



THE KING'S SCHOOL
CHESTER

HEAD OF ESTATES

Applicant information



Willow
Lodge

Discovering the *world*



KING'S
JUNIORS

Igniting *curiosity*



KING'S
SENIORS

Seizing *opportunity*



KING'S
SIXTH FORM

Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

About us



THE KING'S SCHOOL

King's is an academically selective, co-educational independent school originally founded in 1541 for the 'poor and friendless' children of Chester. Almost 500 years later, King's is a thriving, dynamic and forward-thinking school of 1120 pupils that is considered to be one of the very best of its kind in the country.

At King's we aim to make the very most of every individual student in the school, both academically as a selective school with a great tradition of scholarship, but also in terms of character development, confidence and wellbeing. This is achieved by a broad curriculum, extensive co-curricular programme, excellent pastoral care and highly committed and professional staff. We want our pupils to remember their time at school with real fondness whilst relishing the prospect of successfully making their mark on the world and leaving it a better place.

The school enjoys a spacious and well-resourced site on the southern outskirts of Chester, having moved from a city centre location in 1960. Our state-of-the-art infant school, Willow Lodge, was built 7 years ago with the Junior School being impressively extended a year beforehand. There is a major site development plan in progress for the Senior School, including the recent construction of a new £5million Sports Centre, The Rohan Ingleby Pastoral Centre and the current redevelopment of the sixth form centre and Drama facilities. There is also an extensive programme of classroom refurbishments and upgrading of the current school buildings. The school retains close links with Chester Cathedral where it holds regular services, including a traditional Service of Nine Lessons and Carols at Christmas.

King's comprises the Senior School (ages 11-18), the Junior School (ages 7-11) and the Infant School (Willow Lodge, ages 4-7). There are currently 768 pupils in the Senior School (220 in the Sixth Form), 230 pupils in the Junior School and 124 in the Infants, supported by almost 250 staff.

Further information about the school can be found on our website: www.kingschester.co.uk

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

THE ROLE AND OPPORTUNITY

We have a rare and exciting opportunity for an extraordinary Head of Estates to join our exceptional Finance & Operations team on a permanent basis.

The successful applicant will play a pivotal role supporting the safe environment for our pupils and staff.

RESPONSIBILITIES

- The Head of Estate's primary role is the development, improvement, maintenance and upkeep of all school buildings and grounds. In addition, the Head of Estates is a key player in the routine day to day operational running of the school, in both term time and school holidays, involved in activities as diverse as porter services, security, waste disposal, and support to whole school events.
- The Line Manager for the Head of Estates is the Bursar
- This is a demanding and wide-ranging appointment within this prestigious School and the incumbent is a senior member of the support staff.
- The key elements of this role include but are not limited to:
 - Leader and Line Manager. The Head of Estates leads the Maintenance, Grounds, Premises, Catering and Housekeeping teams. As the line manager of this team of staff, the Head of Estates must have an excellent understanding of line management procedures such as appraisal, recruitment, competency and discipline protocols as well as the importance of compliance and safeguarding in a school. The Head of Estates will be responsible, alongside the Bursar, for the appointment of personnel to the above departments.
 - Budget Holder. The Head of Estate is to work within the budget allocated by the Bursar. The job holder is responsible for the management of expenditure within this budget in line with the terms agreed by the Bursar.
 - Grounds. The Head of Estate is responsible for the upkeep and development of the school grounds including the playing fields, gardens, swimming pool, all weather surfaces and tennis courts which are central to the sports provision in the School. The



Head of Estate is responsible for land drainage, maintenance of boundaries, footpaths, roads, rights of way, car parking areas and playgrounds.

- Maintenance. The Head of Estates is responsible for the maintenance and upkeep of all school buildings. They are required to run a comprehensive programme of preventative maintenance (including a rolling maintenance programme such as gutter, gully and drain cleaning) as well as provision of an efficient, timely and effective reactive maintenance service. The Head of Estates is responsible for the upkeep and maintenance of all grounds and maintenance equipment and the servicing and safety inspections of all boilers on the site. The Head of Estates is responsible for the maintenance and efficiency of the installations and plant for electric supply, heating, domestic hot water, cooking, water storage etc. and for supervising the lighting and ventilation of school buildings. The Head of Estates provides an on-call out-of-hours emergency maintenance call-out service 365 days a year.
- Catering. Catering is a contracted-out service, but the Head of Estates is responsible with the Bursar conducting KPIs to ensure the school's high standards are being met. The Head of Estates also liaises closely with the Catering Manager to ensure equipment is replaced when necessary and standards of health and safety are monitored.
- Premises. The Head of Estates is responsible for the overall care, security and effective operation of the premises and its contents to ensure the teaching staff are able to deliver the necessary educational requirements and that the non-educational activities proceed efficiently.
- Housekeeping. The Head of Estates is responsible for the general cleaning of school property and buildings
- Health and Safety. The Head of Estates assists the Bursar in their role as Health and Safety Coordinator for the School. In addition, they are responsible for all elements of Health and Safety with regard to the activity of the maintenance, grounds, premises and housekeeping department staff and any contractors on site. This includes, but is not limited to, ensuring the school is compliant not only with the Health and Safety at Work Act (as it applies to the maintenance, grounds, premises and housekeeping department) but also Construction (Design and Materials) Regulations, Legionella legislation, Working at Height, Manual Handling and Asbestos legislation. It is a key responsibility for the Head of Estates to not only ensure that any works carried out on site are safe, but that the Health and Safety records, including suitable and sufficient risk assessments, method statements and training records, are all produced and recorded as necessary. The Head of Estates is a member of the School's Health and Safety Committee.

-
- Small Projects. The Head of Estates, in conjunction with the Bursar, will manage a series of small projects each year. This will include planning, budgeting, execution, safety and coordination with other school departments to minimise the impact of works on the running of the school. These small projects will often involve external contractors and the Head of Estates acts as the first point of contact and coordinator for contractors and subcontractors working on the site.
 - Major Projects. The Head of Estates role will vary with major projects, but they will always be required to advise and support the Bursar at all stages of a project and is likely to have an important role with regard to quality control and liaison with the contractors. They will be responsible for drawing up outline specifications for new buildings, obtaining tenders, obtaining planning permission and liaison with the school's architects.
 - Fire Safety. The Head of Estates is responsible for the provision of a modern and effective Fire Safety warning system including its maintenance and testing. They are also required to plan, implement and record the maintenance and servicing of all other fire safety equipment such as fire extinguishers and emergency lighting. The Head of Estates leads on all aspects of the fire panels on site and is responsible for providing an on-call (no more than 30-minute response time) duty member of staff 365 days per year to act as the Fire Safety Support Officer in the event of the fire alarm sounding.
 - Events. The Head of Estates is required to plan, manage and implement support for a wide range of school activities including Open Day, parent or prospective parent events, the public examination programme and many other routine and one-off events.
 - Miscellaneous. The Head of Estates will be responsible for catering equipment and facilities, grounds equipment and facilities, minibuses and transport including budgetary oversight.
 - The Head of Estates must maintain contact with external authorities and organisations.

In addition, the support staff are part of a team that provides all aspects of support for the Headmaster and the senior team to run the School. The Head of Estates will be required to work with many of the teaching and pastoral staff in order to support the aims of the School. They will perform other duties as required by the Headmaster, Deputy Head (Operations), Head of Junior School, Pastoral Deputy Head, Academic Deputy Head or Bursar in support of the school's activities. This is an essential part of the role of Head of Estates.

Requirements

The successful applicant will be able to demonstrate the following:

Qualifications

Professional qualification within the Facilities or Construction industries such as BIFM Level 4 or 5, Clerk of Works or CIAT.	Highly Desirable
Relevant Health and Safety Qualification such as NEBOSH/IOSH Managing Safely	Essential

Knowledge or Experience of/in

Construction trades with expertise in at least one trade and good working knowledge of all construction trades	Essential
Working in a management role and able to provide good quality control	Essential
Successfully managing construction projects	Essential
Successfully managing staff and knowledge of employment legislation	Essential
Risk Management and Health and Safety procedures	Essential
Budget management	Essential
Sound IT skills, in particular MS Outlook, Word and Excel	Essential
Legislation related to construction, development and property management such as Legionella and Asbestos controls	Essential
Working in an independent school	Desirable

Personal Skills and Attributes

A strategic thinker able to see beyond the routine daily pressures to assist the Bursar in charting the strategic way forward with regard to the buildings and fabric of the school.	Highly desirable
Innovative and creative in problem solving	Highly desirable
Willingness to cross boundaries	Essential
Highly effective organisational and time management skills	Essential
Strong leadership and management skills with ability to motivate and develop staff	Essential
Approachable and confident in dealing with a wide variety of people; able to establish and maintain effective, professional working relationships with fellow employees, other departments, contractors and members of academic staff.	Essential
Ability to be flexible and work to deadlines under pressure	Essential
A tactful, confident and mature disposition with plenty of stamina	Essential
A team player with a keen sense of humour	Highly desirable



SALARY AND BENEFITS

The core hours of work is 37 hours per week and this is a role that is required all year round. This is a senior position and a flexible approach to working hours is required to fulfil the requirements of the role. Owing to the nature of School operations, applicants should be aware that busier periods of work may fall in School holidays.

In return you will receive:

- A full time salary of up to **£54,575** per annum (depending upon experience)
- 27 days holiday, plus Bank Holidays (2 days to be taken in between the Christmas and new year period when the school is closed). This is a role where holidays can be taken when is mutually convenient for the school and do not have to be taken outside of term time.
- Free staff lunch on the days in which you work during term time
- Special rate for BUPA
- Termly health and wellbeing initiatives
- Employee assistance programmes to support you personally and professionally
- Scottish Widows Group Personal Pension Plan
- The support of skilled and enthusiastic management and colleagues to enhance your development
- Cycle to work scheme
- Free gym access
- Free swimming pool access
- Free onsite car parking

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

The role is deemed to be in regulated activity with a moderate level of contact with children on a day to day basis

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.



THE PROCESS

If you are an enthusiastic and forwarding thinking individual with the skills and experience to excel in this role then we would love to hear from you. Candidates for this post should apply via the TES website by **9.00am on 10 June 2022** or send completed application forms to recruitment@kingschester.co.uk

A curriculum vitae will **not** be accepted in place of the completed application form but can be sent in addition.

First stage interviews will be held week commencing 13 June 2022 for long-listed candidates and 20 June 2022 for short-listed candidates. The starting date for the role will be negotiated with the successful candidate, dependent on notice period.

The HR Coordinator, Amie Beaumont, is available to discuss the role informally with prospective candidates and can be contacted via alb@kingschester.co.uk or 01244 689 496.



EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.