

JOB DESCRIPTION

Job Title:	Estates		
Responsible To:	Director of Estates	Responsible For:	Grounds and Maintenance

plan that ensures all buildings, facilities, and grounds are maintained to a high standard, prioritising safety, sustainability, and efficiency. Delivery is through a team of inhouse staff and contracted support.

- Oversee the maintenance and statutory compliance of a diverse portfolio of properties, including historic and modern school buildings, commercial properties, and private residences.
- Oversee kitchen equipment maintenance through a contracted provider. Overseeing asset life-cycle replacement for kitchen equipment and the upkeep of associated kitchen plant and air handling systems to ensure optimal performance and compliance with safety standards
- Manage the planning and execution of repair, refurbishment, and renovation projects, ensuring they are completed on time, within budget, and to the required quality standards.
- Develop use of the schools CAFM systems to ensure that accurate information can be gathered as part of lifecycle, compliance report and the development of service level agreements to accurately report on helpdesk performance.

Team Leadership and Management:

- Lead, motivate, and manage a team of maintenance and administration support ensuring high levels of performance
- Assist in the development of service level agreements and effective key performance monitoring
- Coordinate daily work schedules and allocate resources effectively to meet the needs of the estate and respond to emergencies promptly.
- Provide ongoing training and development opportunities for team members to enhance skills and support professional growth.

Grounds and Environmental Management:

- Oversee the schools extensive 520 acres of grounds, including a vineyard, ensuring they are well-
- Implement sustainable practices in grounds management, including waste management, recycling, and the use of environmentally friendly materials and methods.
- Protect and

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	

- Qualification in NBOSHFire, General or Construction.
- Minimum 42 re/MCID 12 >1 11.04 Tf4TiiBOSH

