

ST JAMES SCHOOLS

Estates Manager APPLICANT INFORMATION PACK



WELCOMING
open minds
and open hearts



WELCOME TO *St James Schools!*

I am delighted to extend my warmest welcome to you as you consider joining St James Schools. We appreciate your interest in becoming a part of our unique and inspiring educational community.

At St James, we take immense pride in our distinctive philosophical approach to education. Mindfulness, vegetarian lunches, and the inclusion of Sanskrit in our curriculum are just a few of the ways in which we stand out from the crowd. Our students, parents, and staff all cherish our truly unique ethos, built on principles of open-minded enquiry, collaboration, and a steadfast belief in the limitless potential of the each individual.

With locations in both Ashford, Surrey, and Kensington Olympia, London, our schools are a vibrant and diverse hub of learning. Our commitment to fostering a culture of mutual respect and trust is central to our mission, and our dedicated staff play a pivotal role in making this a reality.

Our school's unique ethos extends to our support for staff. We have our own salary scale, and we highly value our team members. You will find ample opportunities for professional development to help you grow in your career.

We would love to hear from you and look forward to receiving your application.



Warm regards,
William Wyatt
Chief Operating Officer



ST JAMES SCHOOLS

welcomes open minds and open hearts

Founded in 1975 by philosophically-inclined parents, our three independent day schools offer a distinctive approach to education which provides for the intellectual, emotional and spiritual development of every child; they aim to provide an environment in which a child can discover all that is best within their own nature.

We actively support our pupils' emotional wellbeing, focusing on mindfulness and fostering a positive school atmosphere built on mutual respect, trust and kindness.

Our schools enjoy enviable locations in London and Surrey: our Nursery, Preparatory School and Senior Girls' School are close to Hammersmith and High Street Kensington, while St James Senior Boys' School occupies a stunning 33-acre site in Ashford, in leafy Surrey, with transport services from London.

The School is committed to providing a comprehensive range of non-contractual benefits

Meal: Lunch will be provided on your working days in the on-site refectory during School term time.

Discounts: All permanent members of staff who have passed their probationary period may be eligible for School fees discounts. Any discount agreed ends when your employment terminates for whatever reason.

Christmas Closure: All support staff contracted to work during School holidays will receive paid leave during the Christmas period when all School sites are closed. This is in addition to the annual contractual holiday entitlement.

School of Philosophy and Economic Science membership: The Schools will cover the cost of membership fees for the employee to the School of Philosophy and Economic Science.

Life Assurance: All permanent members of staff are covered by life assurance. It is designed to help your dependants in the unfortunate event of your death while employed by us.



JOB TITLE
Estates Manager

LOCATION
Kensington Olympia, London

LINE MANAGER
Bursar

HOURS
07.30-16.30 Mon-Fri



About you

We are seeking a dedicated and proactive Estates Manager with a strong commitment to safeguarding and promoting the welfare of children and young people. You will have the ability to relate easily to a wide range of people, possess strong organizational skills, and be a self-starter with plenty of stamina. Flexibility, adaptability, and a clear understanding of what a school is about are essential. You will be open-minded, genuinely interested in developing yourself and your team, and able to use your own initiative. A clean current driving license is required.

- Experience in a trade (electrician/plumbing/construction etc)
- Previous work experience in a school or college
- Location close to W14 - not too far to commute



Key Areas

- Management of caretakers
- Premises-related Health and Safety issues, including compliance
- Management of maintenance, repairs, and facilities care on-site
- Quality control of works completed
- Acting as Fire Safety Officer
- Security of school sites
- Budget management
- Contract management
- Project management

Key Tasks

Leadership and Management

- Line management of the Caretakers.
- Leading staff giving appropriate direction, supervision, support and motivation so they carry out their tasks to the required standard.
- Liaise with the Bursar to plan and prepare schedules for school holiday projects.
- Keeping abreast of evolving training requirements and ensuring team members are appropriately trained and briefed to carry out their role and support their professional and personal development.
- Identify the need for Personal Protection Equipment (PPE) for team members, ensuring it is available and in good working order and supporting and directing staff to use it appropriately.
- Leading by example, setting the very highest standards in Health and Safety and promoting this culture across the whole site.
- Recognising the importance of the presentation of the school and its staff, lead the team to take pride and uphold the very highest of standards in their work, appearance and stakeholder relationships.
- Lead on weekly Estates meeting ensuring a 2-way feedback communication is in place with your team.
- Ensure the Estates team adhere to relevant health and safety legislation.



Maintenance of Buildings and Grounds

- Ensure the buildings and grounds are maintained to a high standard and meets the schools current and future requirements.
- Conduct routine inspections of the site and identify any corrective actions needed including maintenance, health and safety or minor improvement works, reporting appropriately to the Bursar.
- Lead the team in the delivery of the planned preventative and reactive maintenance for all buildings, equipment and related systems across the site.
- Working closely with the administrative staff to ensure all onsite contractors are meeting compliance, health and safety, safeguarding and checks prior to their visit.
- Monitor all contractors on site to ensure their compliance with legislation and safe working practices.
- Monitor and check energy and water consumption for efficiency.
- Monitor the lighting and ventilation of school buildings
- Maintain high standards of school grounds, ensuring they are litter-free.
- Support the maintenance of inventory/asset records and management of records to ensure that all servicing, testing and statutory inspections are carried out to ensure compliance with the appropriate legislation and regulations.



Health and Safety and Risk Management

- Have sufficient and appropriate Health and Safety knowledge to approve and sign off a variety of non-specialist maintenance tasks across the site.
- Regularly inspect sites for potential Health and Safety issues and take corrective action.
- Ensure compliance with all current legislation related to site safety and facilities management, maintaining appropriate records.
- Act as Fire Safety Officer, a leading role in the fire/emergency evacuation procedures.
- Attend and advise at the weekly Health and Safety Sub-Committee meetings and report at the Termly Health and Safety Committee meeting.
- Complete Risk Assessments and take corrective actions as needed.

Transport

- Together with the Bursar manage the schools' contract with the external coach company.
- Ensure that the drop off and collection service is managed efficiently.

Operational Matters

- Attend the weekly Operations meeting working with the Events Manager, Catering Manager and other school staff on the logistics and organisation of school events.
- Manage the day-to-day contracted cleaning services and periodic deep cleaning routines.
- Manage day-to-day site security. Provide timely reports to the Bursar about critical safety and security issues.
- Research and find contractors for larger maintenance contracts and monitor work undertaken.
- Be the main key holder for school sites.



Person Specification

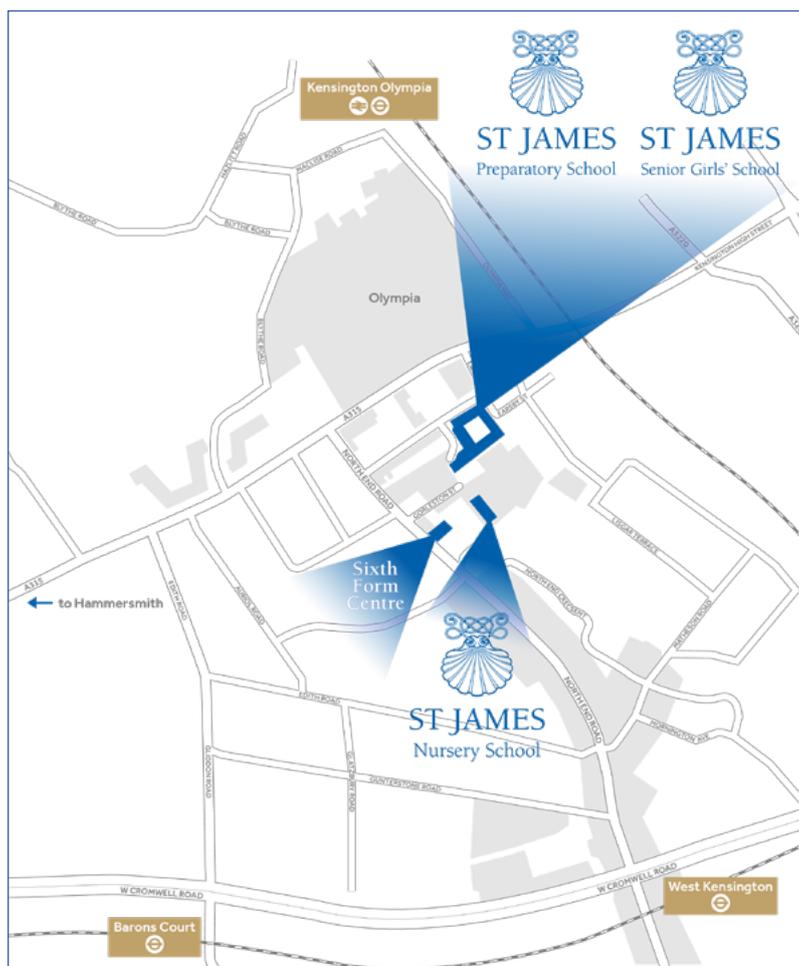
Essential	Qualifications and Experience: <ul style="list-style-type: none">• Knowledge and understanding of Health and Safety regulations and application in the workplace.• Proven leadership experience in facilities and/or operations role. A strong, firm but fair leader, able to command respect and motivate staff to complete tasks to the highest level.• Current certificate in NEBOSH NGC or similar.• Qualification recognized within the building/engineering trade.• IT proficient – use of Microsoft 365, Teams, CCTV.• Full, clean driving licence (desirable).
Attributes	<ul style="list-style-type: none">• Highly motivated with a can-do attitude and hands on approach.• Strong emotional intelligence, professional demeanour and excellent interpersonal skills.• Effective in multi-tasking, planning and prioritising workload.• Attention to detail with strong organisational and time management skills, resilience and ability to manage challenges in a busy school environment.• Commitment to the ethos of St James and have the highest professional standards.• Committed to safeguarding and promoting the welfare of children and young people.
Safeguarding	<ul style="list-style-type: none">• St James is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.





HOW TO APPLY

St James Schools does not accept curriculum vitae, so please submit your online application form on [tes.com](https://www.tes.com) or email the completed St James Schools application form to recruitment@stjameschools.co.uk



closing date

Midday, 22 July 2024

location

Kensington Olympia, London.

interview date

Interviews will be arranged directly with shortlisted candidates. The School reserves the right to offer the post at any stage in the appointment process.

transport links

by tube:

- District line to West Kensington (5-minute walk)
- District line to Kensington Olympia (2-minute walk)
- Piccadilly line to Barons Court (10-minute walk)
- Overground to Kensington Olympia (2-minute walk)

by bus:

- 28, 306 stop at Kensington Olympia
- 9, 23, 27 stop at North End Road

by car:

There is metered parking in the surrounding streets.



Earsby Street, London W14 8SH | Tel: 020 7348 1777 | [stjameschools.co.uk](https://www.stjameschools.co.uk)

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