



Brentwood School

Head of Estates

About:	<p>Founded in 1557 and with a long history of innovative teaching and first-class education, Brentwood School is a leading co-educational day and boarding school for over 1900 pupils aged 3-18. The School, comprising Brentwood School and Brentwood Preparatory School boasts state of the art facilities set on an outstanding 75-acre campus. Located in the town of Brentwood in Essex the School comprises a diverse range of buildings from historic listed buildings through to newly-built properties. Facilities include two boarding houses, a sports centre, a chapel, sports pitches, staff houses and a woodland. Brentwood is a thriving, happy and successful school where staff and pupils work together to produce an outstanding quality of education.</p>
Department:	Bursary
Hours:	<p>Full Time 40 hours per week 8.00am - 5pm Monday to Friday. However, as a member of the senior operational team, work may be necessary outside of these days and times as necessary to efficiently discharge the duty of the role. The Head of Estates is expected to attend key events such as Speech Day.</p>
Report to:	The Bursar
Job Purpose:	<p>The Head of Estates is a senior member of the operational staff, who is responsible for the leadership and management of the maintenance and development of the estate and ensuring that effective use is made of allocated resources to enhance the learning for students and staff.</p>
Key Responsibility/ Accountability	<p>Leadership and Management</p> <ul style="list-style-type: none">• Responsible for the estates strategic development plan in consultation with the Bursar and Headmaster• Responsible for the formulation, management and execution of a detailed rolling fully costed maintenance plan, of external and internal fabric and finishes, mechanical and electrical services and infrastructure• Pro-active and flexible day-to-day maintenance, repair and improvement of all School property• Compliance with all appropriate legislation• Line management of the Head of Maintenance, Estates Project Manager, Head of Grounds and Garden Supervisor• Leadership and effective management of the Estates team, being a visible presence and leading by example, providing motivation, inspiration and training.

	<ul style="list-style-type: none"> ● To work closely with the academic and sports teaching staff to ensure needs are met to ensure optimum learning facilities are provided ● Attend meetings of the Governors such as the Property Management Committee ● Liaise with internal and external stakeholders and attend meetings with; senior management team, architects, planners, teaching staff, construction administrators as and when required ● Overseeing the management of the maintenance of all machinery and equipment to ensure compliance with regulations. <p>Financial/Administration Management</p> <ul style="list-style-type: none"> ● Preparation of annual budget bid to cover the overall maintenance and development of the estate; together with predicted repair and/or replacement costs of fixtures and fittings ● Monitor budget throughout the year and report on actual spend versus budget and providing variance analysis ● Control of expenditure against budgets always seeking best value for money and approval for expenditure outside approved delegation ● Ensuring consultants, suppliers and contractors are procured efficiently and cost-effectively and that projects are specified appropriately and completed on time and on budget ● Manage, monitor and report on financial performance of contracts ● Timely preparation of reports for Governors committee meetings ● Responsible for risk management in the Estates department, including disaster and continuity planning ● Ensuring records are kept and are compliant in line with statutory and regulatory requirements. <p>Contract Management</p> <ul style="list-style-type: none"> ● Ensuring all third party contractors and service providers engaged by the School onsite are compliant, with appropriate safeguarding checks and briefings, appropriately registered and qualified for the work they undertake and are correctly monitored and supervised ● Monitor the usage of energy and water to minimise wastage and improve efficiency ● Assist the planning and management of 'major' building and estate development projects, ensuring the efficient and effective safe running of the School campus is maintained during any on-going works ● Be available to deal with out of hours emergencies.
<p>Person Specification</p>	<p>This role will suit a professional who has experience in strategic and financial planning but also who enjoys taking responsibility for the day to day operation of a large complex site.</p> <p>Essential Experience</p> <ul style="list-style-type: none"> ● The ability to demonstrate experience of managing the operational aspects of a medium to large sized organisation in a relevant discipline ● Proven financial experience including; budgetary estimates, analytical reports, financial, statistical summaries and preparing tender packages ● Sound working knowledge of building construction, planned preventive maintenance, repair and renewal ● Management experience of major infrastructure projects in a high quality service environment

- Thorough working knowledge of compliance, health and safety, construction techniques, environmental health and fire safety regulations and building regulations
- Proven experience in leading a customer facing team with proven ability to lead, inspire and motivate
- Experience of managing teams and individuals which has included recruitment, setting objectives, performance management and personal development
- Knowledge of planning and conservation procedures and planning applications for alterations to existing buildings, including listed buildings and for new buildings
- Proven experience in managing time effectively, managing competing priorities and meeting deadlines.

Essential Skills and Aptitudes

- Excellent communication skills with the ability to build effective relationships with stakeholders
- A positive 'can-do' attitude with the proven ability to evaluate all options to provide an appropriate solution
- Ability to give clear direction, implement change and foster excellent working relationships within teams
- Ability to analyse and interpret data
- Excellent IT skills.

Essential Education

- Degree in estates management subject (or equivalent in construction buildings management or architectural subject)
- IOSH and/or NEBOSH certificate
- Membership of CIOB or RICS.

Desirable Experience

- Experience of working in independent education and a boarding environment.

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.