



HORRIS HILL SCHOOL

ESTATE MANAGER

Horris Hill School is seeking to appoint an Estate Manager to oversee the maintenance of its buildings set in 65 acres of Hampshire countryside. The school is enjoying a period of significant investment and development since joining Forfar Education in 2021.

The successful candidate will work with the School Bursar, supported by an estate team comprising of maintenance, grounds and housekeeping staff, to plan and execute a management plan for the buildings, grounds and property. The Estate Manager will lead on H&S, fire and building compliance.

Horris Hill School is a co-educational day and boarding prep school for pupils aged 2 to 13, located in a stunning rural setting in Newbury. The school enjoys a reputation for high academic standards within a caring, happy environment.

Hours, Salary & Benefits:

Hours: 40 hours per week, all year round, permanent role. There may be a requirement for the occasional flexible working, including evenings and weekends, but this is rare and can be planned in advance.

Salary: £35,000 - £40,000 pa dependent on experience and qualifications

How to Apply

Please visit the vacancy page of the school website to download a copy of the school application form <https://www.horrishill.com/vacancies>.

To apply for this role please submit your completed application form to Paola Bright, Bursar@horrishill.com

THE POSITION

The Estate Manager will

- Manage health and safety and fire safety ensuring compliance with legislation and implementation of school policies
- Ensure compliance to building regulations
- Be actively involved in the management of all building projects
- Be responsible for all works programmes throughout the year
- Support the maintenance team with reactive maintenance work

THE PERSON

The successful candidate will preferably have previous Estate Manager experience in a School setting or similar environment. They will:

- Be able to motivate and inspire a team
- Have strong drive for delivery
- Have excellent problem-solving skills
- Be results oriented
- Have eye for detail
- Have excellent communication skills,
- Have commercial acumen and negotiation skills
- Be able to manage a budget
- Have strong organisational skills,
- Have excellent record keeping skills
- Take pride in delivering a high standard of work
- Be willing to go the extra mile

Qualifications

- H&S qualifications relevant to the role
- Estate Management qualifications relevant to the role

Knowledge & Experience

- Previous facilities experience for an estate or school site covering buildings, mechanical and electrical services.
- A background in managing workplace health and safety and fire safety compliance.
- A strong track record of successfully and effectively managing projects and diverse teams of people.
- Tendering of services and projects.
- Experience of different areas of maintenance
- A strong level of IT ability particularly in Word, Excel and Outlook.

MAIN DUTIES AND RESPONSABILITIES

Buildings and Grounds

- Establish, execute and update a planned maintenance programme for all school's building and grounds including mechanical and electrical installations, portable appliances, water safety, fire alarm systems and fire protection equipment, asbestos, lifting and work equipment
- Establish a system for regular visual inspections of all buildings.
- Arrange tree surveys and related remedial work

- Organise and oversee contractors engaged for PPM activities
- Maintain good records and ensure necessary remedial actions are completed in a timely manner
- Ensure the safe operation of the swimming pool (e.g. chemical and temperature levels)
- Managing and monitoring the contracts for waste collection and recycling.
- Monitoring the energy usage of the school and residential properties ensuring that usage is as efficient as possible
- Respond to maintenance issues arising, monitor maintenance requests, assess, prioritise and schedule required works. Allocate works to self, Maintenance Assistant or contractors and supervise works being undertaken by others
- Ensuring all residential, teaching and communal areas are safe, clean and well presented

Projects

- Plan minor projects, such as classroom refurbishments, consulting with others to agree specifications
- Undertake works and organise other resources as required
- Assist with the preparation of plan for building refurbishment and development
- Support and facilitate the execution of larger scale projects

Contractors

- Engage appropriate contractors and supervise their activities
- Ensure contractors are appropriately vetted and inducted
- Review RAMS provided by contractors, brief on arrival and ensure they complete all activities in a safe manner
- Monitor the performance of existing facilities and maintenance services contractors
- Manage the tendering of contractors to ensure they are competitive

Health, Safety and Security

- Proactively promote a positive HS&S culture and support continual improvement in the school's management of HS&S.
- Be a proactive member of the H&S Committee
- Implement a health and safety action plan ensure completion of records
- Ensure compliance with fire safety regulations and best practice
- Manage the annual fire risk assessment and H&S review, Ensure the recommendations are acted upon and kept under review
- Take responsibility for the fire safety system and response procedures including leading the fire marshal team
- Prepare and update suitable risk assessments for building and grounds
- Prepare and update suitable risk assessments and safe systems of work for all maintenance, grounds and household activities
- Ensure that appropriate information, instruction and training is in place for the maintenance, grounds and household teams
- Monitor activities of the maintenance, grounds and household teams to ensure compliance with legal requirements, school procedures and good practice
- Ensure that school buildings remain secure, particularly during the holidays.
- Maintain and control a full, well-ordered set of keys for all buildings and rooms.

Transport

- Ensure health and safety requirements are met and oversee the school's vehicles ensuring they have valid insurance, MOT, tax and full service checks as required

- Implement a vehicle strategy, assessing vehicle requirements across the site.
- Work with Head of Departments to reduce spend on external coach hire

Events

- With Head of Departments ensuring the school is ready to host school events through the year.

Staff Management

- Be the line manager for the maintenance team
- Ensure that all manpower and resources of the household, maintenance and ground teams are used as one efficient team
- Liaise with the Bursar on staffing issues including absences, timekeeping, and performance issues
- Ensure accurate sickness and holiday records are collected and timely shared with the Bursar.
- Induct new staff as required, ensuring all necessary training is completed.
- Undertake probationary reviews and annual appraisal of direct reports.

Finance Management

- Oversee the procurement of maintenance, household and grounds supplies
- Exercise strong budgetary control over managed departments, liaising with the Bursar with regards to forecasting and planning including development and maintenance of the school, its facilities, staffing and individual projects.

Commercial

- Be responsible for the induction of third-party hirers
- Maintain site security during periods of hire

Recruitment Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website www.horrishill.com/vacancies. Please submit applications to Paola Bright, Bursar@horrishill.com

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-

declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Further Information

If you require any further information please don't hesitate to contact the School Office on 01635 40594 or email office@horrishill.com.

Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.