



# ASHFORD SCHOOL

*Inspiring Minds*

## JOB DESCRIPTION

<b>Job Title</b>	Estates Manager
<b>Purpose</b>	The Estates Manager is responsible for supporting and delivering Ashford School's vision for the Senior and Prep School sites, ensuring optimum use of quality facilities, best value operational costs and future sustainability.
<b>Accountable to</b>	Director of Finance and Operations (DFO)
<b>Responsible for</b>	<ul style="list-style-type: none"><li>• To cost-effectively maintain, and strategically develop, the two School estates in compliance with the School's Building Development Plan and Strategic Plan, legislation and inspection requirements.</li><li>• Overseeing minor and capital projects through all stages of planning and delivery in conjunction with the DFO and the School's professional advisors.</li><li>• Ensure Health and Safety compliance across the two School estates.</li><li>• Management of the Estates and related budget ensuring financial processes are followed for bids, purchase orders and payments, both capital and operational.</li><li>• In conjunction with the Operations Manager, implementation of a lettings and school events programme to increase revenue from commercial activities offered by or based at the school.</li></ul>
<b>Context of the Role</b>	<p>Ashford School is a leading Independent School located across two campuses in Kent. We are highly successful with over 1000 pupils (including 100+ boarders), day-care nurseries on both sites, turnover in excess of £18m and a staff of c.400.</p> <p>This key role covers many of the services needed to support teaching and learning in the school. This is a very exciting time to join the school as we continue to grow, attracting pupils from the local area and internationally.</p>

**Key Responsibilities**

- Leadership of the Estates and team with direct oversight of the key areas of: maintenance, cleaning, and all other facilities related activities or services
- Compile and deliver an annual programme of planned minor and major projects to develop and improve the School's facilities
- Promote efficiency and flexibility in the use of available resources and undertake contract/service reviews to deliver value for money and environmental sustainability for all services
- To oversee all Health and Safety/Compliance related matters
- Risk management – including business continuity planning, risk register and risk assessing and the whole site Fire Risk Assessment
- Security of the school site
- Services management including laundry (on-site and contract)
- Asset and inventory management
- Financial management of delegated budgets for estates
- People development, performance management and staff training.

**Person Specification**

The successful applicant will need well-developed leadership skills in order to shape the support staff team of the future and get the best out of the existing staff.

This role is suited to a pro-active, determined and motivated individual with high levels of empathy who is able to make clear and logical decisions.

Relevant qualifications and experience will clearly aid candidates in their application; however, the right attitude and personality carry equal importance.

**Essential:**

- Demonstrably strong leadership and management skills with a proven record of effective and efficient resource management
- Relevant operational and/or management qualifications and experience gained in a mixed/complex operational role/s
- Excellent communication skills and the ability to provide a first point of contact for staff, parents and pupils
- Willingness to be pro-active and take ownership of problems without prompting
- Ability to prioritise and work to tight deadlines whilst retaining professional composure
- Experience of managing and promoting Health and Safety
- Excellent organisational skills
- IT skills (MS Office, finance systems, ticketing systems)
- Ability to work on your own initiative and as part of a team

**Desirable:**

- Industry recognised qualification in building and construction or equivalent experience and/or appropriate Health & Safety qualifications (NEBOSH/IOSH)
- Degree level education or equivalent

<b>Salary</b>	£44-48k, depending on qualifications and experience
<b>Accommodation</b>	This is a non-residential post
<b>Hours</b>	08:00 – 17:00; Monday – Friday (40 hours per week).  Occasional out of hours work may be required including at weekends for which time in lieu may be taken with prior approval.
<b>Holidays</b>	This is a full-time, year-round position. Holiday entitlement is 26 days per annum with the majority being taken in school closure periods.
<b>Pension &amp; Benefits</b>	<ul style="list-style-type: none"><li>• Contributory pension scheme</li><li>• On-site parking and free lunch during term-time.</li><li>• Fee discount for children educated at the school/nurseries</li><li>• Health Cashplan with Westfield Health</li><li>• As an employee of United Learning, you have access to a range of benefits, from great discounts with Perkbox, opportunities to get fit with our GymFlex and Cycle2Work programmes, and a range of health and lifestyle benefits.</li></ul>

March 2025