

# Estates Manager

## About Twyford School



Twyford School is a successful co-educational, independent day and boarding prep school for 430+ pupils aged two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 30 acres of mature grounds, with a beautiful Queen Anne country house (pictured) as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

Our role is to give each child the most complete education – academic, cultural, emotional, physical – so that they, each and every one, can have the best start at living their best life, for themselves and for others. It is as simple as that. **It's all here – Twyford. The Complete Education.**

For more information about the School, please visit our website [www.twyfordschool.com](http://www.twyfordschool.com)

**Job Title:** Estates Manager

**Responsible To:** The Estates Manager is one of four Heads of Department reporting to the Bursar alongside the Finance Manager, HR Manager and IT Services Manager.

### Main Duties & Responsibilities:

- To be responsible for the development, condition and smooth operation of the School estate
- To line manage the Estates Technicians, Groundsman, Transport Co-ordinator and Cleaning teams. Conducting appraisals and identify appropriate training needs
- To be responsible for the efficient procurement, tendering and appointment of professional consultants, advisors, contractors and suppliers

### Relationships (including accountability):

- Work as an effective member of the Operational Management Team (OMT)
- Work closely with the Commercial & Lettings Manager.

- Work closely with the Compliance Co-ordinator and Health & Safety Officer
- Establish professional working relationships with colleagues across the School

## 1. **Building and Estates – Strategic**

- Assistance in the strategic development of the Estate, in conjunction with the Headmaster, Bursar and Governing Body; advise the Bursar on matters relating to the ongoing management of the Estate.
- Set up and manage a comprehensive estates assets register and a costed five year rolling buildings and grounds maintenance work plan according to the School's development plan with priorities detailed for the coming financial year. Prepare budget estimates for this programme for inclusion in the annual expenditure budget
- Production of reports to the Governors on data to advise trends within the various areas within the Estates department
- Prepare a plan to guide the School to Net Zero reduction targets
- Prepare and maintain the Estate Conditions Survey and use it to evidence both Capex and Opex expenditure requests

## 2. **Maintenance of the School Buildings & Grounds:**

- Prepare and maintain a Planned Preventative Maintenance Schedule based on predictive standards of SFG20, of all buildings and accommodation, services, regular/emergency works, special projects and capital projects throughout the School site
- Preparation of maintenance schedules and keeping of records (including the maintenance of installations and plant for electric and gas supply, heating, domestic hot water, water softening, lighting and ventilation etc.
- Propose a plan to develop a risk based predictive maintenance plan
- Maintain the Estates works tasking system, Pirana. Create and review works schedules for the Estates team in order to oversee and monitor the effectiveness of the team and to ensure the highest quality of service delivery
- Upkeep of sports fields, gardens, all weather surfaces, boundaries and roads. Ensuring that all grounds equipment and School vehicles are kept in a good state of repair
- Ensure that all projects are properly specified and scoped, and that estimates for spending are properly prepared and submitted together with detailed explanations for approval
- Control of building and grounds projects, ensuring that they are adequately supervised and controlled and delivered with the relevant permissions, on time, within budget and to the highest quality achievable. Major development projects will be managed in conjunction with the Bursar
- Ensure that all grounds maintenance buildings are locked-up and secure whenever unsupervised
- Attend to other work, beyond that planned for, according to own initiative as and when required
- Manage the School's insurance policies and work with the Bursar to ensure any insurance claims are dealt with appropriately
- Manage and oversee the School waste and recycling collections
- Establish where required and maintain service schedules for Grounds equipment
- Establish where required and maintain service schedules for all All Weather Services

### **3. Site safety, security and compliance**

- Assume overall responsibility for the security of School buildings and premises and ensure appropriate security measures are in place for the safeguard of staff and pupils
- Maintain an Estates Risk Register
- Work with the Compliance Co-ordinator and Health & Safety Officer to ensure the School remains safe and compliant. Ensuring safe working practices are employed and that all relevant staff are properly trained and competent in the operation of any equipment put into their charge
- Ensure all fire systems and prevention equipment are properly and appropriately installed and maintained and that all fire alarms and monitoring systems are regularly tested.
- Formulate, monitor and implement the School's Health & Safety policy to comply with the requirements of health and safety legislation. Carry out risk assessments where appropriate, including fire risk assessments
- Maintain the asbestos policy and register
- Ensure that all premises compliance checks are completed as and when required e.g. asbestos, legionella, electrical, PAT, COSHH etc
- Ensure that safe working practices are employed and that all School staff are properly trained and competent in the operation of any equipment put into their charge
- Maintain compliance register of all statutory compliance records and retain supporting evidence for inspection purposes.
- Ensure compliance with other legislation and guidance relating to the School's estate, including Independent School Inspection (ISI) regulations and GDPR. To put into practice existing, new and changing legislation in relation to Health & Safety
- Ensure that all staff have access to and complete relevant H&S training via SMARTLOG
- Act as a point of contact for premises emergencies. To collaborate with senior management and to lead the Estates Team, acting appropriately as the circumstances demand handling emergency situations during the day and ad hoc out of hours as the need arises
- Oversee the maintenance, servicing and day to day operation of the swimming pool, with the Pool Operators.
- Take an active part on the Health & Safety Committee
- Ensure all suppliers and contractors are suitably vetted before they come onto the site including DBS checks and ensure they adhere to the relevant safeguarding procedures on site
- Obtain risk assessments and method statements from external contractors
- Manage contractors on site ensuring all Health & Safety requirements are met, quality control is achieved and all works are completed prior to invoices being approved for payment

### **4. Projects**

- Draft Scopes of Works for Minor Works
- Draft feasibility studies as required for both minor and major projects
- Draft Project Proposals
- Deliver projects in accordance with Project Policy ensuring full stakeholder engagement, assurance and approval processes are adhered to.

### **5. Domestic**

- Liaison with the cleaning contractor to ensure that cleaning meets the School's expectations of quality and service and line manage the in-house cleaning team who service the boarding house
- Assisting with the administration and organisation of School Events and attendance at functions as required (e.g. annual TPA Fireworks and Summer Extravaganza)

- With the Bursar, be responsible for the recruitment, development, welfare, allocation and effective management of all departmental staff within the Estate Department. Undertake appraisals and identifying appropriate training needs

## **6. School Mini-Buses & Vehicles**

- Ensure regular servicing and maintenance of the mini-bus fleet and other School vehicles, including road tax.
- Ensure minibus safety checks are undertaken regularly and fully understood by staff who drive them.
- Oversee the administration of driver training, assessments documentation and annual DVLA checks
- Oversee the Transport Co-ordinator to ensure transport is booked, additional minibuses hired and driver cover arranged where necessary

## **7. Financial**

- Ensure best value for contracted works and services, tools, equipment and supplies
- Prepare the department's annual budgets and operate within the agreed annual maintenance and capital expenditure budgets
- Produce annual Capex plan in accordance with 1) Master Plan requirements; 2) Consideration of Condition Survey, Planned Preventative Maintenance Schedule, Risk Register; 3) Bursar direction.

## **8. Energy Management**

- Maintain record of energy usage
- Maintain Carbon Footprint survey and reduction management plan.

This is a hands-on role that has technical as well as customer service elements. It also interfaces between the School, key personnel and estates services often requiring tact, diplomacy and determination to ensure appropriate service levels are achieved. As a flexi-boarding school, we run a 6-day operation and the role demands the post holder to be available for emergency calls at any time, especially during term time. A flexible working approach is required to meet the varied and challenging demands of the role and in turn the School. The nature of the role is that there are periods of intense work followed by less intense periods and there may be some unsocial working hours. Due to the evolving nature and changing demands of the School, the post holder must understand that his/her job description is to be seen as a guide only as examples of the type of duties, which he/she is, expected to undertake. Duties may vary from time to time and due notice will be given of major changes. The employee may also be required to work in any department in order to meet the needs of the School

## **Key Skills & Experience Requirements**

### **Essential**

- Previous experience in an Estates Manager or Facilities Manager or similar type role
- Health & Safety Management experience
- Experience in contract administering refurbishment and maintenance works
- Able to develop practical solutions to challenges

- Ability in achieving challenging targets and objectives
- Managing mechanical and electrical installation and maintenance works
- A confident communicator with an assertive but calm demeanour and sense of humour
- Able to maintain confidentiality and recognise when confidences need to be kept
- Excellent written, verbal and presentation skills
- Good IT skills enabling the effective use of the Microsoft suite of packages and experience in using property management portals
- Able to lead by example and demonstrate authority, respect and trustworthiness
- Enthusiastic self-motivated approach to work, taking ownership and accountability for own work
- Able to develop effective and supportive relationships with colleagues, both internal and external both in terms of social interaction and positive support with team workload
- Able to organise time effectively, creating work schedules, prioritising workload and meeting deadlines
- Practical and pragmatic - able to successfully adapt to changing demands and conditions
- Experience of Health & Safety management, compliance requirements and the understanding of regulations
- Committed to the safeguarding and wellbeing of children and young people

#### **Desirable**

- Previous experience of working in a school environment
- Building / Facilities related professional qualification
- IOSH and /or NEBOSH Management of health & safety qualification
- Appropriate knowledge to guide Twyford to Net Zero reduction targets

#### **Terms and Conditions**

- This is a senior post and you will be expected to work a minimum of 40 hours per week, with normal office hours 8.30am to 5.00pm Monday to Friday with a half hour for lunch
- Competitive annual salary
- 28 days' annual leave plus statutory English public holidays
- You may be required to attend occasional events/ meetings outside of your normal working hours during weekday evenings and occasionally weekends
- Contributory support staff pension scheme
- Death in Service benefit
- Meals while on duty during term-time
- Generous Fee discount for eligible children
- Complementary use of school's facilities and swimming pool
- Access to training and upskilling when required
- Free parking

*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and*

*ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Headmaster.*

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required by the Bursar and/or Headmaster, commensurate with training and experience.



**Arial view of the School site**



**Orchard Close Boarding House**