

ESTATES **MANAGER**

CANDIDATE INFORMATION



**King's
Worcester**

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-18



Welcome

Thank you for your interest in the role of Estates Manager at the King's School Worcester.

At the core of King's School lies a commitment to providing an unparalleled education. Such commitment is only possible because of our staff. Our staff work hard, but we are fortunate to be part of a strong staff community which is characterised by support, trust and respect.

The King's Foundation in Worcester is comprised of three schools: King's Senior and our two Prep Schools, King's St Alban's and King's Hawford.

The Senior School currently educates

approximately 850 pupils aged 11 – 18 in our beautiful city centre campus; at King's St Alban's, circa 150 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.

Our search for the right candidate for this role matters to us, and we know it matters also to you. Therefore, please take the time to explore the

details within this booklet, and if it is a role to which you are drawn, we look forward to hearing from you.

A handwritten signature in black ink that reads "Alison Oliver". The script is cursive and fluid.

Dr Alison Oliver

Acting Head, The King's School and
Acting Head of The King's School, Worcester
Foundation

Introduction to the role

This is a great opportunity for an experienced Estates Manager to lead our friendly and dedicated team of Estates Assistants and Caretakers and manage the strategic development of the estates function across our three school sites.

The Estates Manager reports to the Director of Operations and is responsible for estates development, maintenance, caretaking, security, and gardening across the Foundation.

We are seeking a flexible and quick-thinking individual with a pragmatic, 'can do' attitude. Someone who can see the strategic big picture and maintain oversight of estate developments, while being prepared to roll up their sleeves on occasion. If you have a solid background in managing buildings, projects, health and safety requirements, and procurement, this role is perfect for you.

This position offers a rewarding yet challenging environment requiring excellent organisational and team leadership skills, resilience, and the balance of strategic long-term thinking with the ability to solve problems quickly and calmly.

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

Key areas of responsibility

General

- Liaise with the Director of Operations in relation to all aspects of estates strategy and development across our three schools.
- Fulfil line management responsibility for maintenance, caretaking and gardening staff to ensure, through delegation where necessary, that all areas covered within this job description are undertaken.
- Conduct regular inspections of buildings across the Foundation and produce work schedules.
- Attend major capital build site team meetings as the day-to-day contact on site.
- Liaise with Heads and Deputies of all three schools on estates development strategy.
- Liaise with the Catering Contractor, Cleaning Supervisor, Head Groundsman and Health and Safety Advisor.
- Ensure all aspects of site compliance testing and record keeping is undertaken within the team.
- Be available out of hours as point of contact for all Estates issues.

Maintenance

- Oversee general maintenance, decoration and minor works projects.
- Produce and manage holiday work schedules.
- Ensure daily reactive maintenance issues are managed within the team.
- Obtain competitive pricing for all works.
- Manage estates contractors including their induction and the maintenance of the approved contractor list, and contractor safeguarding records.

Cleaning

- Manage the King's Hawford cleaning contract (external contractor).
- Organise window and floor cleaning across all sites during school holidays.
- Liaise with Cleaning Manager (King's School and King's St. Alban's) as necessary in relation to on site works and departmental overlap.

Swimming Pool

- Ensure a regime of daily testing is undertaken within the team.

Job Description

- Ensure all plant is maintained and running effectively.
- Ensure compliance with PWTAG guidance for chemical use and storage, pool testing, record keeping, NOP and EAP.
- Ensure appropriate staff training, including undertaking the Pool Operator Course as required.

Transport

- Liaise with Transport Supervisor with regard to logistical support.

Health and Safety

- Serve as a member of the Health and Safety Working Group.
- Liaise with the Health and Safety Advisor on estates health and safety matters.
- Ensure all estates activity is appropriately risk assessed.
- Organise maintenance of plant and machinery across the estate.
- Provide major incident management.

- Organise health and safety training for Estates staff.
- Ensure asbestos management responsibilities are carried out.
- Ensure legionella control responsibilities are carried out.

Caretaking and Security

- Ensure the security of buildings and sites including the Old Chapel, the Foundation's outdoor activity venue in Crickhowell, Wales.
- Oversee site security and implementation of locks, access control, CCTV and intruder alarms.
- Ensure there is appropriate out of hours cover.
- Organise the provision of staff keys.

Fire

- Manage the servicing and maintenance of all fire safety equipment, alarms and emergency lighting.
- Manage specialist equipment – 24hr monitoring services, kitchen fire suppression.
- Co-ordinate fire drills and evacuations with the Senior Leadership Team.

Electrical and Gas

- Manage repairs as necessary.
- Organise fixed wire testing, PAT, gas safety certs, boiler inspections, landlord gas checks.
- Arrange boiler servicing.
- Manage BMS system.

Events and school functions

- Ensure the set up of routine and special events is carried out within the team.
- Ensure appropriate provision of labour for key events outside of normal hours (e.g. parents evenings, Open Days, Testing Days and Speech Days).

Any other duties as reasonably requested by the Director of Operations.

Hours of work

This role is full-time, year-round.

Salary

The salary for the position is up to £52,000 per annum, depending on the skills and experience of the successful candidate.

Person Specification

It is expected that the Estates Manager will demonstrate a range of qualities, skills and experience, as outlined below:

ESSENTIAL

Team leadership/people management.

Resilient, calm, controlled, a lateral thinker who is able to deal with fast paced problem solving.

Ability to delegate day to day tasks to team members effectively.

Budgetary control and ability to work within tight financial constraints.

Experience of procurement and tendering.

Knowledge of facilities-related Health and Safety requirements.

Knowledge of construction processes and experience of project management.

Organised, able to work to deadlines, prioritise.

Good listener, fair but challenging, so that high standards are achieved.

IT literate and familiar with all MS Office packages.

DESIRABLE

Background of working in facilities, operations or construction.

Educated to degree level in a relevant subject.

Facilities or construction qualification.

IOSH Managing Safely or equivalent.

A knowledge of safeguarding practices in an education setting is desirable, however training will be provided.



Safeguarding Responsibilities at King's Worcester

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils. Safeguarding is the responsibility of all adults, especially those working or volunteering with children.

The School aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Our commitment to safeguarding

The King's Foundation is dedicated to safeguarding and actively promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture.

We follow the child protection procedures set out by Worcestershire Safeguarding Children Partnership and the West Mercia Consortium Inter-agency. We understand the need to engage with any local safeguarding children partnerships and the statutory duty to cooperate if the School is named as a relevant agency.

Our safeguarding and safer recruitment policies are written in line with statutory guidance given in the latest version of Keeping Children Safe in Education (KCSIE), including Annex B for school leaders and

those working directly with children.

Our Designated Safeguarding Lead takes leadership responsibility for the school's safeguarding arrangements.

Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child.

All staff are expected to actively promote and safeguard the welfare of all pupils. This post could involve contact with children; the postholder will be considered to be in regulated activity and must report any concerns in a timely manner.

All staff must also attend annual safeguarding training and have proper regard for the School's safeguarding policy and procedures.



Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which 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.

All applications will be acknowledged and all applicants will be notified as to 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 be requested 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. Shortlisted applicants will be required to complete a self-declaration form in relation to any criminal record or information that may make you unsuitable to work with children, and will be subject to an online search.

How to apply

Candidates must complete the TES online application form which can be found at:
www.tes.com/jobs

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Closing date for applications:

9am Wednesday 13th November 2024

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.

