



Dunottar School



Working at Dunottar

HEAD OF ESTATES & FACILITIES

FOR SEPTEMBER 2024



Welcome to Dunottar School

Dunottar is a vibrant, co-educational independent secondary school in Reigate, Surrey. We have 460 pupils across years 7-13 (ages 11-18) and are part of United Learning's family of schools. At Dunottar our aim is to bring out the best in every pupil, enabling them to be the very best they can be. Pastoral care is at the heart of everything we do, and we pride ourselves on our warm and nurturing, family environment. In addition, we offer an outstanding education to our pupils and, through excellent teaching and high levels of individual support, seek to enable them to achieve added value which is comparable with what is achieved in the top schools in the UK.

We are delighted that you are considering working at Dunottar School. We are a close knit team where every professional's impact and input is valued. As a rapidly developing school, I am looking for staff who pride themselves on the highest possible professional standards, are keen to immerse themselves in school life and who relish the creativity of the opportunity that is provided here.

In return, you will enjoy an exciting and rewarding professional life where you will genuinely feel that you are shaping not just the futures of the children at Dunottar, but the school itself. As part of United Learning's family of schools, your professional development opportunities are second to none. Our staff benefit from the expertise that comes from working with other dedicated staff from a variety of different schools and contexts; so whatever stage of your career you are at, I am confident that you will continue to learn and develop by becoming part of our team.

Mark Tottman, Headmaster



Job Overview

Reporting to the Headmaster, the Head of Estates and Facilities will play a key role in the strategic management of the school's estates and facilities, including buildings, grounds, and assets. This role will also have compliance duties, fleet management responsibility and line management responsibility for several teams. The Head of Estates and Facilities will define, and lead projects related to capital expenditure. The ideal candidate will have strong leadership skills, excellent project management abilities, and a thorough understanding of compliance requirements and best practices in facilities management.

We are looking for someone with excellent interpersonal and organisational skills and the ability to deal with diverse tasks and changing priorities. You will have an eye for detail and a positive attitude. You will need to be able to work to and develop systems and processes to ensure efficiency and effectiveness, and economies of scale.

We are looking for an exceptional Head of Estates and Facilities to lead on all aspects of the ongoing management of Dunottar's estate and in the development and creation of the school's ambitious plans to increase our pupil population to 600.

Our Head of Estates and Facilities will be a member of the Senior Management Team (SMT), holding full responsibility and accountability for the management of the school's estates and facilities.

The Role

Working full time, all year round, the successful candidate will develop the estate's strategy and be responsible for:

- Managing the Premises team, Network Manager, Theatre and AV Manager and the Health and Safety Coordinator
- Capital and minor works projects
- Repairs and maintenance
- Budgets
- Compliance
- Site regulatory compliance
- Health and Safety
- Site security
- Vehicle fleet management
- Grounds, sports pitches and gardens
- Utilities and waste management
- Community Liaison

This is an exciting opportunity to play a pivotal leadership role to shape and deliver our strategy. As such, we are seeking someone who will demonstrate a commitment to providing exceptional operational management, be able to make effective and efficient use of sustainable resources, whilst championing a safe working environment. The successful candidate will be comfortable engaging with key individuals at all levels of the organisation and possess the communication skills to influence and win trust through our values-driven approach.



The Role

Team Management

At Dunottar School, we pride ourselves on our culture and our staff are integral to making Dunottar a great place to work.

The Head of Estates and Facilities will (but not be limited to):

- Effectively manage the Premises team, Network Manager, Theatre and AV Manager and the Health and Safety Coordinator
- Undertake annual performance appraisals and provide support to the teams where needed
- Identify training needs within the departments and agree training programmes with Finance and HR
- Act as a role model to coach, mentor and develop staff
- Review and monitor the department's working practices ensuring timely delivery of the highest standards of work and customer service
- Ensure compliance with HR policies and procedures in the management of these teams, including recruitment, training and performance management.

Responsibilities

Capital and minor works projects

- In conjunction with the Headmaster and United Learning, prepare plans for improvements, extensions or new construction, including facilitating the selection and appointment of professional consultants and contractors and oversee their progress and performance.
- Work with the school to define requirements for all projects and produce a schedule of works.
- To be aware of, and pursue, grants and funding for improvements or development of the estate.
- Obtain necessary advice and permissions in relation to building regulations, listed building consent, planning consents and fire authority approvals.
- To be the school's nominated contact and liaison officer for overseeing approved capital projects throughout the detailed planning stages, design, procurement, works on site and handover.
- Manage all minor works projects including coordination of all services, fixed furniture and equipment.
- Prepare budget requirements for anticipated projects, improvements and replacement of major plant and equipment.
- Liaise with the Deputy Head (Operations) regarding building projects and ensuring that equipment and resources in classrooms are fit for purpose and stakeholder requirements.

The Role

Responsibilities continued

Repairs & Maintenance

- Oversee the day-to-day management of the school's estates and facilities, including buildings, grounds, woodland and equipment, ensuring they are well-maintained, safe, and operational.
- Termly inspections of the condition of the built estate and school grounds.
- Develop and update the planned annual and future rolling maintenance programme.
- Responsibility for the maintenance of accurate records, plans, drawings and operation plus maintenance manuals relating to the school buildings, plant and services infrastructure.
- Manage and monitor the school's Spiceworks system for reporting repairs and maintenance requests.
- Where possible, undertake repairs and maintenance works inhouse without the use of external contractors.
- Management of all building-related maintenance service contracts.
- Lead and manage the premises team, providing guidance, support, and performance feedback to ensure high standards of workmanship and professionalism.
- Collaborate with internal stakeholders, including academic staff, administrative departments, and senior management, to understand their needs and priorities related to estates and facilities, and proactively address any issues or concerns.
- Develop and maintain effective systems and processes for estate management, including maintenance schedules, asset registers, and inventory control, using appropriate technology and software tools.

Budgets

- Preparation and submission of annual budgets in line with United Learning requirements.
- Exercise strict financial controls on departmental expenditure; to include monitoring and reporting against approved budget allowances and capital project costs.
- Oversee the system for the purchase, control and monitoring of materials.
- Adhere to United Learning's financial procedures; including competitive tendering and price comparison processes to obtain best value.
- Oversee the smooth running of commercial lettings.

Compliance

- Oversee the annual review of policies directed by United Learning, ensuring all policies are up to date, working with the Marketing Manager to ensure latest policies are posted on the website.
- Oversee relationships with contractors and ensure contracts with external companies (Schoolblazer, estates contractors) are up to date and managed.
- Responsibility for the school's Disaster Recovery Plan and Business Continuity plan.

The Role

Responsibilities continued

Site Regulatory Compliance (linked to Health and Safety)

- Ensure the estate department and the school's obligations 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 premises 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 Risk Assessments and Method Statements (RAMS) and insurance information.

Health and Safety

- The Head of Estates and Facilities (together with the Health and Safety Coordinator) will have joint delegated responsibility for health and safety throughout the site (delegated from the Headmaster where legally allowed).
- Conduct an annual review 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.
- Undertake the role of health and safety subject specialist, including ensuring all staff receive an annual health and safety update, health and safety induction and any additional training that is required.
- Ensure all risk assessments are in place and reviewed regularly.
- Oversee the Health and Safety Committee, arranging termly meetings, agendas, papers, and compliance reports.
- Provide health and safety reports to the Headmaster, Local Governing Body (LGB) and United Learning as required.
- Monitor accident reports, obtain incident reports, undertake investigations and report as required to insurers.
- Act as the organisation's fire safety manager to ensure that the fire safety procedure, including evacuations, are kept up to date.
- Ensure that fire risk assessments, fire safety systems and fire response procedures are all maintained and up to date.

The Role

Responsibilities continued

Site Security

- Work with the Deputy Head (Operations) to ensure the secure operation of the site.
- Oversee the planning and maintenance of the security systems.
- Coordinate and oversee service requirements and monitoring of site security.

Vehicle Fleet Management

- Lead fleet management activities, including the procurement, maintenance, and disposal of school vehicles and equipment, ensure compliance with regulations and safety standards (including MPV, minibuses and machines.)

Grounds, Sports Pitches and Gardens

- Define the service requirements and monitoring of the outsourced external grounds company.
- Regularly liaise with the Outdoor Education Leader and arborists regarding the maintenance of gardens and woodland.
- Regularly liaise with the Director of Sport and Head of 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

- Act as the sustainability champion for the school and liaise with United Learning regarding the implementation of group initiatives – e.g. carbon, energy efficiency, green, renewable commitments.
- Manage the consumption of energy and water by prudent housekeeping, monitoring meters, analysis and maintenance of plant to minimise operational costs.
- Seek ways to reduce the organisation's carbon footprint both in general and against any internal or external targets which may be set.
- 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, ensuring that necessary procedures are followed.

The Role

Responsibilities continued

Management and Communication

- Liaise with local residents and members of the local community as required
- Liaise with the Marketing and Admissions teams regarding works on site and events.
- Attend SMT meetings and update SMT colleagues on capital projects and estates matters.
- Update associated policy documents when required
- Maintain awareness of and compliance with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of Dunottar School.

Dunottar School is committed to safeguarding and promoting the welfare of children and young people and all staff understand and share this commitment. Online checks are carried out ahead of interview for all shortlisted candidates and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

This job description is not intended to be all-inclusive, and the post holder may perform other duties reasonably required by the Headmaster.

The school reserves the right to make an appointment at any stage during the recruitment process therefore early applications are encouraged.



Person Specification

Professional Qualifications and Skills	Essential	Desirable
Bachelor's degree in facilities management, engineering, business administration, or a related field		<input checked="" type="checkbox"/>
A relevant professional qualification in construction, construction management, engineering, estates, facilities or property management		<input checked="" type="checkbox"/>
Member of relevant professional institution (e.g. RICS, BIFM)		<input checked="" type="checkbox"/>
Strong knowledge of health and safety regulations, fire safety standards, and other compliance requirements relevant to school facilities (e.g. IOSH qualification)	<input checked="" type="checkbox"/>	
NEBOSH qualification		<input checked="" type="checkbox"/>
Familiarity with L8 regulations/guidance		<input checked="" type="checkbox"/>
Proficient use of IT Microsoft applications and confident use of ICT	<input checked="" type="checkbox"/>	
Experience at a senior level of managing a property and estate portfolio. Including facilities management	<input checked="" type="checkbox"/>	
Experience in reporting to a leadership team	<input checked="" type="checkbox"/>	
Experience in project management and delivering large scale capital works programmes within set timeframes	<input checked="" type="checkbox"/>	
Experience of working in an educational setting		<input checked="" type="checkbox"/>
Knowledge of Regulatory legislation for schools including safeguarding of children		<input checked="" type="checkbox"/>
An analytical approach with excellent attention to detail	<input checked="" type="checkbox"/>	
Excellent organisational skills	<input checked="" type="checkbox"/>	
Excellent communication and interpersonal skills, with the ability to interact effectively with a diverse range of stakeholders	<input checked="" type="checkbox"/>	
Commitment to continuous improvement and professional development in the field of estates and facilities management	<input checked="" type="checkbox"/>	
Personal qualities	Essential	Desirable
High levels of personal and professional integrity	<input checked="" type="checkbox"/>	
Self-confidence, personal energy and dynamism	<input checked="" type="checkbox"/>	
Personal warmth, good rapport with stakeholders, colleagues and contractors	<input checked="" type="checkbox"/>	
Appropriate levels of personal presentation	<input checked="" type="checkbox"/>	
Philosophy and Ethos	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children and young people	<input checked="" type="checkbox"/>	
Ability to work with discretion and maintain confidentiality	<input checked="" type="checkbox"/>	



Part of United Learning

Dunottar School is part of United Learning, a large, and growing, group of over 90 schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

The Package

- **Salary:** Appropriate point on the United Learning pay scale
- **Pension:** Contributory pension scheme
- **Remission of fees:** For your children at the school (in line with the usual admissions policy)
- Tailored **Continuous Professional Development**
- **Employee benefits:** Over 250 exclusive employee benefits through Perkbox including free access to online wellness and workout classes, money off your weekly shop, high street purchases and meals out.
- **Dining:** Free school lunch
- **Sports and leisure:** Use of the swimming pool, the Courtyard Gym and tennis courts (at specific times)
- **Wellbeing:** Staff access to confidential advice, staff social events.



Our Location and Facilities

Dunottar School is based in a handsome Palladian-style mansion set in 15 acres of beautiful grounds, just outside Reigate town centre. In addition to the main Mansion House, the school has modern wings housing classrooms, a university-style Sixth Form Centre with rec room and café. The school has a recently opened £4.5m Performing Arts Centre, with music practice rooms and a 500-seat theatre, art and DT studios. Our sport facilities comprise of a 25m indoor swimming pool, a large Sports Hall with 4-lane cricket net system and three floodlit outdoor netball courts. Rugby and football fixtures are played at Old Reigatians RFC, where we have use of extensive and well-maintained rugby and football pitches.



Contact Information

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