



**Candidate Information**  
**Estates Bursar**

April 2024



## Sutton Valence one school, many journeys



### Introduction

Sutton Valence School (SVS) is an independent, HMC co-educational day and boarding school situated in the heart of Kent. The School is part of, and overlooks, the picturesque village of Sutton Valence whilst being just five miles from Maidstone and within convenient travelling time from central London.

The School enjoys an excellent reputation for providing a truly holistic education for its pupils. An important part of its success is the partnership between staff, parents and pupils who work together as a purposeful and supportive community, allowing pupils to excel and realise their full potential.

The Senior School's roll is currently 575 of which 120 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists. In addition to the focus on excellent academic achievement, all pupils are encouraged to take full advantage of the School's broader co-curricular offering to expand and develop their interests in both the creative arts and sport, as well as their leadership skills and sense of service.

Contained within the 100 acre site, there are dedicated games pitches, an all-weather playing surface, a sports centre, which contains a fitness suite, an all-weather athletics track and field sports arena and an indoor six-lane swimming pool.

Sutton Valence Preparatory School (SVPS) occupies its own site in the neighbouring village of Chart Sutton and currently has 285 pupils between the ages of 2 and 11. SVPS offers outstanding learning opportunities for a wide-ranging cohort in each of the four pillars considered core to an SVS education: Academic, Enrichment, Community and Leadership and Service. SVPS has a long history of preparing children for the next stage of their education, including the Kent Test and entry to Sutton Valence.

## The Post

Sutton Valence School is seeking an experienced Estates Bursar who has previous experience within facilities and operations, as well as managing teams. The ideal candidate will also have experience of working within a School environment. The post holder will be responsible to the Bursar for the management of the Estates Department which includes buildings, grounds, gardens and cleaning, and be responsible for all aspects of the Schools Health and Safety and Fire Safety management.

## Key Responsibilities

- To manage and oversee the Estate ensuring that all elements of the Estates meets the School's requirements;
- To line manage the Maintenance, Cleaning, Grounds and Gardens staff, and carry out staff performance reviews with members of the Estates Teams in accordance with School policy and procedures; provide development plans where appropriate and fill vacancies as required;
- To manage the maintenance programme; produce and maintain a long term maintenance schedule for all School properties, assess and prioritise maintenance tasks, determine the need for large and small scale projects, and recommend proposals as appropriate; review maintenance plans and specifications to ensure departmental requirements are met; inspect work in progress and evaluate completed projects to control costs and ensure work is performed as specified; liaise with contractors to obtain the best level of service for the School;
- To be responsible for all aspects of the School's Health and Safety and Fire Safety management:
  - a) Maintain records of statutory compliance for inspections;
  - b) Be responsible for the updating of relevant policies as appropriate;
  - c) Monitor the implementation of appropriate departmental and whole-School procedures, Codes of Practice and Risk Assessments;
  - d) Arrange staff training;
  - e) Produce recommendations for the School's response to changes in legislation;
  - f) Be responsible for ensuring that the School meets all Health and Safety related regulatory compliance requirements.
  - g) Liaise with the School's external advisors as necessary;
  - h) Resolve emerging Health and Safety issues.

- To be responsible for sourcing and managing external premises contractors and suppliers, ensuring the Health and Safety and Safeguarding requirements are met and are appropriately vetted;
- To assist the Bursar with Estate-related disaster and business continuity planning (for example: services, buildings, site security);
- To tender utility and water contracts on a frequent basis to ensure best value;
- To process Estates departments orders and ensuring good value for money and act as the initial authorisation for invoices, reconciling paperwork as required;
- To ensure annual events are well planned and successfully delivered, with excellent attention to detail;
- To manage the furnishings programme; refurbish academic and pastoral areas and staff accommodation as required while adhering to budget requirements; advise on the most effective use of space; advise on décor; recommend furniture replacement and purchase furniture as appropriate;
- To prepare budgets for all areas of responsibility; monitor and ensure adherence to budget; evaluate and control costs; monitor and verify accuracy of charges against departments and authorise expenditures within budgetary limitations;
- To maintain the School's security systems and recommend improvements;
- To take an active part in all management and working groups as required by the Bursar; contribute to the School's Development Plan; communicate and drive ideas and undertake training and development as required.

## Person Specification

### Creativity and Judgement

- Develops a creative and constructive approach to problem solving;
- Offers insights and generates ideas with practical application;
- Displays confidence in own judgement but responds constructively to alternative ideas.

### Strategic Thinking and Planning

- Develops and influences strategic aims, anticipates future demands, opportunities and constraints;
- Helps translate strategic aims into practical and achievable plans and objectives;
- Demonstrates sensitivity to school needs and wider issues.

## Communication

- Is concise and persuasive, orally and in writing;
- Chooses the method of communication most likely to secure effective results;
- Possesses excellent person-to-person skills and the ability to manage challenging situations with diplomacy and humour when appropriate;
- Is comfortable and effective in a representational role;
- Is prepared to get involved with the teams to help out as required.

## Delivering Results

- Is able to drive policy forward to ensure school policy objectives are met;
- Can work in partnership in order to achieve practical results;
- Understands the importance of matching resources to priorities, effective in managing targets and timescales and is rigorous in monitoring outcomes against targets;
- Uses formal and informal contacts.

## Must have

- Current Health and Safety qualification such as IOSH Managing Safety or NEBOSH;
- Excellent knowledge of Microsoft Office including Word and Excel;
- Be proficient in developing, monitoring and maintaining appropriate policies, codes of practice, risk assessments, method statements and other documentation;
- The ability to multi-task in a complex and demanding environment.

## Terms and Conditions

The post is available from April 2024. It is likely there will be a handover period from the beginning of March. The starting salary is circa £46,800 per annum. The hours of work are 8.45am - 5.30pm Monday to Friday for 52 weeks a year. The annual holiday entitlement is five weeks plus public holidays, to be taken outside of term time.

## Application Process

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Covering letters of application should state particular skills and attributes you can bring to Sutton Valence School and a brief details of how you fit the position, including specific details of skills, experience and achievements.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Further information about Sutton Valence School can be found on our [website](#). To apply please complete the [application and monitoring form](#) and email it with a covering letter to [hadmin@svs.org.uk](mailto:hadmin@svs.org.uk) or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Kent ME17 3HL.

**Closing date:** Friday 19th January 2024

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

*Sutton Valence School is an equal opportunities employer.*

*Please note: we reserve the right to appoint prior to the closing date.*

# Benefits to Working at SVS

## Pension

The School operates a contributory pension scheme which is open to all members of staff. Support Staff are offered the opportunity to join a defined contribution (DC) scheme, and currently offer two levels of contribution. With Option One, the employee contributes five per cent of their salary, and the School contributes three per cent. With Option Two, the employee contributes seven per cent and the School contributes fourteen per cent.

## Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65 per cent for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

## School Meals

All staff are provided with excellent lunches with no charge.



# Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work.

## Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month; the School pays up to 80 per cent of contributions, based upon length of service. Further Information is available from the Bursary.

## Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports.

## Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. Both sites have allocated accessible bays.

## Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost

## Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.



**Sutton Valence School**

North Street

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[www.svs.org.uk](http://www.svs.org.uk)

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