

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Post Title: Estates Bursar

Responsible to: Bursar / Board of Management / Governing Body

Job purpose:

The core purpose of the role is to ensure the school estate and its facilities are a major asset in marketing the school to pupils, parents, staff and the general public. This purpose will be achieved through the maintenance, development, and management of the estate within agreed budgets. The Estates Bursar will be a key source of ideas for the development and maintenance of the estate.

Direct reports - Maintenance Supervisor / Manager, Maintenance Administrator, Health and Safety Administrator plus external contractors

Scope of the school and site

The Royal Alexandra and Albert School is based in 260 acres of Gatton Park, Reigate, Surrey centring around Gatton Hall. The school has approximately 1150 pupils of which over 500 are full time boarders with 650 flexi boarders / 6th form day pupils. The school includes both a junior school (years 3 to 6) and senior school. In addition to the extensive grounds the school consists of over 250,000ft² of floor space in 25 main buildings (plus ancillary) and 64 staff residential units totalling in excess of 1150 rooms, the maintenance of which is a significant task.

Key functions of the Estates Bursar

Capital and minor works projects

- Preparation of plans for improvements, extensions or new construction including facilitating the selection plus appointment of professional consultants and oversight of their performance.
- Work with the school to define requirements for all projects
- To be aware of, and pursue, grants and funding for improvements or development of the estate.

- In conjunction with the Bursar and Trustees to appoint architects, consultants and contractors, as appropriate and to monitor the work of contractors.
- To obtain necessary advice and permissions in relation to building regulations, listed building consent, planning consents and fire authority approvals.
- To be the Foundation's nominated contact and liaison officer for overseeing approved capital projects throughout the detailed planning stages, design, procurement, works on site and handover.
- To manage all minor works projects including coordination of all services, fixed furniture and equipment.
- Where trustees decide not to appoint principal contractors to ensure the role of principal contractor is fulfilled under the banner of Gatton Estates Ltd.
- To prepare budget requirements for anticipated projects, improvements and replacement of major plant and equipment.

Repairs and Maintenance

- Termly inspections of the condition of the built estate and school grounds
- To be responsible for the look and feel of the site in conjunction with the Domestic Service Manager and, around the grounds, Gatton Trust.
- To be responsible for the repair, maintenance and improvement of all buildings and facilities including the 64 school houses and flats.
- To develop and keep updated the planned annual and five year rolling maintenance programme.
- Be responsible for the maintenance of accurate records, plans, drawings and operation plus maintenance manuals relating to the school buildings, plant and services infrastructure.
- To develop, monitor and eventually manage the school's electronic helpdesk system for reporting repairs and maintenance requests. This system is in urgent need of update or replacement.
- To achieve repairs and maintenance works inhouse wherever possible and economic without the use of external contractors.
- Management of all buildings-related maintenance service contracts.

Budgets

- Preparation and submission of annual budgets
- Exercise strict financial controls on departmental expenditure; to include monitoring and reporting against approved budget allowances and capital project costs
- To oversee the system for the purchase, control and monitoring of materials.

- Adhere to the Foundation's financial procedures; including competitive tendering and price comparison processes in order to obtain best value

Site Regulatory Compliance (linked to Health and Safety)

- Ensure the estate department's and the school's obligations with regards to regulatory compliance and best practice are met through testing and certification of services, installations and equipment.
- Keep up-to-date with knowledge and awareness of compliance and disseminate the information to relevant departments and staff.
- Maintain necessary records for inspection and insurance purposes.
- Ensure that repairs or maintenance works of a health and safety nature are dealt with as a matter of priority.
- Ensure that the maintenance teams are operating safely and that risk assessments are updated and adhered to.
- Ensure that all contractors receive a site induction, comply with school policies, are given information required to operate safely and provide RAM's and insurance information.
- Ensuring compliance with the Reservoirs Act 1975.

Health and Safety

- The Estates Bursar will have delegated responsibility for health and safety throughout the site (delegated from Head Master and Bursar where legally allowed)
 - The Estates Bursar will conduct an annual review of the Foundation's and the school's health and safety policy.
 - Ensure compliance with the health and safety policy throughout the organisation.
 - Ensure that all health and safety records are up to date and easily accessible
 - To be the organisations' health and safety evangelist including ensuring all staff receive an annual health and safety update, health and safety induction and additional required training.
 - Ensure all risk assessments are in place and are regularly reviewed
 - To act as clerk to the Health and Safety committee, arranging termly meetings, agendas, papers, and compliance reports.
 - Provide health and safety reports to the Finance and General purposes Committee, Board of Management and Governors
 - Monitoring of accident reports, obtaining incident reports, undertaking investigations and reporting as required to insurers
 - To act as the organisations' fire safety manager to ensure that the fire safety procedure including evacuations are kept up to date to date
- Ensure that fire risk assessments, fire safety systems and fire response procedures are all maintained and up to date.

Site Security

- To work with the Senior Assistant Head to ensure the safe and secure operation of the site.
- Planning and maintenance of the security systems.
- Definition of service requirements and monitoring of the outsourced security guard company.

Residential Accommodation

- To visit all residential properties annually to assess condition
- To manage arrivals and departures of residential staff including administration and deposits

Vehicle fleet management

- Management of vehicle assets delegated to transport coordinator (20 plus vehicles and machines)
- Management of the transport side of the home to school bus service

Grounds, Sports Pitches and Gardens

- Definition of service requirements and monitoring of the outsourced external grounds company.
- Regularly liaise with Gatton Trust regarding the maintenance of gardens and park land.
- Liaise with the Stables Manager regarding the equestrian facilities of the school.
- Regularly liaise with the Head of Sport and Deputy Head Co-curricular regarding the provision of sports facilities.
- Lead operations to ensure the safety of the site generally and particularly in the event of snow, ice, flash floods, high winds or other weather-related events.

Utilities and Waste Management

- To manage the consumption of energy and water by prudent housekeeping, monitoring meters, analysis and maintenance of plant in order to change procedure and minimise operational costs.
- To seek ways to reduce the organisations carbon foot print both in general and against any internal or external targets which may be set
- To seek ways of achieving more efficient methods of lighting, heating and use of plant and equipment, with a view to reducing consumption and costs by taking advantage of relevant technologies.

- Removal of waste associated with estates tasks, and ensuring that the necessary procedures are followed

Management and Communication

- To liaise with all members of the community to facilitate planning and day-to-day running of operations, maintenance and capital projects.
- To liaise with the Domestic Services Manager, Gatton Trust, Senior Assistant Head, Lettings Administrator and Catering Manager with regard to works on site and events.
- Report to and attend the Finance and General Purposes committee including the preparation and presentation of papers updating members on capital projects and estates matters.

Team Management

- Responsibility for the effective management of the Estates Department, currently comprising 9 Maintenance Staff
- Together with the Maintenance Supervisor/ Manager, undertake annual appraisals and act on findings
- To coach and develop staff
- To review and monitor working practices of the department to ensure timely delivery of the highest standards of workmanship and customer service

Other

- Director of Gatton Estates Ltd
- To support the school's Best Value and Value for Money culture, researching best value for selection of goods and services requested by staff, and providing the Bursar with Benchmarking data as required.
- Updating of associated policy documents when required
- Identify training needs within department and agree training programme with Bursar
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School

The above job description is not a comprehensive listing of activities, duties and responsibilities and the post holder will be expected to undertake other duties within the general scope of the post.

The Royal Alexandra and Albert 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 an Enhanced DBS check.

Person Specification

The successful candidate is likely to have:

- A relevant professional qualification in construction, construction management, engineering, estates, facilities or property management.
- Member of relevant professional institution (e.g. RICS, BIFM).
- Health and Safety qualifications (such as NEBOSH General Certificates or equivalent desirable).

Experience and Knowledge

- Proficient use of IT Microsoft applications.
- Experience at a senior level of managing a property and estate portfolio.
- Experience in reporting to a leadership team.
- Experience of managing a team from a range of professions or trades.
- Experience in project management and delivering large scale capital works programmes within set timeframes.
- Experience of working in an educational setting desirable but not essential.
- Health and safety.
- Knowledge of Regulatory legislation for schools including safeguarding of children.

Personal Qualities

- A “can do” attitude
- An analytical approach with excellent attention to detail
- Ability to maintain confidentiality at all times.
- Excellent communication skills.