

Claremont Fan Court School



JOB DESCRIPTION

Position:	Estate Manager
Responsible to:	Bursar
Hours:	full time throughout the year
Salary:	£45,000 to £48,000 pa depending on experience and qualifications
Pension:	Group personal pension scheme (12% employer contribution with 3% minimum employee contribution)
Holidays:	25 days plus 8 bank holidays
Purpose:	To undertake responsibility for the strategic management and development of the estate and facilities with oversight of day to day operational management; to ensure health and safety compliance with legislation and school policy; to deliver high standards of site supervision in order to enhance the learning environment for pupils, staff and visitors; to manage and develop the estate and facilities team.



Claremont Fan Court is a co-educational school, for children from 2½ to 18 years, situated just outside Esher, Surrey. The school is set in the historic landscaped grounds of the Claremont Estate. A Claremont Fan Court education encourages every pupil to excel academically, grow in confidence and be ready to act wisely for the challenges that lie ahead. Our ethos recognises, cares for and values the potential of every child. With this recognition comes the expectation of high academic achievement and participation in sporting and cultural activities.

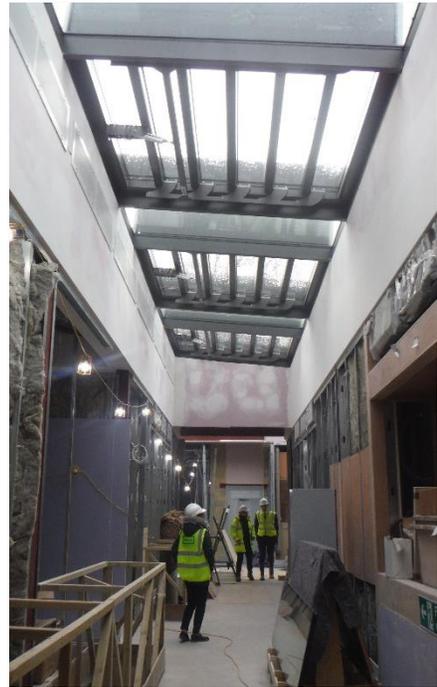
Estate and Facilities Team

The Estate Manager is supported in the day to day running of the school by both the caretaking and maintenance team and the facilities staff.

Key Responsibilities

Planning and Building Projects

- Work with bursar and planning and development committee to deliver the school's strategic development plan and consented site master plan
- Prepare and manage a detailed and costed two to five year schedule of work with outline plans for five to ten year projects. Schedules of works to include internal and external plans, material and finishes, mechanical and electrical services and obtaining contractor and/or design team input and advice as needed
- Coordinate and oversee the planning and implementation of maintenance and refurbishment projects ensuring best value to achieve delivery on time and budget
- Act for the school on capital projects in the search, evaluation and appointment of external consultants and contractors
- Prepare and/or check work specifications and drawings and obtain quotes/tenders, monitor work and costs on site to completion



Procurement and Contracts

- Develop a standardised contract procurement strategy and policy including service level agreements that support tendering
- Negotiate scope and cost variations on contract submissions with the finance and resources manager and bursar
- Introduce appropriate service level agreements into school's contracts on renewal
- Supply timely and relevant project progress and cost information for cost management and reporting
- Coordinate with the finance and resources manager on procurement and contracts management, and the fixed assets register

Budget and Costs



- Propose and agree the estate maintenance and development budgets and manage likely changes
- Monitor budget against actual monthly costs for effective project review and analysis
- Seek best value purchasing in line with the school's finance policy and promote good cost controls

Management of Contractors

- Ensure all contractors used on site are fully compliant, appropriately registered, qualified for the work to be undertaken and properly briefed
- Oversee buildings' service agreements to ensure they are managed and that suppliers meet the standards expected, records are kept and best value obtained

People

- Line manage, recruit as needed and develop the estate team
- Develop a customer focused team with a culture of continuous improvement

Risk Management

- Manage risk in the buildings, projects and site and work with the senior leaders on business continuity planning as needed

Health and Safety

- Ensure compliance with health and safety legislation within all premises and estate functions and lead, brief and attend H&S committee meetings



- Work with colleagues to review school risk assessments, recommend changes and implement recommendations for improvements
- As senior safety officer, maintain and review fire risk assessments and procedures; ensure fire drills are planned and executed termly
- Oversee effective control of equipment and systems in line with safe systems of work and legislation e.g. utilities, asbestos, security, etc.
- Be aware of the school's duty of care for pupils, staff and visitors and work to make the school and site a safe environment

Other Responsibilities

- Comply with all welfare, safeguarding, health and safety policies and procedures
- Identify own training needs and participate in relevant training and reviews
- Ensure that the school's equal opportunities policy is adhered to at all times
- Maintain high professional standards of confidentiality, attendance, punctuality, appearance, and conduct positive and courteous relations with pupils, parents, colleagues and visitors
- Work towards and support the school's mission, values and ethos and play a full and active part in the school
- Any other duties consistent with the nature and grade of the post.

Key relationships

- Bursar and headmaster, heads of Preparatory and Pre-Prep schools
- Facilities manager, caretakers, maintenance staff
- Finance and resources manager
- Planning and development committee
- All staff, visitors and other stakeholders

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Person Specification

The successful candidate is likely to meet and/or demonstrate the following characteristics:

	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree level Relevant professional in CIOB or industry standard equivalent	Professional qualification in building, services, planning, architecture, or surveying
Experience	Significant technical/professional All aspects of building and estate work Managing direct labour and contractors Estate management	Building/project management, and/or design team disciplines Health and safety best practice
Professional Values	Expectation of excellent standards High integrity and personal values	Leadership qualities Work independently and with a team
Skills	Excellent communicator and able to communicate at all levels Organised and able to prioritise Numerate, literate and accurate CAD software	Database use and report writing MS Project/Vectorworks
Personal Characteristics	Calm and confident with people Impartiality of judgement Self-reliant and self-motivated Collaborative	Forward thinking and proactive Interested in problem solving

JJ/RM/TK/MHG 5.4.19

