Form and a cover letter explaining your suitability for this role should be emailed to [Tamsin Hutson, HR Manager](#). Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- Closing Date: Friday 13 September 2024, 9.00am.
- Interview Date: Week Commencing 16 September 2024
- Start Date: As soon as possible.

Appointment

Any offer to a successful candidate will be conditional upon the following:

- Receipt of at least two references that are satisfactory to the school.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS), clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- A check which confirms that you are not the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders you unable or unsuitable to work at the school.
- Verification of your medical fitness for the role and satisfactory completion of the probationary period.
- Any further checks that the school deems necessary if you have lived or worked outside of the UK, which will include an overseas criminal records check or certificate of good conduct and may include professional references.

EQUAL OPPORTUNITIES

Dulwich Prep & Senior is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are an equal opportunity employer and welcome applications from individuals of all backgrounds. We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

Candidates will only be assessed against relevant criteria (i.e., skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep & Senior seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

SAFEGUARDING

Dulwich Prep & Senior is committed to safeguarding and promoting children's and young people's welfare and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers, online checks, and an enhanced criminal records check with the Disclosure and Barring Service.



**Schools'
Inclusion
Alliance**



We aspire to have a diverse and inclusive workplace.

We strongly encourage all suitably qualified applicants regardless of background to apply and join us at Dulwich Prep & Senior.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.