



**King's
Worcester**

Deputy Estates Manager

Candidate Information



The King's Foundation



King's Worcester is an exciting and rewarding community in which to work, and I am thrilled that you are considering making an application to join us. Our ethos is to combine a profound appreciation of our heritage with a sharp appetite for educational innovation and a vigorous enthusiasm for the co-curricular provision which

lies at the heart of schools like ours. But central to everything is our friendly atmosphere and excellent relationships between staff and pupils.

We are all shaped by our environment and at King's we are truly grateful for the beautiful physical and intellectual environment in which we live and work.

The King's Foundation in Worcester is a community of three schools: King's Senior and our two Prep Schools, King's St Alban's and King's Hawford. The Senior School educates approximately 875 pupils aged 11 - 18 in our beautiful city centre campus; at King's St Alban's, which is also the Cathedral Choir School, circa 200 pupils aged 2 - 11 enjoy sharing our extensive facilities on the same site. King's Hawford educates around 250 pupils aged 2 - 11 and is situated just north of the city in rural Worcestershire (four miles from the city centre campus). There is one governing body for all three Schools.

Due to an internal promotion, we are pleased to advertise the opportunity to join the King's Foundation community as Deputy Estates Manager. I'm looking for applicants with lots of ideas, ambition and enthusiasm.

If this is you then I look forward to meeting you in the months ahead, and – if successful – can't wait to work with you in the years to come.

Gareth Doodles

Headmaster and CEO of The King's School,
Worcester Foundation



This is a great opportunity to join our friendly and hardworking Estates Team across our three school sites.

I'm looking for someone who is flexible, who can problem-solve quickly, has a pragmatic and 'can-do' approach, and is prepared to roll their sleeves up and get stuck in.

You must be a well organised team leader with the ability to plan and allocate tasks effectively.

I look forward to hearing from you if you think that you fit the profile of this role and are keen to work hard in a friendly and busy environment.

Adam Winter

Director of Operations



Job Description

We are looking for an experienced Deputy Estates Manager to supervise our team of six Estates Assistants and a Caretaker, working across our three school sites.

The Deputy Estates Manager reports to the Estates Manager.

The role is full-time, year round.

Key Areas of Responsibility

- Supervision of Estates Team, including their hours of work and productivity.
- Monitoring of the Estates Helpdesk and the allocation of tasks.
- Planning the weekly schedule of support for school events/functions.
- Assisting the Estates Manager in the production of holiday work schedules.
- Directing and supervising contractors as necessary.
- Monitoring, maintaining and developing systems across the Foundation: Access Control, Alarms (fire and intruder), BMS, CCTV, Heating etc.
- Compliance paperwork filing and general internal departmental admin.
- Monitoring of the Senior School Swimming Pool.
- Ordering materials.
- Assisting the Transport Manager in arranging vehicle servicing if necessary.
- Arranging appropriate waste management and pest control.

- Addressing health and safety items and ensuring safe working practices of the Estates Team and contractors.
- Management of heating systems.
- Deputising for the Estates Manager in their absence.
- Any other tasks reasonably requested by the Estates Manager or Director of Operations.
- Understanding the role in the context of safeguarding children and young people. The post involves minimal contact with children and the postholder will not be responsible for children.

Skills Required

Qualifications and Education Requirements

- IT literate.
- Full clean driving licence (ideally D1).
- Facilities or maintenance background would be an advantage.

Preferred Skills

- Resilient, calm, controlled, and able to deal with fast-paced problem solving.
- Organised, able to work to deadlines, prioritise and delegate work tasks.
- Lateral thinker, good problem solver.
- Good communicator, who explains clearly what is needed.
- Hands-on, can-do approach.



Application Process

All applications will be acknowledged.

The closing date for this post is **Tuesday 9th May 2023**. All applicants will be notified after the closing date whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will normally be taken up prior to interview and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The School is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

How to apply

Candidates should complete the Support Staff application form available on the vacancies page of the School website www.ksw.org.uk/careers and email it to the HR Team at recruitment@ksw.org.uk together with a covering letter, detailing your relevant experience, how you would intend to meet the challenges of the role and the particular qualities and strengths which you would hope to bring to the post.

Closing date for applications: **Tuesday 9th May 2023**

Start date: **As soon as possible**

Please visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the School community.

In order to provide our pupils with a well-rounded and enriched educational experience that is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

