

# BURY GRAMMAR SCHOOLS

HEAD OF  
ESTATES

APPLICATION  
PACK

APRIL 2018



**BURY**  
GRAMMAR SCHOOLS

## **Bury Grammar Schools**

---

The Bury Grammar Schools are a family of independent, selective, day schools for girls and boys aged 3 to 18, which combines a strong tradition of academic excellence with the best of modern educational practice. The Schools are situated in the heart of Bury and are widely recognised as one of the top independent schools in the North West of England. In all, there are five Schools in the Bury Grammar Schools Foundation; a Senior Girls' School, a Senior Boys' School, a Junior Girls' School, a Junior Boys' School and a co-educational Infant School and Nursery. Currently there are over 1,100 girls and boys on roll, most living in the town of Bury, its suburbs and the surrounding area of North Manchester, including towns such as Bolton and Rochdale.

Both schools have been rated as Excellent by the Independent Schools Inspectorate and are proud of the outstanding standard of education provided. Examination results are excellent.

As an employer we are focused on creating an outstanding place for all our staff to work so that we can attract, retain and engage talented individuals, who have a desire to transform the lives of others.

More information regarding the Schools and their history can be found on our website at <http://burygrammar.com>.

## **Our Facilities**

---

The Bury Grammar Schools date back to 1570 but the current campus was established in 1903. The Schools later expanded in the 1950s and 1960s when a new Boys' School was constructed and since then several fantastic new buildings have been added across the campus, the most recent being a new joint Sixth Form centre which was opened in November 2014 and Boys Sports Complex which opened in September 2016. We continually strive to improve our facilities and give our staff and pupils the best possible environment to work and learn in.



---

The 45 acre estate includes:

- o Bury Grammar School Boys Juniors – a splendid 1920's former magistrate's court building of 1,600sqm
- o Bury Grammar School Boys Seniors – a large, well equipped 1950's / 1960's building of 5,300sqm. This building houses the school's dining halls
- o Bury Grammar School co-educational infants – a modern building of exceptional design opened in 2008 of 3118sqm.

- o Bury Grammar School Girls Juniors – newly built in 1997 this 1,175 sqm building offers classrooms, a library and assembly hall.
- o Bury Grammar School Girls Seniors – the oldest part of this building dates back to 1903 and houses our magnificent Roger Kay Assembly Hall. The Edwardian building has been extensively added to and refurbished over the years and skilfully blends the old and new. 8000sqm.

In addition to the main school buildings, we have extensive sports facilities:

- o 2 x sports halls
- o Swimming pool building (426 sqm) originally built in 1938 and refurbished in 1991.
- o Tennis courts, grass rugby, football and cricket pitches, hockey pitches and netball courts.
- o 20 acres of grass playing fields at Buckley Wells.

## **The Post**

---

From April 2018 we are looking to appoint an outstanding individual as Head of Estates to deliver a high quality estate management and facilities service for our Schools.

This is a challenging and rewarding role with responsibility for all areas of our large, complex 45 acre estate. The Head of Estates will lead and manage the estates and facilities team of 30 staff to ensure that buildings and facilities are safe, secure and fit for purpose and will ensure that services are offered to the highest standard and run smoothly, efficiently and economically in a way which meets all regulatory requirements.

The position reports directly to the Bursar and will help shape the future of our estate by continually seeking improvements. The successful applicant will be passionate about estate management and committed to the values of The Bury Grammar Schools, with the ability to inspire, motivate and empower his/her team. As Head of Estates you will have excellent communication and interpersonal skills and be dynamic and innovative in your approach to delivering services.

Key areas of responsibility include:

- Contributing to, and fulfilling the schools estate strategy;
- Maintenance of grounds and buildings;
- Provision of utilities and estate services;
- Health & Safety, fire safety and security of the estate ;

The successful candidate will have the relevant experience, knowledge and technical competence to perform the role and a degree or equivalent professional qualification in Engineering, Building, Facilities Management or Surveying and membership of one of the following: RICS, ICE, ILAM, CIOB, BIFM or equivalent.



## Salary and Benefits

---

The salary for the post is up to £42,000 per annum dependent on experience. The position is a full time role and the hours of work are 40 hours per week Monday to Friday 8am – 5pm.

- All individuals who join Bury Grammar Schools will automatically become members of our Pension Scheme unless they decide to opt out of the Scheme. The employee contribution will be a contribution of 5% which is matched by Bury Grammar School.
- Fee remission will be offered for children to attend Bury Grammar Schools from reception onwards; children of staff must meet the academic requirements of the School.
- Childcare voucher scheme
- Free use of after school club for children who are pupils at the Schools between set times.
- Daily lunch allowance at the School canteen.
- Free parking on-site
- Training and Development Opportunities will be offered.
- Holidays 27 days plus 8 statutory days



## Guidance Notes for Applicants

---

We advise you to read carefully all available information for this job before you start completing the application form. This pack includes a job description and a person specification which details the skills, qualifications and experience which are required for the job.

All shortlisting decisions will be based initially on essential criteria. We interview those candidates who are the closest match to the identified criteria.

## Rehabilitation of Offenders/ Disclosure and Barring Service

A criminal conviction will not necessarily be a bar to employment. The Bury Grammar Schools (BGS) comply with the Disclosure and Barring Service's Code of Practice and will consider the suitability of all applicants on merit and ability.

The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up to 30 months' imprisonment and who have completed the appropriate period of rehabilitation to regard their conviction as 'spent'. 'Spent convictions' can then be regarded as never having occurred.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, however, exempts certain types of employment such as working in a school from the provisions of the Act. In addition, the Police Act 1997 requires Police checks for all posts that come into contact with under 18s and vulnerable adults on a regular basis. Appointment to this post will require the post holder to undergo checks by the Disclosure and Barring Service before commencing any duties which could bring them into contact with children.

Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose relevant information requested at any stage of the recruitment process, then your employment could be subject to withdrawal of contract, dismissal or disciplinary action in accordance with Bury Grammar Schools policies.

### **Application Form**

Please complete all sections of the application form. If a section does not apply to you, please just write 'not applicable' in the box.

Incomplete forms and CVs sent without an accompanying completed form will not be accepted.

Applications for the role will only be accepted from those who complete application forms. CVs will not be accepted in substitution for completed application forms.

If you need to attach a continuation sheet to any section, please ensure that your full name is included at the top of the page. NB: If you are planning to submit your application electronically, all documents, including any attachments, must be sent in Microsoft Word format.

### **Evidence of permission to work in UK**

Prior to being permitted to commence employment with BGS, you will be required to produce documentary evidence of permission to work in the United Kingdom. You could provide, for example, either a British passport or a passport or National Identity Card from an EEA Country or Switzerland; alternatively, a document showing your permanent UK National Insurance Number and your full UK Birth Certificate.

A full list of acceptable documentary evidence is available on request. Original documents must be seen before you start working for BGS.

For further information, please refer to the Home Office website [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk).

### **Useful information on living and working in the UK can be found at**

[www.britishcouncil.org/eumobility](http://www.britishcouncil.org/eumobility)

### **Employment**

Please give us details of your complete work history since leaving school/tertiary education. This should include information on your current and past employers, job title, dates employed and salary. Please explain any breaks in employment when detailing your full work history.

In your accompanying letter, you need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person Specification. Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job.

## References

Please give details of 2 referees who can comment on your suitability to do this job. At least one reference must be from your current or latest employer and your references must cover your last three years of employment. It is BGS policy to request references prior to interview. If you do not wish for your current or latest employer to be contacted before the interview, then please make this clear on the application form. BGS reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment.

In providing the names of referees, you are agreeing that the Bury Grammar Schools may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

## General

If you do not receive an invitation to interview within four weeks of the closing date, then you may assume that your application has been unsuccessful.

By signing and returning our application form you consent to Bury Grammar Schools using and keeping information about you provided by you, or by third parties such as referees, relating to your application or future employment. In the case of unsuccessful candidates this information will be retained for six months from the closing date. Information provided by successful candidates will be transferred to their personnel file.

## How will we keep your information secure?

Personal and Monitoring information is treated as strictly confidential and will be dealt with in accordance with the Data Protection Act (1998) and our Data Protection Policy.

## Whom can I contact if I need help in completing the form?

Please contact us via email at [vacancies@burygrammar.com](mailto:vacancies@burygrammar.com)

Please send your completed application to: [vacancies@burygrammar.com](mailto:vacancies@burygrammar.com)

**Closing date for applications: 12pm on Friday 2<sup>nd</sup> March**

## Safer Recruitment

The Bury Grammar Schools operate an equal opportunities policy, and are committed to safer recruitment and safeguarding pupils. Any appointment will be subject to successful DBS clearance, satisfactory references and confirmation of medical fitness for the post.

***Thank you for your interest in a role at Bury Grammar Schools.***



## **Job Description: Head of Estates**

Reporting to: Bursar

Responsible for: Estates Team

### **Key responsibilities:**

#### **Strategic Development**

- Contribute to formulating the School's estates strategy by assisting in the evaluation of site and usage options and proposing creative and inspiring suggestions for improvements.
- Implement the estates strategy using physical development plans directing the activities of staff, consultants and contractors where appropriate for the execution of such plans and manage progress with regard to time, quality and cost.
- Develop strong and positive working relationships with School staff to maximise the potential of the estate and its development.
- Ensure appropriate Safeguarding and Health & Safety compliance and that all risk assessments and contractor safety checks are carried out.

#### **Maintenance of Grounds and Buildings**

- Ensure that the fabric of the estate is maintained to a high standard and meeting the School's current and future needs.
- Ensure daily and short term maintenance of all areas of the School through the Facilities and Estates Supervisor and his/her team. This will involve both reactive maintenance and formulating a short term maintenance programme and the use of the Estates Helpdesk.
- Formulate and manage the medium- and long-term building maintenance plan.
- Prepare annual, costed plans for repairs and upgrades of estate.

#### **Provision of Utilities & Estate Services**

- Ensure all utilities provision, including water, gas, electricity and oil is effectively managed to leverage the purchasing power of the School and that usage minimises wastage.
- Ensure that when necessary the school purchases the most appropriate boilers, lifts, air-conditioning and ventilation systems and mechanical equipment and that all are properly maintained and insured.
- Ensure that the School complies with ESOS regulations.
- To provide adequate training, supervision and staff development for all employees within the Estates team.
- Ensure that all staff and contractors comply with safeguarding rules set out by the School.
- To take responsibility for risk management in the Estates department including disaster and business continuity planning, and managing the development and maintenance of a risk register.

### **Health & Safety, Fire Safety and Security of the Estate**

- The Head of Estates has overall responsibility for Fire Safety and the Security of the Estate. He/she must work alongside the senior management in the schools to ensure that all buildings comply with H&S regulations.
- Ensure that fire systems and prevention equipment are properly and appropriately installed and maintained and that all alarms are regularly tested.
- Ensure Risk Assessments and all relevant documentation are fully compliant and carried out on a regular basis (the school has full responsibility for fire risk assessments); and that there is a positive relationship with the local Fire Authority.
- Ensure that all School facilities benefit from appropriate intruder alarms and protection, which are properly maintained and monitored.
- Provide the relevant staff with adequate training in operating and monitoring the BMS Building Management System, ensuring the all accident and other incidents are properly recorded and follow-up action taken and recorded as required.
- Take responsibility for all Health & Safety risk assessments and method statements for premises, grounds and the workshops. This includes chemical handling in the workshops and swimming pools and mechanical instruments in the workshops and those used by the maintenance teams.
- To ensure that all electrical installations comply with the regulations and that all periodic testing is completed to schedule and within regulated timeframe.
- To maintain the asbestos policy and register and to ensure the school complies with all H&S regulations and ISI regulations relating to asbestos.

### **Project Management**

The School continually looks to improve its facilities and the successful candidate will have to demonstrate that they can successfully act as project manager on future projects when required. This will include the ability to develop and implement building projects, acting as project manager for authorised schemes and paying particular attention to regulatory requirements and quality, compliance with agreed specifications. Ensuring that projects meet the agreed timescales and are delivered on budget is paramount.

### **General Duties:**

- Hours of work are 40 hours per week Monday to Friday, but the role will demand some flexibility as hours worked will be dictated by operational needs and may include weekends and evening work as required. No overtime is paid for this senior role.
- Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
- Be committed to safeguarding and promoting the welfare of children at all times
- Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.



**BURY**  
GRAMMAR SCHOOLS

- Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
- Value diversity and promote equal opportunities
- Comply with GDPR and data protection legislation and relevant policies and procedures where applicable.
- Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
- All Bury Grammar Schools' employees are expected to act as ambassadors for the Schools and promote the organisation and its services positively as well as behave in a manner consistent with the Schools' Values at all times.
- Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

*The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Schools will expect to revise this job description from time to time and will consult with the job holder in so doing.*

### Person Specification: Head of Estates

Qualifications	Desirable	Essential
A degree or equivalent professional qualification in Engineering, Building or Facilities Management, Surveying etc.		E
Membership of one of the following: RICS, ICE, ILAM, CIOB, BIFM or equivalent		E
NEBOSH certificate or IOSH qualification or be willing to undertake NEBOSH certificate course		E
Experience		
Senior level understanding of CDM regulations, property management and maintenance		E
Managing a complex team of tradesmen and professionals		E
Understanding the legal and financial aspects of estate management, major and minor property projects and transactions.		E
Evidencing effective and efficient resource management, with the ability to deliver significant and sustained cost control without detriment to overall quality of service being provided.		E
Ability to confront issues and take difficult decisions, particularly in relation to staffing and financial matters.		E
It will also be desirable for the Head of Estates to have experience of a similar role within an education environment or a similar large, complex campus.	D	
Skills/Knowledge		
Capable of turning a vision into results		E
High levels of literacy		E
Able to inspire and motivate others through verbal and written communications		E
Good time management skills; organised		E
Proactive and assertive, enthusiastic and confident		E
Patient and enjoys attention to detail		E
Able to use initiative		E
Willingness to accept that the role will require some work outside 'normal hours'		E
Strong ICT skills including Microsoft Office software (word, excel etc), and desirable to show a knowledge of CAD or other relevant technology		E
Comfortable with the need to operate in a changing and sometimes uncertain environment		E