



St Leonards
St Andrews

HEAD OF ESTATES AND FACILITIES

INFORMATION PACK



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Head of Estates and Facilities

Responsible to: Director of Finance and Operations

Responsible for: Estates, Grounds, Facilities, Cleaning and Operational Services Teams (c25-30 staff plus contractors)

Salary: c.£56k - £64k (pay award pending) , commensurate with the level of skill and knowledge of the applicant.

Hours of work: Full time, 37.5 hours per week

Job Overview

This is a significant leadership opportunity to shape the future operational environment of St Leonards School.

The Head of Estates and Facilities will provide strategic and operational leadership across the School's estate, facilities, compliance, and operational support services, ensuring the delivery of a safe, compliant, efficient, and high-quality environment that supports an exceptional educational experience.

The postholder will oversee a complex estate of 19 buildings operating within a busy day and boarding school environment with 24/7 operational requirements. The role is responsible for estates infrastructure, facilities management, health and safety compliance, transport operations, grounds, cleaning services, capital projects, and operational resilience.

As a senior leader, the postholder will play a key role in modernising systems, improving operational performance, strengthening compliance assurance, supporting sustainability ambitions, and delivering strategic estate improvements aligned to the School's long-term priorities.

The role manages an annual operational budget of approximately £450k alongside a multi-year capital investment programme and leads a multi-disciplinary workforce of approximately 25–30 staff plus contractors.

The postholder will work closely with the Board, Head, DFO, and Executive Leadership Team and will sit on the Senior Management Team.

What Success Looks Like :

- A safe, compliant, and well-maintained estate across 19 buildings.
- Successful delivery of planned maintenance and capital programmes.
- Strong compliance audit outcomes and risk assurance reporting.
- High Planned Preventative Maintenance (PPM) completion rates.
- Effective management of reactive maintenance response times.
- Strong financial control and budget management.
- Improved operational efficiency and sustainability performance.
- Positive stakeholder feedback across operational services.
- Effective operational resilience and emergency preparedness.
- High-performing teams with clear accountability and service standards.

Discover St Leonards

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 530 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 38 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022, Independent School of the Year 2024 for Academic Performance (A Level/IB) and most recently Scotland's Independent School of the Year 2026 for Academic Excellence by the Sunday Times.

The average IB Diploma points score in 2025 was 36, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life,

Ad Vitam.

Job Description

Main Areas of Responsibility:

1. Strategic Leadership and Estates Development

- Lead the development and delivery of the School's long-term estates strategy.
- Manage a rolling 3–5 year capital investment and planned maintenance programme.
- Provide strategic advice on estate condition, lifecycle planning, infrastructure investment, compliance, and operational risk.
- Ensure the estate supports academic, boarding, co-curricular, and commercial priorities.
- Establish clear operational standards, service expectations, and accountability frameworks across all estates and facilities functions.
- Prepare and present estates, compliance, risk, and capital project reports to senior leadership and governors.

2. Estates, Infrastructure and Maintenance (Hard FM)

- Hold overall accountability for all buildings, infrastructure, utilities, plant, and maintenance operations across the estate.
- Lead effective delivery of:
 - Planned Preventative Maintenance (PPM)
 - Reactive and emergency maintenance
 - Utilities management and optimisation
 - Grounds and sports facilities maintenance
- Ensure high standards of statutory compliance including:
 - Fire safety
 - Asbestos management
 - Legionella control
 - Electrical and gas compliance
 - Contractor management
 - CDM regulations
- Ensure all works are delivered safely, efficiently, within budget, and to agreed standards.
- Oversee asset management and lifecycle planning processes.

3. Facilities and Operational Services (Soft FM)

- Lead operational support services including:
 - Cleaning and housekeeping
 - Security and site operations
 - Transport and fleet management
 - Waste management and operational logistics

- Ensure a consistently safe, clean, and welcoming environment across all school facilities, including boarding accommodation.
- Ensure operational services support the School's educational and residential environment effectively.

4. Health, Safety and Compliance

- Act as the operational lead for estates-related health, safety, and compliance management.
- Ensure robust compliance systems are maintained across the estate.
- Maintain effective arrangements for:
 - Risk assessments and safe systems of work
 - Contractor control and permit-to-work systems
 - Incident reporting and investigation
 - Fire safety management
 - Compliance auditing and assurance
- Promote a proactive safety culture and continuous improvement approach across all operational teams.
- Act as principal liaison with regulatory bodies, auditors, and emergency services where required.

5. Sustainability and Environmental Management

- Lead the School's operational sustainability agenda relating to the estate and facilities.
- Develop initiatives to improve:
 - Energy efficiency
 - Carbon reduction
 - Waste management
 - Environmental performance
- Monitor utilities consumption and identify operational and financial efficiencies.
- Support the School's wider sustainability and ESG objectives through effective estate management and reporting.

6. Capital Projects and Programme Delivery

- Lead the delivery of capital and maintenance projects across the estate.
- Manage a coordinated programme of works balancing multiple concurrent priorities.
- Ensure projects are delivered:
 - On time
 - Within budget
 - To required quality standards
 - With minimal disruption to school operations
- Manage procurement, tendering, contractors, consultants, and project governance processes effectively.

7. Operational Resilience and Business Continuity

- Lead operational resilience planning across estates and facilities functions.
- Develop and maintain effective business continuity and emergency response arrangements.
- Coordinate operational response to critical incidents, severe weather events, utilities failures, and emergency situations.
- Ensure appropriate out-of-hours arrangements and escalation procedures are maintained.

Due to the operational nature of the role, flexibility and availability to respond to emergencies or critical incidents outside normal working hours will be required.

8. Financial Management and Procurement

- Manage an annual operational budget of approximately £450k, ensuring robust financial control and accurate forecasting.
- Support long-term capital planning and investment prioritisation.
- Ensure procurement activity complies with School financial regulations and delivers transparency, value for money, and appropriate risk management.
- Deliver effective contract management, supplier performance oversight, and commercial accountability.
- Identify opportunities for operational efficiencies and continuous improvement.

9. Systems, Data and Operational Reporting

- Lead the development and use of estates and compliance systems to improve:
 - Asset management
 - Maintenance planning
 - Compliance monitoring
 - Reporting capability
 - Operational efficiency
- Promote data-driven decision-making and performance management across the service.
- Develop KPI reporting and operational performance monitoring frameworks.

10. Leadership and Team Management

- Provide visible, effective leadership to a multi-disciplinary workforce of approximately 25–30 staff and contractors.
- Foster a culture of professionalism, accountability, service excellence, and continuous improvement.
- Lead workforce planning, recruitment, performance management, training, and staff development.
- Ensure all staff meet required training, compliance, and professional standards.
- Build effective collaboration and communication across departments and stakeholder groups.
- Support a positive and solutions-focused operational culture across the School.

11. Stakeholder Engagement and Service Excellence

- Build strong relationships across the School community.
- Ensure estates and facilities services are responsive, professional, and customer-focused.
- Work collaboratively with academic, boarding, operational, and administrative teams to support School priorities and events.
- Be an active member of the Finance and Operations Management Team and the School's Senior Management Team.

Person Specification

Essential

- Significant senior leadership experience within estates, facilities, or operational management.
- Proven experience managing complex estates functions including maintenance, compliance, and operational service delivery.
- Strong knowledge of statutory compliance and health & safety legislation.
- Experience managing multi-disciplinary teams, contractors, and external partners.
- Experience leading capital projects and planned maintenance programmes.
- Strong financial and commercial management capability.
- Experience operating within a residential, boarding, or similarly complex operational environment with 24/7 service requirements.
- NEBOSH General Certificate (minimum) or equivalent health and safety qualification and experience.

Desirable

- NEBOSH Diploma or equivalent Level 6 qualification.
- Membership of IOSH (or working towards).
- Professional qualification such as RICS, CIOB, or IWFm.
- Project/programme management qualification (PRINCE2, MSP, APM).
- Experience within an education or boarding environment.
- Experience implementing CAFM, compliance, or asset management systems.
- Experience leading sustainability or carbon reduction initiatives.

Key Skills and Attributes

- Strategic thinker with strong operational delivery capability.
- Excellent leadership and people management skills.
- Strong programme and project management capability.
- Sound financial and commercial acumen.
- Strong problem-solving and decision-making skills.
- Excellent communication and stakeholder management capability.
- Ability to lead change and drive continuous improvement.
- High levels of professionalism, resilience, and accountability.
- Collaborative leadership style with strong service orientation.

THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

The postholder will be expected to promote and safeguard the welfare of children and young people and ensure all operational practices align with the School's safeguarding policies and procedures, including the management of contractors and visitors working across the estate and boarding environment. This role is subject to enhanced PVG clearance and all safer recruitment requirements including two satisfactory references, one of which must be the current employer.

Applicants must have the right to work in the UK.

Applications should be made via St Leonards [Teacheroo portal](#) .

Closing time and date for applications is 12.00 noon on Friday 19 June 2026.

Early applications are encouraged as St Leonards reserves the right to interview and appoint at any time.

Any questions may be directed to Hannah Hawkins, Director of Finance and Operations via our recruitment team recruitment@stleonards-fife.org in the first instance.

stleonards-fife.org

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