



**CROSFIELDS
SCHOOL**



ESTATES MANAGER

Applications close Tuesday 18th April 2023



Welcome to Crosfields School



Caroline Townshend
Head of Crosfields School
(Summer 2023)



Thank you for your interest in Crosfields! I felt a real sense of community and warmth from my first visit to the school. There was a clear **sense of purpose** as I visited lessons, and my interactions with staff and pupils reflected their **kindness** and **respect** for others. I look forward with excitement to starting as Head in the Summer Term 2023.

Crosfields does not stand still. This one time all boys Prep School, heralded the arrival of its first girls in 2007, and a Year 9 cohort in September 2021 as the school's plans to extend to 16 became a reality.

Supported by considerable **investment in the infrastructure**, the ambition is to keep the wonderful tone and atmosphere of our Junior School marrying it with the ambition, challenge and opportunities appropriate for our older pupils.



About the role

We are looking to appoint a forward leaning, **experienced** Estates Manager to join our team. The role has broad responsibilities for the **maintenance** and **management** of the School's **45 acre site** including educational and administrative buildings, kitchens, sports facilities, residential properties, playing fields, woodland and ponds.

The School has set upon an **ambitious programme** to extend its provision to 16 (Year 11) by September 2023. Our phase one senior school building was opened in November 2021 and has already received a number of **industry awards**. Ancillary projects have improved facilities across the existing estate and there are further elements to be delivered over the coming years.

As a school we are looking to embed **sustainability** into day to day practices, policies and future planning.

This is an **exciting opportunity** that will suit someone who is able to blend **strategic** and **operational** planning alongside practical skills. They must have excellent **organisational** skills to **manage multiple tasks** concurrently whilst ensuring standards are maintained and value for money achieved. Strong and considerate **leadership** is a priority.



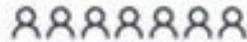
Crosfields School by numbers



CROSFIELDS BY NUMBERS



700
PUPILS



185
MEMBERS
of permanent staff



27%
GROWTH

in pupil numbers since Sept 2017

FURTHER
22%
GROWTH



expected over next 5 years

40+ ACRES



of sports fields, meadow
and woodland

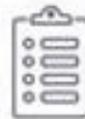
SUPPORTING

20



senior children with
transformational bursaries

£8.3M
SPEND

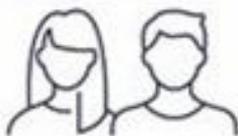


on phase 1 of new senior
school project

NEW SENIOR
SCHOOL BUILDING



2007



the year Crosfields
became co-educational

4



science labs in 2022

20



children or fewer in classes

ESTATES MANAGER

Areas of Responsibility

Key Areas of Responsibility

- To maintain and improve the fabric and supporting infrastructure of all school buildings and grounds ensuring they are fit for purpose and meet all statutory and regulatory compliance requirements.
- To project manage and deliver capital projects up to £0.5M in value and to support the development of larger projects in conjunction with the wider management and design teams.
- To supervise, lead, motivate and develop the Estates Team including Maintenance, Grounds and Housekeeping.

Property Management

- Maintain a 5 year pre-planned maintenance programme to include statutory, regulatory, routine and ad-hoc maintenance requirements as well as improvements to the fabric of the estate, grounds, furnishings and equipment.
- Undertake necessary surveys and maintain data on the condition of plant, furnishings, equipment, building, services and grounds to inform future strategic and funding decisions.
- Place and manage all general maintenance contracts to fulfil the requirements of the pre-planned maintenance programme.
- Schedule all necessary and good practice maintenance inspections and requirements; follow up on tasks arising and maintain records for inspection using Assurity+.
- Undertake tenders for contracts and works in accordance with the School's procurement guidelines.
- Maintain a library of plans for all buildings and services and the corresponding operational and maintenance manuals.
- Communicate with all stakeholders regarding emergency, immediate, holiday and long term estate plans and works.

Finance and Governance

- Prepare annual submissions for all estates budget lines in conjunction with the Head of Finance. Annual operating budget is £435k excluding salaries and capex.
- Delegation according to budget authority including scrutiny and authorisation of all contractor invoices to ensure that they reflect work undertaken and value for money.
- Monitor and manage financial performance against budgets and provide forecast of outturn on a termly basis.
- Provide Governors with termly updates on estate matters.

ESTATES MANAGER

Areas of Responsibility

Project Management

- Develop project briefs for small works and capital projects in consultation with all relevant stakeholders and provide detailed costed schemes of works in preparation for budgetary approval.
- Programme and manage small works and capital projects utilising in-house skills and external contractors as befits the work to be undertaken.

Health & Safety

- Ensure all statutory and regulatory requirements relating to the estate are met.
- Organise the arrangements for the day to day safety of the school buildings and grounds through the safety procedures and compliance requirements set out in the Health & Safety Policy. This includes the management of asbestos on site.
- Carry out delegated duties in respect of fire safety as set out in the Fire Safety Policy, with specific responsibility for the maintenance of Fire Risk Assessments.
- Ensure risk assessments and method statements are in place for general site hazards as well as work carried out by the Estates Team and third party contractors.
- Ensure the Estates Team is able to provide an immediate response to, practical support and/or guidance in respect of any emergency maintenance situation or crisis management incident.

Sustainability

- Embed sustainability into practices, policies and future planning.
- Produce and maintain a woodlands management plan.
- Implement the Biodiversity Plan.

Line Management

- Support members of the Estates Team through the Professional Development Review programme and individual and team training plans.

EQUALITY AND DIVERSITY

Crosfields aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or Civil partnership status, disability or age

Estates Manager

About you

Qualifications and Experience

- Minimum 8 years' experience in construction and/or facilities management with a technical or professional qualification
- Proven ability to plan and deliver projects
- Experience of preparing and managing significant budgets
- Commercial experience including contracting and tendering
- Health & Safety management and implementation preferably with NEBOSH or similar qualification
- Working knowledge of fire safety and other relevant regulations and industry best practice
- Experience in managing, championing and leading an operationally focussed team
- Track record of finding pragmatic solutions and delivering on commitments
- Strong organisational skills and confidence in managing multiple work streams concurrently
- Confident with IT especially Excel, project planning tools and CAD

Working Hours

Standard office hours are 37.5hrs a week. Flexibility is expected and there will be times when longer hours are required as well as occasional weekend and evening working.

The Estates Manager may need to provide an immediate response to an emergency maintenance situation and therefore is expected to live within a reasonable travel distance from the school.

Annual Leave

30 days plus bank holidays

Crosfields Benefits

We offer a wide range of benefits to school staff, including:

-  **Training & development**
-  **Financial**
-  **Health & wellbeing**
-  **Free meals & discounts**



COMPREHENSIVE TRAINING

£



CONTRIBUTORY PENSION

£



PERSONAL ACCIDENT INSURANCE

♥



ACCESS TO TELEPHONE COUNSELLING SERVICE

♥



ACCESS TO HEALTH AND MEDICAL INFORMATION SERVICE

✓



MEALS DURING TERM TIME

✓



FEE REMISSION

Testimonials

What makes Crosfields a great place to work



“Joining Crosfields was a great decision for me. I have been blown away by how friendly and welcoming the people are. The children are a joy to teach and the staff are as diverse and friendly. It’s a truly happy place full of ambition, opportunity, and fun. If you are unsure whether to apply or not, do it!



Richard Ebbage
Deputy Head (Academic) Senior School



“I like Crosfields because the teachers are fun and help our brains grow.”



Pupil
Year 2



“Thank you and your staff for making our child’s nine years at Crosfields such an incredible experience and for helping him mature into the person he is today. He has grown immensely, has had a fantastic start to his education and most importantly has really enjoyed it. We hope we are as lucky in his next school.”



Current Parent

How to apply

To apply for this position please visit our website at <https://www.crosfields.com/explore/we-are-crosfields/work-with-us/> for an Application Form.

Paper applications should be sent to our HR Manager at: recruitment@crosfields.com

Applications will close at **10am on Tuesday 18th April 2023** .

SAFEGUARDING AND CHILD PROTECTION

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form. Crosfields School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



Getting to Crosfields School

Our location

Crosfields School
Shinfield Road, Reading, Berkshire
RG2 9BL
T: 0118 987 1810
office@crosfields.com

By bus

Crosfields on the Shinfield Road has public bus stops served by routes travelling to/from Reading, Wokingham, Bracknell and Shinfield.

By car

Crosfields is located on Shinfield Road towards Spencers Wood, less than 10 mins from junction 11. Ample visitor parking is available at the front of the school and electric vehicle charging is available on site. Please note that the school site has a strict speed limit of 5mph. Please observe this at all times for the safety of all site users. All visitors should sign in at the school office.

