



Royal
Russell

Deputy Estates Manager

September 2025 start



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is '*Non Sibi Sed Omnibus*' which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster



Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Deputy Estates Manager

Salary: £41,556 per annum

Hours: 37.5 per week, Monday to Friday, all year round

We are looking for an experienced professional in building maintenance and facilities management, with a proven ability to manage people and workload.

This is a critical role in supporting and deputising for the Estates Manager in ensuring the smooth operation of our Estates Department, covering maintenance, grounds, housekeeping, and caretaking across our School.

If you are ready to take on this exciting challenge and contribute to the long-term success of our School, we would love to hear from you!

Applications should be submitted to hr@royalrussell.co.uk by 09:00 on 20th August 2025.

Interviews will be held on 27th August 2025.

If you have not heard from us within 5 working days of the closing date, please assume that your application has not been successful on this occasion.



Key Responsibilities

Purpose of Job:

To support and deputise for the Estates Manager in the day-to-day running of the Estates Department, leading people and managing resources to ensure the effective operation of the Russell School Trust Estates Department including: Maintenance, Grounds, Housekeeping and Caretaking so that the School's facilities and services are maintained to the highest levels necessary to enable it to achieve its educational objectives. Deputise for the Estates Manager, when required.

Strategic Building and Grounds Development Plan

- Support the Estates Manager in the implementation of the School's 5-Year Property Development Master Plan for Buildings and Grounds.
- Contribute ideas and advice regarding potential future planned maintenance and development appropriate to and in keeping with the School's development plan for both Senior and Junior Schools, and St David's School.
- Provide technical and operational expertise in planning building and estates works for the long-term future of the Trust's building stock.

Budget Management

- Support the Estates Manager in managing and monitoring the departmental budget so that the operational Estates function is financially compliant and delivers its services within agreed budgets.
- Re-tender the service contracts on a rolling programme to ensure best value.

Project Management

- Lead on the delivery of specific projects in support of the Estates Manager to ensure effective delivery of identified projects to enable the School to enhance and develop facilities in line with its strategic plan and objectives.

- Compile, as required, scope of works/specifications, tendering operations and management of projects.

Buildings and Facilities Maintenance

- Undertake annual condition surveys to enable the prioritisation of works.
- Support the Estates Manager to deliver the planned maintenance schedule (rolling 5-year) to ensure that facilities and equipment (including the swimming pool) are appropriately maintained and fit for purpose.
- Support the Estates Manager and Projects & Maintenance Supervisor to ensure that planned maintenance activities and internal projects are completed on schedule and that emergency repairs are carried out within published timeframes and the School environment is safe, comfortable and fully functional during all operational hours in order that the School can deliver educational services.
- Support the Estates Manager to administer the cyclical maintenance operations to ensure existing facilities are maintained.

Building Services

- Liaise with the School's building services' contractors to ensure all heating, hot water and services' supplies are maintained.
- Support the Estates Manager to re-tender the utility supply contracts.
- Support the Estates Manager to manage the cyclical/planned maintenance operations for the School's mechanical and electrical plant.
- Have a working knowledge of the School's BMS system to ensure efficient use of the heating and hot water supplies.
- Monitor and maintain the School's Photovoltaic array, ensuring that it is always operational, providing data from the system as part of the ESG strategy.
- Monitor gas, electricity and water consumption. Report findings, highlight issues and implement improvement/consumption reduction strategies.

Grounds Development and Maintenance

- Support the Grounds Manager to ensure the effective management of the team and resources to ensure timely and efficient maintenance and preparation of the School's grounds, sports pitches and facilities to enable pupils to fulfil their sporting practices and fixtures on well maintained and marked out pitches and surfaces.

Key Responsibilities cont'd

- Support the Grounds Manager to ensure the provision and maintenance of an attractive, tidy and safe grounds environment for our pupils and staff.
- Support the Grounds Manager in the development and implementation of a 5-year development plan for the grounds and estate to maximise pupil's use through the development and maintenance of the sports facilities, and the woodland estate.
- Ensure effective and efficient use of the team's resources.
- Foster good working relationships with Estates team leaders and all Royal Russell staff to ensure that facilities and services meet their needs.
- Liaise with Commercial Manager for requirements for lettings e.g. holiday club, summer schools etc.
- Liaise with staff leading RR Day and MUN and co-ordinate Estates supporting activities.

St. David's School

- Line manage the St David's caretaker.
- Act as the point of contact for St David's SLT.
- Ensure that any necessary works are undertaken in timely manner.
- Assist the caretaker as required.
- Arrange cover in times of absence for the caretaker at St David's.
- Attend and carry out a weekly inspection of the school.

Housekeeping & Caretaking

- Line manage the Housekeeper.
- Support the caretaking and housekeeping staff under their areas of responsibility to ensure that the School has an effective, engaged and high performing staff team with the right skills to always deliver a high-quality estates management service.
- Undertake annual performance management reviews of the caretaking, housekeeping, maintenance and grounds staff.

Health and Safety

- Support the Estates Manager to ensure that all Estates Department Health and Fire Safety requirements are always complied with. This includes but is not limited to:
 - risk assessments,
 - method statements,
- Ensure that all health and safety issues are addressed speedily and appropriately in order that the School is always fully complaint.
- Ensure statutory compliance issues are all complied with and maintain a record and register e.g. electrical testing, asbestos registers, gas safe certificates, water hygiene etc.
- Manage the annual review of the ladders and step ladders across the site and maintain records.
- Ensure all Estates Staff have appropriate PPE and uniform.



Key Responsibilities

Car Parking

- In liaison with the Operations Manager arrange the parking for events and sporting activities.
- Ensure that correct and adequate signage is in place.
- Ensure that correct and adequate statutory and wayfinding signage is in place.
- In liaison with the Operations Manager and Commercial Manager, arrange the parking for events and sporting activities.

Honours Boards & signage

- In liaison with the Headmasters' PA, Housemistresses and Housemasters arrange the honours boards across the site to be kept updated.

Estates Vehicles

- Maintain a record of all the Estates Department vehicles.
- Organise the servicing, MOT etc of the vehicles.
- Manage the replacement of vehicles as required.
- Ensure that all vehicles are kept clean and tidy.

Staff Properties

- Undertake annual inspections of the staff properties and maintain records.
- Maintain a record of school owned equipment and materials in the staff properties.

- Act as the point of contact for residential staff and address any issues in a timely manner.
- Liaise with tenants about access for cyclical and emergency maintenance issues.
- Obtain meter readings for gas and electricity for all staff properties. Monitor and report on consumption.

Training & Staff Development

- Organise and manage in-house training programmes.
- Undertake annual risk assessment reviews with in-house estates teams and implement control measures.
- Maintain training records for the Estates Team.

Systems and record keeping

- Support the Estates Manager to ensure that all building record logs and registers and risk assessments are always maintained and available.
- Support the Estates Administrator in obtaining and updating 'Contractor Questionnaire' forms from approved contractors.
- Ensure Estates building and site plans are up to date.
- Ensure the work ticket system is operated such that the maintenance, grounds and domestic services teams always deliver a speedy and responsive 5* service to the School.

General responsibilities

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (always including Child Protection) Policy and Procedures.
- Attend Royal Russell Day and Open Day.
- Always display correct staff identification whilst on site.
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
- Always adheres to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
- Carry out any other reasonable duties as requested by the Estates Manager, and Director of Operations/Finance (and Headmaster).

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- 30 days annual leave (for full time support staff)
- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1 Car Park
- 2 Reception / Headmaster's Study
- 3 Junior School
- 4 Early Years Centre
- 5 Performing Arts Centre / Auditorium
- 6 Dining Hall / Café
- 7 Chapel
- 8 Great Hall
- 9 Chapel Quad
- 10 Lime Tree Quad
- 11 Aston Webb Building
- 12 Library / Sixth Form Study Centre
- 13 Health & Wellbeing Centre
- 14 Science Block

Sports Facilities

- 15 Swimming Pool
- 16 Sports Hall
- 17 Top Pitch
- 18 The Paddock
- 19 Netball Courts
- 20 North Pitch
- 21 Astroturf Pitch
- 22 MUGA (Multi-Use Games Area)
- 23 West Pitch
- 24 Pavilion

Boarding / Houses

- 25 Buchanan / Reade
- 26 Cambridge
- 27 Hollenden
- 28 Keable
- 29 Latessa
- 30 Madden
- 31 Oxford
- 32 Queen's
- 33 St Andrew's



Royal
Russell

www.royalrussell.co.uk

Royal Russell School, Coombe Lane,
Croydon, Surrey, CR9 5BX

