



## Job Title: Estate Manager

**Reports to:** Dep Bursar Estates and Enterprises Business Manager

**Line Management:** Porter teams across all sites

**Location:** Multi-site – Leeford Lodge boarding house, Pool, Nursery & Prep School, Main School

**Hours:** 32 hours per week all year 'round

### **Purpose of Role:**

To provide professional, effective management of the school's physical estate, ensuring statutory compliance, operational efficiency, safe environments, and high-quality support for pupils, staff, and commercial users.

### Key Responsibilities

#### 1. Estate Operations Management

- Lead day-to-day management of all buildings, grounds, and facilities across the sites.
- Oversee porter teams, ensuring efficient task allocation and service levels.
- Maintain a strong on-site presence for staff, visitors, and contractors.
- Coordinate maintenance works and ensure timely resolution of issues.

#### 2. Compliance & Health and Safety

- Ensure full statutory compliance including:
  - Fire safety
  - Pool plant operations and safety
  - Water hygiene and legionella
  - Asbestos management
  - Electrical and gas safety
  - Safeguarding-associated facilities responsibilities
- Maintain compliance logs, certificates, and planned preventive maintenance schedules.

#### 3. Planned & Reactive Maintenance

- Develop and execute a proactive planned maintenance programme.
- Manage reactive repairs efficiently and cost-effectively.
- Oversee service contracts (HVAC, lifts, alarms, cleaning equipment, grounds maintenance, etc.).

#### 4. Team Leadership

- Line manage porters (1 FT Prep/Nursery, 1 FT and 1 PT at Main School).
- Provide training, supervision, and performance management.
- Promote a culture of safety, responsibility, and high standards.

## 5. Budget Management

- Assist with preparation of estates budgets and capital expenditure plans.
- Review contractor costs and identify efficiencies.
- Ensure value for money in all estate-related expenditure.

## 6. School Engagement

- Work closely with teachers, boarding staff, and administrative teams.
- Support delivery of events, lettings, and wider commercial use through coordinated logistics and facilities support.
- Serve as the primary point of contact for estates queries – Maintenance log.

## 7. Strategic Estate Development

- Support long-term strategic estate planning.
- Provide input on refurbishments, sustainability initiatives, and future capital projects.
- Identify opportunities to improve facilities and enhance user experience.

### Person Specification

#### Essential

- Experience in estates, facilities, or property management.
- Knowledge of statutory compliance and health and safety.
- Experience managing staff and/or contractors.
- Excellent organisational and communication skills.
- Ability to manage multiple sites and prioritise workload.
- Problem-solving mindset and calm under pressure.

#### Desirable

- Experience in educational or residential settings.
- Pool plant operator training or willingness to undertake training.
- Knowledge of safeguarding principles in an Estates context.