

Fettes College

# Estates Manager



An exciting opportunity has arisen for an Estates Manager to join Fettes College to assume full responsibility for the maintenance and strategic development of the School buildings and grounds as well as day to day operational management of the site and the security thereof.

## The Role

This is a senior operational management role at Fettes; the successful post holder will report to the Bursar and will have direct line management responsibility for the Head of Maintenance, Head of Grounds and Head of Security with a combined team of over 25 staff. Furthermore, the role requires a close working relationship with the Health & Safety Officer, Head of Housekeeping and Head of ICT although, for the avoidance of doubt, the post holder will have no direct accountability for any of these last three areas.

Whilst the post holder retains overall responsibility for the maintenance, development and security of the Estate, the team structure assumes significant elements of the day to day operational maintenance will be delegated accordingly. With that in mind, it is expected that the post holder will also focus on planning significant development projects (funds permitting), people management and their personal development, forward planning, budgeting and compliance.

## Key Responsibilities

### Planning and Maintenance

- Co-ordinate and oversee the planning and implementation of all maintenance, refurbishment and development projects; ensure that consultants, suppliers and contractors as required are procured efficiently and cost-effectively and the projects are appropriately specified and completed on time and on budget;
- Oversee regular inspections of the buildings and grounds, diagnosing defects and evaluating repair options and, where feasible, devise and implement a comprehensive Maintenance Plan on a rolling three-year basis after close consultation with the Bursar and relevant stakeholder, as follows:
  - External and internal fabric and finishes, mechanical and electrical services and infrastructure with the Maintenance Manager;
  - School grounds, sports pitches and facilities to ensure they are fit for purpose with the Head Grounds Person; and
  - Systems, hardware and protocols associated with maintaining an appropriate level of security with the Head of Security.
- Maintain a site-wide network-based ticketing system which allows staff to

submit works requests and implement Service Level Agreements (SLAs) into the appropriate facilities maintenance functions.

### Budget/Financial

- Assume overall responsibility for all Estates Project and Maintenance budgets and project costs and report tracking and variances to the Bursar on a regular basis; and
- In consultation with the Maintenance Manager and Financial Controller, develop and maintain an appropriate purchase ordering system to assist in cost control and matching costs to projects.

### Organisation and Communication

- The nature of a busy school environment is that, at any given time, several projects could be ongoing simultaneously. With that in mind, regular reporting of upcoming or scheduled holiday or term time works to the wider Operational Management team is essential. It is also imperative that those involved communicate regularly and effectively. Examples include the need for the Estates Manager to liaise and work closely with:
  - the Health and Safety Officer on all aspects of health and safety matters relating to the School. In addition, ensure all contractors working on site are fully compliant, appropriately registered and qualified for the work they have been engaged to carry out;
  - the Housekeeping Manager on, inter alia, matters relating to timing of projects and maintenance works insofar as they may impact on access to certain areas of site;
  - the Head of ICT in relation to network infrastructure, large equipment installation or replacement and timing of access to certain areas of site;
- Within the remit of the Estates department rests the management, maintenance and resource allocation of School vehicles, including minibuses and the electric vans, as well as the booking and co-ordination of coach hire.

### Management and Development of the Estates Team

- Manage performance, motivation and development of staff through annual appraisals and regular meetings. Ensure all staff have measurable

- objectives and that schemes for training and development are put in place;
- Assume overall responsibility for recruitment of the Estates team;
  - Manage and record staff sickness and annual leave.

### Risk Management

- Assume responsibility to the Bursar for risk management in the Estates department including managing the development and maintenance of a risk register.

### General

- Ensure estate records, including plans, drawings, plant operating and maintenance manuals, utilities and services, permits, plant purchase and maintenance records, repair and redecoration schedules are updated and accessible, primarily through Assetware, the School's buildings and services recording system;
- Within the context of the Estates department's responsibilities, ensure the School operates in accordance with any and all legislative and regulatory compliance requirements and conduct or arrange regular and ad-hoc inspections in line with such requirements including, but not limited to, asbestos management;
- Keep abreast of changes in legislation and/or best practice and update systems and processes accordingly. Advise the Bursar on the implications of such developments;
- Work with the Bursar to develop and implement an Energy Management Strategy to reduce the School's energy costs.

## Person Specification

### Skills and Experience

#### Essential

- Substantial and successful experience in leading and managing a complex property portfolio and teams from a range of professions
- Significant experience in project managing and successfully delivering capital programmes

- A demonstrable track record of delivering against objectives
- A detailed knowledge of property maintenance and development, with the ability to outsource expertise in these areas where required
- A solid understanding of setting and controlling budgets

#### Desirable

- Experience of strategic and operational management of estates within an education environment
- Recognised degree and/or professional building services related qualification

#### Personal Qualities

- Excellent communication and interpersonal skills with the ability to liaise tactfully and assertively with Governors, staff, pupils, visitors, contractors and the general public
- Demonstrable leadership skills with the ability to encourage, motivate and inspire teams and assume or delegate responsibility where appropriate;
- Unflappable with a sense of calm perspective and self-awareness
- Output driven and delivery focused with the ability to work under pressure, delegate as required and meet deadlines and targets
- Good business acumen and commercial awareness
- IT literate across a broad range of common Microsoft applications
- Professional manner and approach



## Benefits

The nature of the role requires a degree of flexibility around hours of work, not least because the School operates 24 hours a day, 7 days a week during term time. The expectation is that the post holder will be at work between the hours of 8.30 am and 5.00 pm Monday to Friday but available at other times, perhaps either as a result of a major planned weekend event at the School or an emergency callout. On occasion members of the wider Estates team may be similarly required and it will be the responsibility of the post holder to ensure appropriate cover is in place.

In view of the required flexibility implied above, this is a live in role with accommodation provided on site to the successful post holder.

**Annual Salary:** The remuneration package will be competitive and will, to an extent, depend on the experience of the successful candidate.

**Staff Benefits:** In addition to being part of a great team you will be entitled to a range of benefits that include:

- 30 days holidays and 8 days public holidays.
- Subject to the availability of places at the time of first entry, eligibility for a generous staff discount on school

fees.

- Parking within the campus grounds
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Fettes operate a contribution matching scheme up to 10% of base salary.
- Private healthcare with option to purchase for family members.
- Access to various discounts, eg health cover, additional life insurance, retail outlets, etc through our benefits portal (4me).

### **Application Process**

The closing date for applications for this role is **Wednesday, 3rd July 2024**. Interviews are scheduled to be held in the w/c **Monday, 8th July 2024**.

To apply please go to our website and follow the link for this vacancy:  
[www.fettes.com](http://www.fettes.com)

All applicants are asked to provide, as well as a CV, a covering letter setting out how you meet the person specification and what you feel you can bring to this role. Our Bursar, Mr Peter Worledge is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact [recruitment@fettes.com](mailto:recruitment@fettes.com) to arrange a time to speak with Peter.

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the

contact you will have with children during your normal duties.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at [s.hussain-savuk@fettes.com](mailto:s.hussain-savuk@fettes.com).

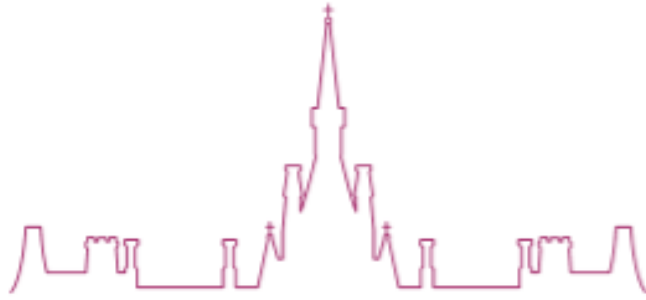




## About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, consisting of circa:

- 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments.



# Fettes Moving Forward

## Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

*You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)*

