



# LAMBROOK

## ESTATES MANAGER

### Information for Candidates

Required for April 2026 onwards



The closing date for applications is 9 am, Monday 2nd March.

Interviews will take place shortly after the closing date.

The School reserves the right to offer the post at any stage in the appointment process.



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## CANDIDATE SEARCH

We are seeking to appoint an appropriately skilled and experienced Estates Manager to lead on all aspects of building maintenance and grounds management.

The Estates Manager is responsible to the Headmaster for the effective management of the School's buildings, grounds and sports facilities by ensuring optimum use of property resources and developing and implementing an effective programme of buildings and grounds maintenance. The Estates Manager leads on health and safety management, and environmental matters, across the estate, ensuring full compliance with all relevant statutory regulations and guidance, and is responsible for the day-to-day management of estates.

This job description does not form part of the contract of employment and may be varied in accordance with the specific skills and interests of the successful candidate and the demands of the appointment.

## SALARY AND BENEFITS

This position is permanent, full-time, all year round, with hours as may be necessary to perform your duties. Flexibility is important as the working hours will vary and could include weekend and evening work as well as being on call.

The salary will be competitive and dependent on experience and qualifications. There is a contributory pension scheme available to all staff as well as free lunches (term time only), bike to work scheme and life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Holiday entitlement is 30 working days per annum plus Bank Holidays. Annual leave is generally expected to be taken during published school holidays rather than during term time.





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## Key Responsibilities:

This main duties and responsibilities of the Estates Manager are as follows (this list is not exhaustive):

- To be responsible for developing and delivering an Estates strategic plan by ensuring optimum use of resources including economic management of the estate and its operations, quality of facilities, and future sustainability.
- To be responsible, in conjunction with the Director of Finance, for delivering the School's capital development and refurbishment programme and project manage development of the site.
- To manage the maintenance and upkeep of all staff accommodation.
- To liaise with Senior Leadership on all building-related matters, including regular contact with the Director of Finance in regard to legal property matters and in respect of health and safety and environmental matters.
- Identify and prioritise key health and safety risks and compliance issues affecting the School and develop an action plan to manage these risks.
- Implement effective health and safety practices and procedures thereby ensuring that all staff and contractors working on site adhere to these standards at all times. This will include fire safety, water hygiene, asbestos management, radon and fixed electrical testing.
- Develop, implement and maintain a comprehensive 5-year programme of planned and preventative maintenance.
- Be a member of the Governors' Health and Safety subcommittee and attend termly meetings.
- Ensure full compliance with all Independent School Standards as related to the role, including but not limited to health & safety, security and fire precautions.
- Prepare, control and monitor budgets, both capital and revenue, working closely with the Director of Finance.
- Oversee insurance relating to the vehicle fleet and agricultural machinery liaising with the Director of Finance.
- Represent and report on School's estate developments and effectively liaise with relevant stakeholders.
- Build open, trusted and supportive relationships with all School stakeholders, particularly teaching staff, School Office staff and senior management. Ensure Estates provision stays aligned to stakeholders' strategic plans and meets their operational needs.
- Lead and manage the Maintenance, Grounds and Domestic Teams, to ensure the delivery of high quality and effective services. Establish a performance management culture with a clear focus on effective staff appraisal.
- Have oversight of the School's catering facilities.
- Foster effective and healthy relationships with local residents, planning authorities and other external agencies to ensure the School's plans can be executed successfully.
- Manage external suppliers, contractors and vendors, building relationships to ensure high quality provision and value for money.
- Be responsible for the School's fire evacuation and emergency facilities and plans including, in conjunction with the Senior Leadership Team, crisis management and continuity planning. Coordinate an 'out of hours' attendance response to emergency situations.
- In conjunction with the Transport Supervisor, oversee and manage the operation of the School's transport arrangements, including recruitment and supervision of minibus drivers, routes and timetables, and maintenance of the fleet.
- Be a presence on site throughout the year, including School holidays and occasional evenings and weekends.
- Undertake any other appropriate duties as requested by the Headmaster, Governors or Director of Finance.

## Person Specification

### ESSENTIAL

- Substantial experience at a senior level of successfully managing a significant estate and of leading a team of staff in a small/medium sized organisation.
- Relevant professional qualification or equivalent experience and evidence of continuing professional development.
- Demonstrable track record of successful leadership combined with excellent project management skills and a proven track record of managing change in a small/medium organisation.
- Highly numerate with the ability to manage and monitor budgets.
- Experienced in designing and delivering small, medium and large capital projects on time and within budget.
- Flexibility to vary working days and times according to the needs of the job. Willingness to be 'on-call'.
- Excellent communication and influencing skills with the ability to liaise with contractors as well as staff, pupils and visitors to the School.
- Proven track record in managing staff with evidence of achieving improvements in the flexibility, teamwork, productivity and morale of the team.
- Significant experience in managing facility operations and maintenance services and providing value for money solutions.
- Clear commitment to working as a team player at various levels.
- Comfortable with the need to operate in a fast changing and uncertain environment.
- Tact and the ability to work under pressure. Able to tackle issues and make difficult decisions as required in both staff and non-staff related matters.
- Substantial experience of building effective relationships with major suppliers and advisors.
- Excellent organisation and planning skills. Able to work unsupervised, use own initiative and manage time effectively.
- Sound IT skills – Word, Excel and other systems and databases as appropriate.

### DESIRABLE

- A professional qualification in building, estates, facilities or related area.
- Creative approach to problem solving.
- The School supports ongoing development and training as appropriate
- NEBOSH Health & Safety qualification.





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## THE APPLICATION AND EMPLOYMENT PROCESS

- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via [HR@lambrookschool.co.uk](mailto:HR@lambrookschool.co.uk).
- Applications will only be accepted from candidates completing the School's Application Form in full.

### **Any offer to a successful candidate will be conditional upon:**

- Verification of identity, qualifications and confirmation of right to work in the UK.
- A minimum of two references.
- **A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.**
- Verification of medical fitness.
- Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, were appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

