



The Abbey



Estates Manager, Junior School

A full-time, permanent position





The Estates Manager (JS) is responsible for the overall management of the Estates Team based at the Junior School. To ensure the school is secure, safe, fit for purpose and a clean environment. Working closely with the Estates Manager (SS) and Assistant Estates Manager.

We are seeking an Estates Manager to join our wonderful Abbey community on a full-time, permanent basis.

Introduction



The Abbey



<https://vimeo.com/1010491740>





Welcome from the Head of The Abbey Junior School

The Abbey Junior School is a vibrant, nurturing community where girls are encouraged to be themselves, explore their passions and achieve extraordinary things every day.

From their very first steps with us in Little Knellies Nursery, our students benefit from exceptional teaching, excellent facilities, resources and a wide-ranging curriculum delivered by dedicated form teachers and specialists. Strong links with our Senior School create a seamless, stimulating learning journey that supports each girl's academic growth from the very beginning.

Our curriculum is rich, diverse, and designed to spark curiosity, creativity and a lifelong love of learning. Rooted in real-world experiences and hands-on discovery, it fosters confidence, independence and a deep sense of global awareness, preparing our girls to thrive in an ever-changing world.

Wellbeing is at the heart of all we do. We believe that children learn best when they feel happy, safe and valued. With small class sizes and a warm, inclusive atmosphere, each girl is known and supported as an individual. This personalised approach helps every child flourish academically, socially and emotionally.

Above all, we want our students to come to school each day with a sense of excitement.

We warmly invite you to come and visit and see for yourself what a special place The Abbey is.

Mrs Beccy Newton



Role Description

Key Responsibilities

- The Estates Manager (JS) is expected to be fully involved with the management and supervision of the Estates Team, reporting to the Head of Estates and deputising in their absence.
- Responsibility for ordering items required for operational and maintenance purposes.
- Checking purchase invoices against items ordered and signing off invoices to a value not exceeding £500. Working closely with The Estates Administrator.
- Management of staff absence and undertake and attend staff return to work interviews.
- Ensure all staff receive appropriate Fire training and participate in all site fire drills. Liaising with Senior staff to produce reports as required.
- Manage all unexpected fire activations in accordance with the School's Fire Procedures.
- Ensure all staff are conversant with Health and Safety practices and procedures, including the wearing of PPE where required.
- Ensure the site is secure at all times.
- Manage the Maintenance request system and ensure requests are dealt with in a timely manner. Regularly check emails and Service Desk with urgent requests being acted on as soon as possible.
- Management of all Minibuses and other Estates' vehicles working closely with the Estates Manager (SS) and Assistant Estates Manager. Occasional responsibility of minibus pick up and drop off.
- Ensure all weekly compliance works are completed and recorded in the Estates computer drive.
- Allocation of overtime where necessary and management of TOIL with approval from the Head of Estates. Liaise with the Finance Department where necessary.
- Managing minor works and ensuring the school is maintained to the highest standard.
- Provide a high level of service support to the academic life of the school communicating with teaching and business and operations staff. Managing room set ups, set downs, facilitating in-house events etc.
- In the event of the Estates Manager (SS) and Assistant Estates Manager's absence, ensure their duties are carried out.
- Manage on-site car parking during events including school trips.
- Attend weekly JS Events meetings. Liaise with School staff and provide support for events and other requirements
- Attend weekly meetings with the Estates Management Team working closely with the Estates Manager (SS) and Assistant Estates Manager to ensure the whole School is managed in the most efficient and effective way. Allocating resources across the campus and adopting a whole school approach.



Person specification

- Strong people management and leadership skills
- Reliable, punctual and hardworking
- Good communication skills
- Proactive approach to work
- Experience in supervision / management work preferably in a school environment
- Good practical problem solver and solution focused
- Understanding of Safeguarding requirements within an educational setting. Training will be provided.
- Commitment to the School's ethos and values
- Actively contribute to the school's marketing, admissions, engagement, and development strategies to promote student recruitment and enhance the school's reputation.
- A demonstrable commitment to excellent customer care, with a focus on ensuring positive and professional experiences for families, external stakeholders, and partners.

Qualifications

- Good standard of general education

Working Arrangements

- Working hours 08:00-16:30 Monday to Friday
- On occasion there will be a necessity to work weekends and late evenings on weekdays. eg School Open Days, etc.
- On occasion may be required to open up or lock up the Senior school or Junior School buildings.
- Designated 'Key Holder' for the School.
- To work as part of the senior team and to be available as a "nominated officer" as part of the School's call-out arrangements, provided outside of normal school hours to respond to emergency requirements, which may include resetting of alarm systems.



Location, estates and facilities

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps us provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving cultural and restaurant scene.



Whilst we embrace the benefits of being a town centre school, with a solid urban vibe, we have excellent sporting facilities, with astros, tennis courts, netball courts, a large gymnasium, and an impressive fitness suite. These facilities are supplemented by partnerships with Reading University, Reading Rowing club at the Redgrave Pinsent rowing lake, and other excellent local facilities. We were delighted to host the national GSA event of Girls go Gold in September 2023.

Governors have made a substantial investment in the estate over the past few years.

Our Junior School has been extended and remodelled, with imaginative new spaces to enable girls to go way beyond a conventional curriculum, the recent refurbishment of Knell House provides a welcoming and age-appropriate setting for Little Knellies nursery. The buildings sit in the Christchurch Conservation area, five minutes up the hill from the Senior School.

Our heated indoor pool, complete with diving boards, is in the heart of our Senior School building and all girls, including the very youngest, have timetabled swimming and other water activities.

All our classrooms are well equipped to support effective teaching and learning, including IT resources to support the school's one to one digital device policy.



Terms of appointment

An excellent remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered. Starting salary of circa £30,000.

This role is full time, permanent position starting as soon as possible.

All eligible, non-teaching employees will be automatically enrolled into the non-contributory Group Pension Scheme, run by ReAssure after 3 months employment with the school. The School contributes 8.35% of the monthly salary into the pension scheme.

Appointment process and how to apply

Applicants should complete [The Abbey's application form](#) and provide a covering letter which fully addresses the competencies as described in the job description and person specification and outlines their interest in The Abbey.

The Abbey is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

Protecting your personal data is of the utmost importance to The Abbey and we take this responsibility very seriously. The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to assist our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection policy.

If you succeed in your application and take up employment with The Abbey, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.



Abbey Life & Benefits



The Abbey



3 Course Meal
Dining



Electric Vehicle
Leasing Scheme



Free Parking



Cycle to Work
Scheme



Sports Facilities



Employee Assistant
Programme (EAP)



Pension



Income Protection



Family Friendly
Policies



Concessions &
Discounts



Private
Healthcare
Scheme



Interest Free
Ticket Loan



Professional
Development



Staff Accommodation
(subject to availability)



IT equipment &
Resources



Key dates

