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# ESTATES MANAGER





## Candidate Letter

Thank you for your interest in this role. This post is an exciting opportunity to join a rapidly improving school towards our journey of #RoadToGreatTogether.

Farnham Heath End School is an 11-16 community school serving the Farnham and Aldershot areas. As we continue to grow, we are looking to expand our support staff team. In September, we will have approximately 1050 students on roll and are truly comprehensive. Farnham Heath End School is also part of the Weydon Multi Academy Trust ([www.weydonmat.co.uk](http://www.weydonmat.co.uk)).

We are fortunate to have a great staff, both teaching and non-teaching. Visitors frequently comment on the warm and welcoming atmosphere in the school. At Farnham Heath End School we believe in working and playing hard. Our students and staff throw themselves into events like Comic and Sport Relief and a Staff Pantomime with tremendous energy and enthusiasm.

The Senior Leadership Team comprises: Principal, 2 Vice Principals, 2 Assistant Principals and 4 Associate Assistant Principals. We are very fortunate to have a Governing Body which actively supports the school as our 'critical friends'. I firmly believe in the concept of distributive leadership because I am convinced that I do not have all the good ideas and that leadership is a team activity.

If you are interested in applying for this post please do so by letter of application and completing the application form (no CVs or additional information). In your letter of application, which should be no more than two sides of A4, please could you address the following points:

- Why you are particularly attracted to this post at this school
- A summary of your experience to date
- Your educational philosophy
- Anything else you may wish to add

If you decide to apply I look forward to reading your letter which should be returned to school by **9<sup>th</sup> February 2024** however we reserve the right to interview sooner, when appropriate. Please ensure that you include contact numbers for both daytime and evening and an email address. If you would like to visit the school to see us in action, before submitting your application please contact [lsearle@fhes.org.uk](mailto:lsearle@fhes.org.uk)

I know from my own experience how long it takes to draft letters of application and thank you in advance for your time and effort. Thank you for your interest in this post and whatever the outcome, may I wish you the best of fortune in your future career.

Yours sincerely,



**MR STUART MAGINNIS**

**Principal**



## Job Advert

|                |   |
|----------------|---|
| Post:          | Estates Manager   |
| Employer:      | Farnham Heath End School                                    |
| Location:      | Farnham, Surrey   |
| Salary:        | WA7 25 – 31<br>£32,475 - £37,301                            |
| Contract type: | 52 Weeks per year with 24 days Holiday<br>37 Hours Per Week |
| Job starts:    | ASAP  |
| School type:   | Secondary 11-16, mixed gender                               |

We welcome applications from ambitious individuals who share our vision and wish to contribute to transforming community education in Farnham. Farnham Heath End School has excellent facilities and is rapidly improving so that it becomes an outstanding provider of high-quality local education.

- We can offer:
- a range of CPD opportunities to support their professional development inside and outside the classroom.
- a self-driven approach to professional growth.
- a welcoming staff community.
- opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT.
- access to a fitness suite within the school.

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. Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Clearance. For more information and an application pack, please see our school website [www.fhes.org.uk](http://www.fhes.org.uk) or contact Lydia Searle [lsearle@fhes.org.uk](mailto:lsearle@fhes.org.uk). If you would like to visit the school before submitting your application please contact us.

Completed application forms should be returned to Lydia Searle via [lsearle@fhes.org.uk](mailto:lsearle@fhes.org.uk) by **9<sup>th</sup> February 2024**. However, we may interview sooner.



#### MAIN PUPOSE OF JOB:

We are looking for someone who is friendly, positive and flexible. A good communicator and well organised. Experience in a school would be desirable, along with a good understanding of Health & Safety. Able to work well in a team and self-motivated to manage work load and priorities. The core function of this role is managing the overall maintenance of the school site including buildings grounds and vehicles. This requires the person to be flexible and hands-on at all times. Able to maintain accurate maintenance records and site risk assessments and to demonstrate a willingness to learn and able to use IT systems required for the role.

Key Working Relationships: The role involves contact with all members of the school community, contractors and visitors.

**Name and Position of Immediate Line Manager: Sarah Armstrong-Brown – Operations Manager**

#### RESPONSIBILITIES:

- Maintain the school premises, keeping them clean, safe, and well-maintained.
- Oversee safety protocols and handle any emergencies that arise.
- Manage maintenance tasks and collaborate with contractors when needed.
- Support school events by arranging setups and logistics.
- Support school curriculum events
- Keep inventory of supplies and ensure their availability.
- Maintain Health & Safety records.
- Line Management of the Premises Team/Technicians.
- Dealing with emergency call outs such as the school and fire alarms.

#### SKILLS (Desirable)

- Able to use a variety of tools.
- Painting & Decorating.
- Basic plumbing.
- Computer literate, using excel and word. Also, Every compliance system.
- Willing to drive a minibus.
- Manual handling and working at heights.

#### QUALIFICATIONS:

- Previous premises management or caretaking experience.
- Basic maintenance skills and knowledge of safety regulations.
- Strong organisational and communication skills.
- Flexible schedule for occasional evening or weekend work.

#### REQUIRED:

- Previous Caretaker / Site Manager experience.
- Enhanced DBS required.
- Full Clean Driving licence with D1 Category.
- First Aid Certificate or willing to complete first aid course.