



FRENSHAM HEIGHTS

JOB SPECIFICATION
ESTATES MANAGER

2025



JOB TITLE	Estates Manager
REPORTS TO	Director of Finance & Operations

JOB PURPOSE

The Estates Manager reports directly to the Director of Finance & Operations and is responsible for managing the full range of estates operations relating to the school’s buildings and associated facilities. The role ensures that the school’s internal and external environments are maintained to the highest standard and that the safety and security of all students, staff and visitors who live, work or visit the premises are upheld at all times.

JOB SCOPE

To operate a high quality and effective maintenance system and to report at regular intervals on the Estates KPIs and activities to the Director of Finance & Operations.

This is a permanent role working 37.5 hours per week all year round, further detail listed below.

THE ESTATES DEPARTMENT

Currently, the Estates Department consists of five members of staff.



OBJECTIVES

Job Description

The duties and responsibilities highlighted in this job description are indicative and may vary over time. The postholder will be expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post.

Duties will include, but not be limited to:

- Motivate and develop the school's estates team to the highest standards in order to meet the reactive and planned estates requirements of the school,
- The Estates Manager will be required to operate a high quality and effective maintenance system and to report at regular intervals on the Estates KPIs and activities to the Director of Finance & Operations,
- Take ownership of the estate-wide health and safety requirements across the entire site ensuring full compliance with all relevant statutory regulations and guidance. This includes implementing effective health and safety practices and procedures and ensuring that all staff and contractors working on site adhere to these standards at all times. This will include fire safety, water hygiene, asbestos management and fixed electrical testing,
- Ensuring purchasing of all materials, services and assistance in carrying out the estates duties are achieving best value for the school,
- Manage stock control, ordering and controlling costs,
- Manage and assist contractors including contractor inductions and adherence to the child protection policy,
- Ensure that all contractors are appropriately registered and qualified for the work for which they have been engaged to carry out. To be the point of contact for all service contract negotiations; this includes scheduling and overseeing servicing and estates contracts,
- Assist in ensuring that a robust and comprehensive system is in place for the Estates crisis management response (e.g. fire alarm/security alerts etc) and to coordinate and be part of the out of hours attendance procedure and response to emergencies,
- Ensure the Estates Department complies with the school's health and safety policy and procedures and specifically the risk assessments pertaining to the estate infrastructure,
- Oversee the various Estates Department equipment safety registers,
- All other tasks reasonably associated with the role.



PERSON SPECIFIC CRITERIA

ESSENTIAL QUALITIES

- Experience in managing facilities and premises
- A NEBOSH qualification,
- Excellent interpersonal skills, tact and ability to work through periods of pressure,
- Knowledge and experience of using Microsoft office products,
- Ability to prioritise tasks and work under pressure,
- Ability to manage, motivate and develop the Estates Team,
- Good verbal communication skills,
- A high standard of numeracy to monitor and report on budgets,
- Ability to converse with contractors/staff in negotiations in a fair and diplomatic manner,
- Good IT skills – Word, Excel, Databases, Management Systems,
- Ability to plan and deliver Estates PPM schedules,
- Good organisation and planning skills,
- Ability to identify, prioritise and deal effectively with stakeholder complaints.

MOTIVATION

- Willing to work outside normal hours if required
- Willing to undertake further training and CPD
- A commitment to providing a high standard of support and customer care.

SAFEGUARDING

- Display a commitment to the principles of equity, diversity and inclusion
- Display a commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people.



Hours and Weeks of Work:

This is a permanent, full time position working 37.5 hours per week all year round. The standard hours of work are 08.30 am to 4.30 pm Monday-Friday (and a 30 minute unpaid lunch break).

The role is entitled to 30 days paid annual leave plus statutory Bank Holidays. All year-round staff also benefit from additional non contractual days off between Christmas and New Year during the school's closure period.

If required, the Estates Manager will need to attend weekend or evening duties including our annual Founders' Day.

Salary:

The salary range for this role is £45,905 to £49,941 per annum, dependent upon qualifications, skills and experience.

Notes:

- After successful completion of a 6 month probation period, the notice period for this role is three months,
- Annual leave is generally expected to be taken during published school holidays rather than during term time,
- For an informal discussion about the role please contact Susie Birdsall, PA to Roz Doctor on susiebirdsall@frensham.org
- Early applications are encouraged and we reserve the right to make an appointment prior to the published closing date,
- For safeguarding reasons, please note we are unable to accept applications by CV. All applicants must complete our standard Frensham application form,
- This role will start as soon as possible subject to satisfactory recruitment checks, including social media checks.

Closing Date:

Monday 1 December at 10 am, Interviews expected to take place on **Friday 5 December**.

