

Post Title	Estates Supervisor	Reports to	IT & Estates Manager
Hours per week	Full time	Weeks per year	52
Contract type	Permanent	Salary	£31,000 - £34,000

Job Description

Overview

The Lion Works School and The White House School offer specialist learning provision for children and young people. We emphasise the development of core academic understanding, encourage creativity, celebrate outdoor learning and promote the growth of essential life skills. We aim to establish a safe, creative and vibrant environment where children feel challenged and supported in their learning, achieving high levels of wellbeing and academic success. We aim to nurture and develop mutual respect, tolerance, teamwork, perseverance, kindness and good manners.

The Estates Supervisor is responsible for the operational delivery of estates maintenance, health & safety systems and site services across both school sites.

The role supports the IT & Estates Manager by:

- Managing day-to-day estates and site operations
- Maintaining compliance documentation and checks
- Supervising cleaning teams to ensure safe, clean and hygienic environments
- Acting as the first point of contact for estates, site safety and cleaning matters

Purpose of the Role

The Estates Supervisor is responsible for the day-to-day operational delivery of estates maintenance, health & safety systems and site services. Working under the direction of the IT & Estates Manager, the postholder supports the maintenance of safe, compliant and well-maintained school environments and provides on-site supervision of operational teams.

The postholder will:

- Support the delivery of estates management and premises compliance activities
- Undertake the operational delivery of health & safety systems and compliance checks.
- Supervise on-site operational teams, including maintenance and cleaning staff
- Support estates readiness for inspection and regulatory requirements
- Contribute to the effective operation and future development of the school sites

Key Accountabilities & Duties

As the Estates supervisor, you will:

Estates & Premises Management

- Carry out reactive and planned maintenance across both school sites.
- Coordinate day-to-day estates activity and prioritise works across sites.
- Support the delivery of planned preventative maintenance schedules.

- Conduct regular site inspections and identify required actions.
- Liaise with contractors and support the management of service visits.
- Ensure school premises remain safe, clean and fit for purpose at all times.

Health & Safety

- Maintain health & safety records, logs and compliance documentation.
- Support the upkeep of risk assessments, method statements and action plans.
- Carry out routine compliance checks (e.g. fire safety checks, water flushing regimes, visual inspections).
- Report incidents, hazards and near misses and ensure follow-up actions are completed.
- Support health & safety audits and inspections.

Site Services Supervision

- Ensure cleaning and maintenance standards meet health, safety and hygiene requirements, particularly in relation to SEN provision.
- Monitor schedules and task completion.

Supervision & Coordination

- Provide day-to-day supervision of cleaning and maintenance teams at each school site.
- Work alongside maintenance staff, cleaners and contractors.
- Act as the first point of contact for staff regarding estates, cleaning and site safety issues.
- Escalate risks, issues or non-compliance promptly to the IT & Estates Manager.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Equal Opportunities

The Lion Works School and The White House School seek to ensure that all existing and potential employees and pupils are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background.

The Lion Works School and The White House School seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open, welcoming and safe environment for all its pupils, employees, and visitors.

Safeguarding

The Lion Works School and The White House School seek are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Person Specification		
Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> Working knowledge of estates maintenance and site safety Awareness of health & safety requirements in a regulated environment Understanding of safeguarding-related site requirements 	<ul style="list-style-type: none"> Experience in multi-site school environments.
Experience	<ul style="list-style-type: none"> Experience in a hands-on maintenance or estates role. Experience coordinating or overseeing day-to-day site services or facilities activity. 	<ul style="list-style-type: none"> Experience in schools, SEN settings or similar regulated environments. Experience supporting site expansion.
Skills	<ul style="list-style-type: none"> Strong organisational and prioritisation skills Practical maintenance skills. Ability to supervise and coordinate site-based staff. Clear communication with staff, cleaners and contractors. 	<ul style="list-style-type: none"> Project management
Personal attributes	<ul style="list-style-type: none"> Proactive and solution focused. Calm under pressure. Highly reliable and accountable. Professional and discreet. 	<ul style="list-style-type: none"> Flexible and adaptable in a growing organisation.
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in English and Maths at Level 4 (Grade C) or above 	<ul style="list-style-type: none"> NEBOSH or IOSH qualification. Project management qualification (e.g. PRINCE2, PMP).
Other requirements	<ul style="list-style-type: none"> Full driving license 	

Further Information

This Job Description and Person Specification are current as of April 2026. In consultation with you, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your line manager.