

Godstowe

Job Description

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.

Job Title: Estates & Lettings Manager
Responsible to: Director of Finance & Operations

Job Purpose

The post-holder is expected to uphold and actively promote the ethos of Godstowe Preparatory School. The Estates & Lettings Manager will oversee, manage and assist with all aspects of school maintenance. The post-holder will have a full and working knowledge of current Health and Safety (H&S) regulations and will assist the DFO in overseeing H&S standards within the School, H&S reporting and any other related administrative requirements.

Reporting to the DFO, the post-holder will develop new systems and procedures to enhance the efficiency and effectiveness of his/her areas of remit. The Estates & Lettings Manager will directly line manage the Estates Team.

Key Areas of Responsibility

- Leading and managing the Estates Team; including monitoring performance standards and absence levels, arranging cover for staff absence, conducting appraisals and exit interviews, recruiting new employees and ensuring that knowledge/training is up-to-date.
- Assisting the DFO with School security and Fire safety systems. Ensuring that the whole School community is aware of School security and fire safety procedures, especially when working 'out of hours'. In conjunction with the Facilities Manager introducing new security and fire safety procedures, as and when required, to safeguard students, parents and staff from perceived threats in the external environment.
- Supporting the DFO in regularly reviewing appropriate H&S policies and procedures which comply with current regulations; raising awareness of the importance of Health and Safety to the wider School community; ensuring that systems are followed and checks are in place; updating databases with key information, ensuring all documents are kept up to date and stored electronically and reporting incidents to the necessary bodies, when required. Attend regular H & S Meetings.
- Supporting the DFO in the administration of planned and reactive maintenance systems.
- Supporting the DFO in the creation of a maintenance plan both short term and long term
- Proactively check for and fix faults around the site
- Proactively check and manage the upkeep of the grounds, gardens, roadways and paths on all school owned premises.
- Carry out detailed termly inspections of the entire school buildings and grounds
- Sourcing, management and safety of on-site contractors.

- Acting as the sole procurement point for the purchase of all maintenance and groundwork supplies.
- Ensure whole school parking is adequate and communicated effectively to staff and parents or other users of the school site.
- In conjunction with the Facilities Manager ensure that all events held within school are set up and cleared away properly.
- Keeping own knowledge up to date through continuous professional development.
- Assist the DFO with Compliance and ensure all maintenance records mandated by legislation or ISI compliance is adhered to
- Assist the DFO with building projects
- Assist the DFO with any other ad hoc administrative duties relating to the support function of the school.

Person Specification

Essential:

- Educated to GCSE or equivalent in English and Mathematics as a minimum.
- Significant experience of working in an Estates team involving maintenance, fire, security and Health & Safety functions.
- A multiskilled operative or a tradesperson
- Proficient user of ICT, especially Microsoft Office
- Excellent problem solving skills and ability to use initiative
- Excellent written and verbal communication skills
- Strong interpersonal and negotiation skills
- Proven financial management/budget skills and ability to interpret financial data to produce detailed reports
- Sound time management and organisational skills
- General commercial awareness and current knowledge of the latest Health & Safety developments.
- Acting as a role model for the team; self-motivated, positive, enthusiastic, paying attention to detail, encouraging a team ethos
- Ability to communicate effectively with staff, parents, students and contractors from all different backgrounds.
- An effective delegator with a fair and open approach to management
- Tactful and discreet with the ability to handle confidential information
- Ability to work calmly under pressure. Resilient
- Assertive yet non-confrontational and a comprehensive communicator, especially when dealing with compliance matters
- A flexible approach to work, adapting to change at short notice
- Clean driving licence

Desirable:

- Educated to Higher Level e.g. HND or Degree
- Accredited 'Management or Leadership' qualification e.g. ILM, CMI etc
- Accredited 'Health and Safety' qualification e.g. NEBOSH, CIEH etc.
- Project management skills.
- Empathy with the aims and ethos of the Independent Schools' sector

Review

The job description will be reviewed annually and may be subject to amendment after consultation. The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

Child Protection

All members of staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.

Dec 2023