



EWELL CASTLE SCHOOL

Where Children Thrive



Independent Co-Educational Day School
for Boys and Girls aged 3 to 18 years

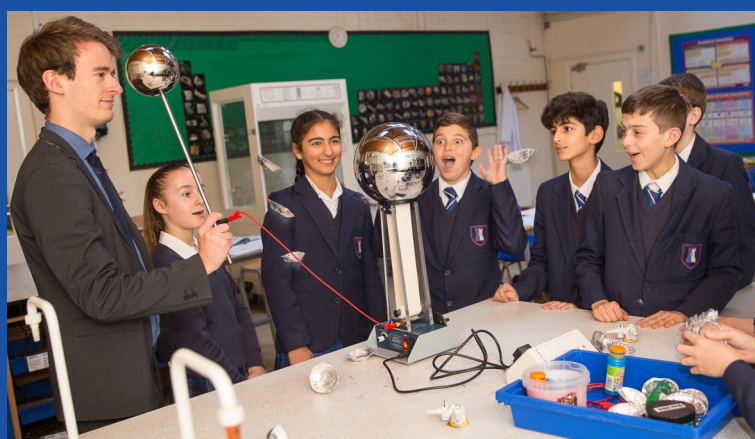
Director of Estates Full Time Role

Job Location: Ewell Castle Senior School

Reporting to: Bursar

Start Date: As soon as possible

Salary: Competitive. Ewell Castle Support Staff pay scale plus Pension Scheme + benefits



INSPIRE – ENGAGE - EXCEL



Estates Director

Ewell Castle is a thriving, independent school located in leafy Ewell Village. The school is co-educational from Nursery to Sixth Form and enjoys small classes, averaging approximately fifteen pupils over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning. The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

Reporting to the Bursar, the Estates Director will drive the development and expansion of the School's facilities, to meet agreed whole School objectives and promoting Ewell Castle School as a leading co-educational independent day school offering nursery to sixth form. This will include the strategic planning, roll out and management of a number of capital projects, as well as oversight of the management of the operations of the school sites, facilities and grounds

This new role comes at a time of growth for the School and would suit a professional with experience in both large and small scale development projects.

This role is full time, all year round. A job share would be considered,

Potential candidates will need to demonstrate excellent attention to detail, experience of working in a busy environment and the ability to work flexibly within a team with changing priorities. An awareness of the importance of confidentiality and data protection in a school setting is essential. Please see the separate detailed job description and person specification for further information on this specific role.

The ideal candidate will be energetic and driven to develop and grow as a professional; they will be dedicated to their role and be excited to take a full and active role in school life.

The starting salary for this position will be in accordance with the Ewell Castle Pay scales, and will be dependent on experience and qualifications. Ewell Castle Pay points currently track in excess of the maintained sector's pay grades and will reflect the experience and qualifications of the successful candidate.

Potential candidates will need to demonstrate excellent attention to detail, experience of working in a busy environment and the ability to work flexibly within a team with changing priorities. An awareness of the importance of confidentiality and data protection in a school setting is essential. Please see the separate detailed job description and person specification for further information on this specific role.

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Job Description: Director of Estates



This new role of Director of Estates will be responsible for leading and co-ordinating all aspects of maintenance and development of the School estates on all four sites in Ewell Village. Line managed by the Bursar, the Director of Estates will line manage the Site Manager and work closely with all School contractors with regard to the premises and grounds. Liaising with the Senior Leadership Team (SLT), this role will take a proactive and robust approach to ensuring that the School provides a safe and attractive environment for pupils, staff and visitors complying with the Independent School Inspectorate (ISI) requirements, statutory legislation and best practice.

The School currently has four sites including three Grade 2 listed sites in the conservation area of Ewell Village and a more modern Sixth Form facility on the High Street. The School also has substantial grounds including playing fields and woodland. As good neighbours, the School has built close relationships within the local community including the church and Local Residents Association.

Based in the Senior School at the Castle in Ewell village, the role will be full time throughout the year with 25 days holiday. It may be possible to offer this role as a job share depending on other candidates.

Specific Responsibilities

Strategic Management & Planning

- Work with the SLT, Governors and external consultants to produce, develop and implement the School's Strategic plans for estates, adapting and prioritising plans and projects where and as necessary once approved.
- To keep up to date with ISI, legal and statutory developments relating to estates, facilities management and building projects.
- Ensure legal and H&S obligations are met as a priority and bring any issues to the attention of the Bursar and Principal as a matter of urgency.
- Work closely towards the School's sustainability goals with the Senior School Assistant Head for Sustainability and Equity, Diversity and Inclusion, bearing in mind the School's values and ethos in all aspects of School life.
- To contribute to the Risk Register, identifying areas of risk within the Director of Estates portfolio.
- Support the Bursar and wider leadership teams with the development and delivery of all relevant strategic plans.

Strategic Oversight of Estate and Facilities

- Oversee the conservation and enhancing of the listed buildings across the estate in accordance with the lease obligations and the Local Authority Conservation Department.
- In partnership with the Site Manager, devise and plan a maintenance programme, setting standards, processes and procedures to:
 - achieve the required standard of in-house maintenance, including high standards of decoration;
 - maintain and test the School's mechanical engineering systems including heating, lighting and fire alarm systems; and

- maintain all pitches, facilities, drives, parking areas, paths, flowerbeds, lawns and all outdoor areas including playgrounds.
- Oversee the Site Manager in ensuring the proper maintenance of estate and facilities in line with statutory standards and the requirements of ISI.
- Commission, review and implement conditions survey and maintenance inspections, reporting back to Bursar and Finance & Estates Committee.
- Strategic oversight of the Issues Log (fault reporting) on Every, ensuring tasks are allocated appropriately, resolved within agreed timescales and weekly reports are produced for review by the Bursar, with common issues given budgetary consideration
- Monitoring suitability of reporting systems ensuring that the school is utilising the most suitable option.
- In partnership with the Site Manager, lead and oversee the rollout of a programme that ensures all plant and equipment is regularly serviced and records maintained.
- Oversee the procurement of site equipment, cleaning equipment and consumables, furniture and soft furnishings within the constraints of available budgets.
- Strategic oversight and development of the School's transport fleet (currently 5 minibuses and a Site Team van) in line with the Transport Policy and the Driving for Work Policy.
- Oversee security of all sites and support the Bursar in being the primary point of contact for emergency issues (including occasionally out of hours) relating to the premises and grounds.

Capital Developments and Projects

- To work with consultants as appropriate assisting in preparing cost benefit analyses, business cases and feasibility studies for review with the Bursar.
- Appointment of architects, consultants and contractors and monitoring their work.
- Acting as the client representative:
 - working closely with architects, planners, consultants and contractors;
 - overseeing approved capital projects from planning stages, design, procurement, works on site and handover; and
 - keeping SLT and Governors (through the Finance & Estates Committee) updated on a regular basis through presentations and reports.
- Ensure that all projects undertaken are costed accurately, well managed and completed on time and within agreed budgets.
- Schedule building projects, including the engagement and management of all contractors, taking into account the needs of the School and lettings.
- Ensure that relevant school staff are consulted and kept informed of any development that may affect teaching and learning, their departmental premises or working conditions.

Small Works & Refurbishments

- Plan, schedule and direct a wide range of projects from small refurbishments to redevelopment of existing facilities in close partnership with the Site Manager to ensure optimum use of staff skills.
- Ensure good planning and organisation from scoping out through to commissioning, including where appropriate:
 - Discussing the need and objectives with staff
 - Drawing up options and getting feedback
 - Analysing alternatives and understanding pros and cons of each
 - Working up more detailed proposal and producing cost estimates
 - Managing the tendering process
 - Overseeing implementation within an agreed timeframe

Contractor Management & Procurement

- To be responsible for the oversight of the cleaning contract for all sites.
- To ensure that cleaning standards are maintained in line with contract by carrying out regular audits and inspections with cleaning contract managers.
- Working closely with the Operations Manager to ensure that additional cleaning arrangements are in place for all School events and activities.

Health & Safety and Safeguarding

- To act as H&S lead within the School, promoting a strong culture of safety and risk assessment in all aspects of School life. To be responsible for all aspects of fire safety including the fire risk assessment.
- Co-ordinating departments and key staff, including the Site Manager and Governor (Health & Safety) to ensure that all H&S documentation (including policies, local management arrangements and risk assessments) is compliant and updated within agreed timescales for SLT and Governor approval.
- To oversee contractors, ensuring that all health and safety requirements are clearly communicated and met. This includes working with the cleaning and catering managers and other external contractors.
- To work closely with the Bursar in preparing the agenda and papers for the H&S Committee (held termly), deputising as chair when required.
- Work closely with the external H&S consultant on an agreed programme for review of H&S and undertaking an annual H&S audit.
- Liaising closely with HR and the Safeguarding Leads to ensure safeguarding requirements are met at all times for all visitors and contractors on site.
- To be responsible for overseeing training requirements within the School community and ensuring safe working practices are in place.
- To be responsible for the School's Emergency Planning documentation and practice for the whole School community.

Leadership and Management

- Develop excellent working relationships and ensure exceptional service delivery.
- Act as line manager for the Site Manager, allocating tasks, hold regular meetings and monitoring performance.
- In partnership with the Site Manager, establish performance management culture within the team including regular appraisals and review of KPIs.
- Ensure suitable training is undertaken by the Site Manager and Grounds Teams.
- Write and maintain relevant policies, procedures and safe working practices and compliance records which reflect the School's requirement and relevant legislation and guidance.
- Work closely with SLT and other key staff to ensure clear communication is in place and projects are completed successfully in line with objectives.
- Prepare regular reports for Governors, the Executive Leadership Team and the H&S Committee.

Finance

- Prepare and manage budgets relating to estates, identifying longer term refurbishment budgets in line with condition surveys, annual maintenance budgets and CAPEX budgets for projects.
- Manage, monitor and report on the financial performance of contracts.

- Calculate and compare costs for goods and services to achieve maximum value for money.
- Obtain approval from the Bursar for purchases and contracts that exceed agreed limits.

General/Other

- Adhere at all times to Safeguarding and Child Protection regulations, and training.
- Undertake regular training as required and/or keep professional qualifications up to date, attending relevant updates on changes to legislation etc as appropriate.
- Role-model the school values of Personal Integrity, Mutual Respect, Social Responsibility and Lifelong Resilience.
- To participate fully in the School's performance management and appraisal system.
- To be aware and adhere at all times to the School's code of conduct and confidentiality.
- To undertake such other responsibilities as may be reasonable and required from time to time within the overall scope of the post.

This job description will be reviewed as and when necessary, in accordance with the needs of the School.

22/11/23



**Person Specification:
Director of Estates**



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • High standard of literacy. • Numeracy competence (GCSE or equivalent) • Certification or equivalent qualifications or experience commensurate with the requirements of the role. 	<ul style="list-style-type: none"> • NEBOSH or equivalent Health & Safety qualification
Experience	<ul style="list-style-type: none"> • Minimum 2 years relevant and transferable experience. • Use of ICT for administration purposes: current Windows based packages including Microsoft Word, Excel, Outlook, and PowerPoint • relevant experience in a senior role with responsibility for a complex property portfolio and management of significant budgets (capital and revenue) • Experience of juggling priorities effectively and seeing tasks to successful completion, despite distractions • Extensive and successful change management experience • Substantial experience of management and leadership of a diverse professional team, creating a culture of high performance, collaboration and continuous improvement, and managing under-performance effectively • Experience of project planning and delivery. 	<ul style="list-style-type: none"> • School estates experience • Experience working with Governing bodies. • Administrative skills such as mail merges, setting up and using more complex spreadsheets and Microsoft Forms. • Experience managing multiple simultaneous projects. • Experience presenting development strategies to a range of stakeholders

Knowledge & Skills	<ul style="list-style-type: none"> • Confident user of Microsoft Office suite • Extensive knowledge of all relevant Health and Safety and Building Compliance Law and Regulations • Ability to work as part of a team and to be flexible and adaptable to changing situations. • Proven ability to manage your own time effectively, when necessary, to prioritise and work to tight deadlines whilst retaining a professional composure. • Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas. • Ability to communicate the School's values and a desire to promote an excellent image of the School • Ability to work in new and challenging situations • Strong communication skills, written and verbal. 	<ul style="list-style-type: none"> • Conversant with relevant educational issues and developments
Personal Qualities	<ul style="list-style-type: none"> • Awareness of confidentiality and ability to deal appropriately with sensitive or difficult situations. • Able to display the highest levels of integrity and be consistently trustworthy and discreet. • Be a solution focused individual, be proactive and self-reflective to aid development. • Willingness to support the life of the school including school events. • A commitment to continuing professional development. • Be consistently reliable and punctual. • Be of smart professional appearance 	<ul style="list-style-type: none"> • Willingness to become involved in the co-curricular life of the School

	<ul style="list-style-type: none"> • Be flexible, versatile, and self-motivated. • Able to work productively with a wide range of staff, parents, and pupils. • A commitment to safeguarding and promoting the welfare of children. • Role model the School's values and ethos. 	
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1/09/2023





Why join us?

- Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)
- Lunches are provided during term time, free of charge.
- Autoenrollment to the ECS Support Staff Pension Scheme
- Interest free loans are available for the purchase of computers through the school.
- Ride to work
- CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

Further information about the School and an application form are available on our website: www.ewellcastle.co.uk.



Ewell Castle School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Staff recruitment is also subject to the School's 'Equal Opportunities' policy and monitoring procedure.



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What is it like being part of the Ewell Castle Team?

"I joined Ewell Castle in September 2015 as part time Reception Administrator in the Senior School. It was a role that enabled me to get to know many students and members of staff over the years. No two days were ever the same and there were very few dull moments! I am now working in the Principal's office, which enables me to support the school in a different way, with opportunities to develop and grow. The camaraderie among the staff at Ewell Castle is great and I love that the school is always a hive of activity! "



"I joined Ewell Castle in 2015 as a maths teacher. As a teacher I have developed both professionally and personally within my role at the school. I have had many wonderful opportunities to be involved in the whole of school life at Ewell Castle. I have particularly enjoyed improving the data management systems within the school and being involved in sport and associated co-curricular activities. I would highly recommend the school to anyone looking to teach within a supportive team environment"

"I joined Ewell Castle Senior School in January 2015 as Head of Art & Photography and I have enjoyed it from the start! The Art Department is a fabulous team which I really appreciate, as working together in a cohesive team is so important.

It is a pleasure to teach the students and Art & Photography allows for us to often see different, creative sides to the children - it is a happy place and there is a lot of laughter in the Department!

In September 2018 I started the brand new position of More Able Coordinator which has seen me develop the role from scratch - seeing what works successfully and what can be adapted in order to suit the students' requirements and inform my colleagues; of which couldn't be done without their support and input. I have been on CPD to further my knowledge in this area which gave me some valuable tools, and confidence to build on my ambition for the post.

I appreciate being given the opportunities to expand my position at the School and develop the roles too."