



St Catherine's BRAMLEY

Patron: Her Royal Highness, The Duchess of Cornwall

Headmistress: Mrs AM Phillips MA Cantab

Charitable Objects of St Catherine's School

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

Child Protection Statement - St Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

Job Description for Estate Manager Full Time

About St Catherine's School

St Catherine's was founded in 1885 and in 2015 celebrated 130 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 900 pupils aged between 4 and 18. The Prep School has 265 pupils aged 4 to 11 and the Senior School 635 pupils aged 11 to 18, of whom some 170 are in the Sixth Form and 120 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected for Compliance and Quality of Education in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#). A compliance inspection in October 2019 found all the Independent Schools Standards Regulations and National Minimum Standards for Boarding fully met. Our Good Schools Guide Reviews can be found [here](#).

About the Position

We seek to appoint an enthusiastic and energetic full time Estate Manager to join the Business Centre Management team and take specific responsibility, under the Chief Operating Officer, for the day to day maintenance, refurbishment and development of the properties and estate of St Catherine's School. The post offers an exciting promotion opportunity or perhaps a change of scene and challenge to an experienced Estate Manager/Surveyor. The Schools – both Preparatory and Senior – sit on either side of Station Road which leads directly off the A218 in Bramley and can be seen [here](#).

Station Road, Bramley, Guildford, Surrey GU5 0DF | T: 01483 893363 | E: schooloffice@stcatherines.info | www.stcatherines.info

The Campus is located on the edge of the picturesque Surrey Hills but within the village of Bramley, with its local amenities. A map of the St Catherine's campus can be viewed [here](#).

The School is well resourced in terms of annual budgets for refurbishment and is currently in the middle of an exciting 10-year development programme under the umbrella title, Create the Future. The successful applicant will be able to take a full part in the latter and have considerable responsibility for the former. The planned new buildings include a new Sixth Form Boarding House and Common Room which is already in mid-build, an extension to double the accommodation for the Creative Arts subjects which is in early planning and the final project will be a significant development for our Science, Maths, IT and Library Spaces at the heart of the site for which planning permission has already been granted.

Above all, the successful applicant will demonstrate a real desire to be part of the Business Centre team which plays a very important part in providing an outstanding education for the School's students, aged from 4 to 18.

Personal and Professional Qualities Required

The successful applicant will be an experienced, proactive individual with excellent IT and interpersonal skills who is able to work independently as well as part of a team. Ideally with a background in a building or property environment, the Estate Manager will be able to run projects from inception to completion, ensuring that relevant records will be kept of each job. Confidence with paperwork is essential. CAD experience would be advantageous but is not essential. Appropriate training opportunities would come with the position.

A warm and helpful manner is essential, together with smart appearance and efficient handling of a myriad of tasks. The role necessitates the ability to deal appropriately with a wide range of people; flexibility is the key as well as absolute confidentiality. The successful applicant will have the ability to work on his/her own initiative and to prioritise effectively. He/she will also have good levels of stamina and loyalty, combined with a lively sense of humour. He/she will be able to lead a team.

He/she should be ready to contribute to a range of tasks delegated from the Chief Operating Officer and to meet agreed deadlines which will ensure job satisfaction in this key post.

The Department

The management of the Business Centre department is led by the Chief Operating Officer who is responsible to the Governors and the Headmistress for the smooth running of the School's buildings, grounds, fabric, commercial lettings, and day-to-day management of the Finance Department. Financial responsibility lies with the Finance Manager. The Chief Operating Officer is a member of the School Senior Management Team.

The Chief Operating Officer is assisted by the Finance Manager (School Accountant) and they are supported by the Business Department PA who is also Clerk to the Governors. The Chief Operating Officer is also supported by the Estate and Buildings Administrator. Other staff in the department who report directly to the Chief Operating Officer are the Events, Venue Hire and Sports Club Manager, the School Shop Manager and the Finance Manager.

All other members of the Business Centre are answerable directly to one of the Business Centre Management team as follows:

Finance Manager:

- Management Accountant – Management Accounts/Audit preparation/Composition Fees/Bursaries
- Accounts Assistant – School Fees Administrator
- Accounts Assistant – Salaries and Purchase Ledger

Estate Manager:

Domestic Services Manager – Domestic staff
Grounds Manager – Grounds staff
Maintenance Manager – Maintenance staff
Head Gardener (in conjunction with both Headmistresses)

Events, Venue Hire and Sports Club Manager:

Events, Venue Hire and Sports Club Manager Assistant
Sports Club staff and casual labour for events

School Shop Manager:

Casual Shop staff

The spirit of the Department is collaborative and overlaps between the different areas are managed with clear lines of responsibility but also much consultation between team members. Strong teamwork is essential and appropriate regular meetings are held between key personnel at which tasks are delegated to the team as appropriate. Good communication skills are very important.

The Department is based in the Business Centre adjacent to the School Dining Room. The accommodation consists of a suite of offices for the Chief Operating Officer, the Business Department's PA/Clerk to the Governors, Estate and Buildings Administrator and the Finance Manager. The Accounts team is based in a further office, and the Domestic Services Manager, Grounds Manager, Maintenance Manager and Venue Hire and Sports Club Manager are based with the Business Assistant in the Facilities Office.

Practical Information about the Post

This is a full time position. Hours of work will be 8.30am-5.30pm Monday to Friday. The post attracts 25 days' holiday per annum, plus Bank Holidays and this includes the closed period at Christmas/New Year, typically consisting of 3 or 4 working days, depending on when the Bank holidays fall. With these included, the effect is that of a far longer seasonal holiday.

The main duties and responsibilities of the Estate Manager include:

- Management of the Head Groundsman, Maintenance Manager, Domestic Service Manager and Head Gardener (the latter in conjunction with both Headmistresses)
- Overall responsibility for any apprentices within the department, in liaison with the relevant Manager
- The surveying and recording of the condition of all School properties, including residential properties, in conjunction with the Maintenance Manager
- Preparation and maintenance of the annual refurbishment and project works programme for approval by the Chief Operating Officer
- Overall responsibility for the master Maintenance and Refurbishment Spreadsheet – colloquially known as 'the R & R spreadsheet'
- Ensuring the Schools are appropriately secured at all times and out of hours security or caretaking/lock-up staff deployed
- Liaising with the relevant local authorities on matters of ratings and council tax payments for School properties
- The commissioning of the quinquennial review and reporting its findings and any updates to the Chief Operating Officer
- Writing and organising relevant papers for approval by the Chairman of the Governors' Estate & Buildings Committee and presenting these to termly meetings
- Approving the appointment of contractors for work not requiring an architect's advice
- Negotiating energy and utility supply contracts at competitive rates
- Liaising with design and construction teams to procure the design, specification, construction, fitting out and furnishings of all new buildings and alterations to existing buildings

- Making straightforward planning applications on behalf of the School and, where agreed by the Chief Operating Officer, procuring the preparation and submission of planning applications by appointed architects for major works
- Carrying out an at least annual audit of general risk assessments and building risk assessments to ensure all are up to date
- Formulating, monitoring and implementing the School's Health & Safety policy to comply with the requirements of Health and Safety legislation
- Training staff where required in various health and safety matters
- Preparing relevant papers and Chairing the termly Health and Safety Committee meetings and liaising with the Governor member of the Committee
- Overseeing Health and Safety issues and COSHH regulations affecting the whole School
- Making regular inspections of the School premises and grounds and ensuring that they present a maintained and pleasing visual impact to any prospective parents, current parents or other visitors to the School
- Managing, in conjunction with the Maintenance Manager and the Director of Digital Technologies, the CCTV system and ensuring compliance with relevant data protection regulations
- Overall budget holder for all Estate and Facilities areas, though some are delegated to the various managers
- Responsible for insurance for the School, including vehicles and completing any claims required
- Ensuring that all vehicles are in a roadworthy condition and that relevant personnel are trained in their operation, in conjunction with the Grounds staff
- Responsibility, in conjunction with the Maintenance Manager, for the management of the swimming pool and its plant with the need to ensure that proper safety procedures are enforced particularly out of School hours and during the holidays
- Any other tasks as reasonably required by the Chief Operating Officer for the smooth running of the School

iPad School

In 2014 St Catherine's became an iPad School, and all students from Year 5 upwards have their own iPads. Staff are not *required* to have an iPad or to use one in presenting teaching materials in the classroom, though all rooms are provided with Apple TVs as well as PCs and projectors or IWBs. However, staff *are* required to ensure that all resources needed for teaching are made available in an electronic format for downloading by girls and reading on the iPad. Strong general ICT skills are therefore a requirement, though high levels of technical ability in ICT are not. ICT training and support are readily available to all colleagues.

Staff Induction, Staff Review and Continuing Professional Development

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter.

Remuneration

Salary will be based on the St Catherine's Business Department Leadership Salary (BDLS) Scale and will be commensurate with the qualifications and experience of the candidate.

Where applicable, non-teaching staff in the School are auto enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

The post offers medical insurance cover which is a taxable expense.

Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fees concession of 50% is offered for the education of daughters of full time members of staff at St Catherine's if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

Applications

The application form should be returned to the HR Administrator, Mrs Netty Creswell, by Tuesday 10 March 2020 and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on netty.creswell@stcatherines.info.

We anticipate that Interviews will be held on Thursday 19 March 2020.

Thank you for your interest in St Catherine's School.

Mrs Carol Carloss
Chief Operating Officer
February 2020