



HORRIS HILL SCHOOL

ESTATE MANAGER

Horris Hill School is a successful co-educational day and boarding school for children aged 2 to 13, set in more than 65 acres of Berkshire countryside. The ethos of our school is very simple - Happy children thrive. Our attention is not only on providing academic excellence but also in delivering excellence in pastoral care. Horris Hill is part of Forfar Education and as such is benefiting from significant investment in facilities and resourcing for the benefit of its pupils.

Horris Hill is looking at recruiting an experienced and dynamic Estate Manager. The Estate Manager will work closely with the Headmaster and Bursar to deliver the strategic aims of the school.

The Estate Manager reports directly to the Bursar and is responsible for the efficient management, maintenance, operations, repair, improvement and compliance of Horris Hill School's buildings, facilities and grounds.

The post attracts a salary in the region of £38,000 to £40,000 per annum depending on experience and requires 40 hours per week, with 6 weeks holidays in addition to bank holidays.

The successful candidate will demonstrate sensitivity towards the School's aims and be willing to play a supportive and pro-active role in its development.

How to Apply

Please visit the vacancy page of the school website to download a copy of the school application form <https://www.horrishill.com/vacancies>.

To apply for this role please contact Paola Bright, Bursar, with a completed application form p.bright@horrishill.com.

Closing date 9.00 am Monday 12th December. Interviews will take place between 14th and 16th December.

THE POSITION

The Estate Manager will

- Manage the maintenance, grounds and household teams ensuring smooth operational services.
- Promote and support the commercial potential of the Estate.
- Manage Health and Safety and fire Safety ensuring compliance with legislation and implementation of school policies.
- Be actively involved in the management of all building projects
- Be responsible for all works programmes throughout the year

- Support the maintenance team with reactive maintenance work

THE PERSON

The successful candidate will preferably have previous Estate Manager experience in a School setting or similar environment. They will:

- Be able to motivate and inspire a team
- Have strong drive for delivery
- Have excellent problem-solving skills
- Be results oriented
- Have eye for detail
- Have excellent communication skills,
- Have commercial acumen and negotiation skills,
- Be able to manage a budget,
- Have strong organisational skills,
- Have excellent record keeping skills,
- Take pride in delivering a high standard of work,
- Be willing to go the extra mile,

Qualifications

- H&S qualifications relevant to the role
- Estate Management qualifications relevant to the role

Knowledge & Experience

- Previous facilities experience for a large estate or school site covering buildings, mechanical and electrical services.
- A background in managing workplace Health and Safety and Fire Safety compliance.
- A strong track record of successfully and effectively managing projects and diverse teams of people.
- Tendering of services and projects.
- Experience of different areas of maintenance
- A strong level of IT ability particularly in Word, Excel and Outlook.

MAIN DUTIES AND RESPONSABILITIES

Staff Management

- Be the line manager for the household, maintenance and grounds teams
- Ensure that all manpower and resources of the household, maintenance and ground teams are used as one efficient team
- Manage and motivate all members of the teams to ensure excellence in delivery and a focus on continuous improvement.
- Ensure that the household, maintenance and grounds teams communicate effectively with the rest of the school
- Liaise with the Bursar and HR Manager on staffing issues including absences, timekeeping and holidays and performance issues
- Ensure accurate timesheets for all managed department are collected and timely shared with the HR Manager .
- Induct new staff as required, ensuring all necessary training is completed.
- Undertake probationary reviews and annual appraisal of direct reports.

Finance Management

- Oversee the procurement of maintenance, household and grounds supplies
- Exercise strong budgetary control over managed departments, liaising with the bursar with regards to forecasting and planning including development and maintenance of the school, its facilities, staffing and individual projects.

Commercial

- Promote, support and coordinate the commercial hire of the school grounds and facilities during weekends and holiday periods.
- Be the first point of contact for prospective hirers
- Be responsible for the induction of third-party hirers
- Maintain site security during periods of hire

Buildings and Grounds

- Establish, execute and update a planned maintenance programme for all school's building and grounds including mechanical and electrical installations, portable appliances, water safety, fire alarm systems and fire protection equipment, asbestos, lifting and work equipment
- Establish a system for regular visual inspections of all buildings.
- Arrange tree surveys and related remedial work
- Organise and oversee contractors engaged for PPM activities.
- Maintain good records and ensure necessary remedial actions are completed in a timely manner.
- Ensure the safe operation of the swimming pool (e.g. chemical and temperature levels).
- Managing and monitoring the contracts for waste collection and recycling.
- Monitoring the energy usage of the school and residential properties ensuring that usage is as efficient as possible
- Respond to maintenance issues arising, monitor maintenance requests, assess, prioritise and schedule required works. Allocate works to self, Maintenance Assistant or contractors and supervise works being undertaken by others.
- Ensuring all residential, teaching and communal areas are safe, clean and well presented.

Projects

- Plan minor projects, such as classroom refurbishments, consulting with others to agree specifications.
- Undertake works and organise other resources as required.
- Assist with the preparation of plan for building refurbishment and development
- Support and facilitate the execution of larger scale projects

Contractors

- Engage appropriate contractors and supervise their activities.
- Ensure contractors are appropriately vetted and inducted
- Review RAMS provided by contractors, brief on arrival and ensure they complete all activities in a safe manner.
- Monitor the performance of existing facilities and maintenance services contractors
- Manage the tendering of contractors to ensure they are competitive.

Health, Safety and Security

- Proactively promote a positive HS&S culture and support continual improvement in the school's management of HS&S.
- Be a proactive member of the H&S Committee.
- Implement a health and safety action plan ensure completion of records
- Ensure compliance with fire safety regulations and best practice
- Manage the annual fire risk assessment and H&S review, Ensure the recommendations are acted upon and kept under review.
- Take responsibility for the fire safety system and response procedures including leading the fire marshal team
- Prepare and update suitable risk assessments for building and grounds
- Prepare and update suitable risk assessments and safe systems of work for all maintenance, grounds and household activities.
- Ensure that appropriate information, instruction and training is in place for the maintenance, grounds and household teams.
- Monitor activities of the maintenance, grounds and household teams to ensure compliance with legal requirements, school procedures and good practice.
- Ensure that school buildings remain secure, particularly during the holidays.
- Maintain and control a full, well-ordered set of keys for all buildings and rooms.

Transport

- Ensure health and safety requirements are met and oversee the school's vehicles ensuring they have valid insurance, MOT, tax and full service checks as required
- Implement a vehicle strategy, assessing vehicle requirements across the site.
- Work with Head of Departments to reduce spend on external coach hire

Events

- with Head of Departments ensuring the smooth implementation and delivery of school events
- Liaise with the marketing and admission department with the planning and delivery of open mornings and other marketing events.