

# Deputy Estates Manager

**Permanent, year-round contract, 37 hours per week, Monday to Friday**

**Actual salary £28,598 (G11) to £31,022 (G14)**

**Closing Date: Sunday 1 March 2026**

**Interviews week commencing 9 March 2026**

Evergreen School is a special school with two purpose-built campuses in Warwick. We have over 280 wonderful children and young people enrolled who are aged 4 to 19 years old. This is an exciting time to join our school as we continue to develop and expand, with a new curriculum and fantastic facilities including a swimming pool, hydrotherapy pool, sensory studios, Café and soft-play rooms.

We are looking a Deputy Estates Manager to join our busy and friendly Estates team. You will be primarily based at the Brittain Lane campus but will provide support and cover for the Deansway campus when required. Under the direction of the Trust Estates Manager, you will be responsible for the day-to-day management of the estates team to ensure that the school estates are safe, clean, secure and fit for purpose for all users of the premises, grounds and equipment.

## We will offer the successful candidate:



If you feel that you have the personal qualities, experience, commitment and resilience to achieve our visions and aims, please **complete the online application form**. Please ensure that you refer to the criteria in the person specification when you complete your application.

<https://www.evergreenschool.co.uk/about-us/vacancies/>

*\*please note, CV's are not accepted.*

## About our School

Evergreen School is an all-through community special school across 2 separate campuses in Warwick. We have over 280 children and young people on roll ranging in age from 4 to 19 years old. Although our campuses aren't strictly split by age, our Deansway Campus provides for predominantly primary-aged children, and our Brittain Lane Campus provides for secondary-aged children and young people.

Evergreen School is part of the Warwick Schools Foundation Multi Academy Trust. Sponsored by Warwick Schools Foundation, the Trust and the Foundation have shared values and ethos, with a particular focus on enabling pupils from the schools to work together. The Trust builds on the strong relationships established with partner schools over recent years, enabling the sharing of experience and opportunities which enrich learning and outcomes.

We think that Evergreen School is a wonderful and exciting place to be, and we know that we have the most incredible pupils. All of us here are learning all the time. If you have the very highest standards and expectations for yourself and everyone around you, a passion for learning and developing and believe that working with children and young people is the greatest privilege anyone can ever have, then we think you will love it too.

*We live and breathe our vision of:*

*"putting our children, young people and families at the heart of everything we do."*

**We are committed to Safeguarding and promoting the welfare of those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working in regulated activity, an enhanced DBS Disclosure will be required as part of the pre-employment checking process, and re-checking will be required when determined by the relevant policy. We will request references and complete an online check at the shortlisting stage. One reference must be from your current employer and from the Headteacher (if from a school).**

# Job Description

## Role Profile

Job Title:  
Salary Grade:  
School:  
Primary Location:  
Responsible to:  
Responsible for:  
Purpose of Role

<b>Deputy Estates Manager</b>	
G11 - G14	JEID
<b>Evergreen School</b>	
<b>Evergreen School</b>	
<b>Trust Estates Manager, Senior Leadership Team</b>	
Under the direction of the Trust Estates Manager, responsible for the day-to-day management of the estates team to ensure that the school estates are safe, clean, secure and fit for purpose at all times for all users of the premises, grounds and equipment.	
Responsible for the school's special facilities, including but not limited to, Café, Shop, Animal Care, Horticulture, Life Skills areas.	
To cover the duties in the absence of the Trust Estates Manager	
<b>A duty to comply with the school's Code of Conduct, Child Protection and Safeguarding policies and practices.</b>	
<b>Safety:</b> Under the direction of the Trust Estates Manager be responsible for ensuring that: <ul style="list-style-type: none"><li>- all aspects of health and safety within the scope of the estates team are managed according to current legislation and policy</li><li>- the estates are monitored, including any contracted works being undertaken, ensuring that the Health &amp; Safety regulations are adhered to and to establish safe working practices</li><li>- site checks are carried out at the start of the day to ensure the site is safe</li><li>- fire safety is maintained in line with fire safety regulations, including that all escape routes are kept clear at all times and fire safety checks completed and recorded</li><li>- all fire alarms and door entry systems are in working order and maintained via weekly testing/checks</li><li>- regular safety inspections of all site buildings, plant and equipment</li><li>- all compliance checks are carried out in a timely manner and results recorded in an accessible way (including legionella, fire equipment, sprinkler systems and emergency lighting systems)</li><li>- all services on site (gas, water, electricity) can be identified quickly and easily and that the appropriate staff are able to switch these off as necessary</li><li>- adverse weather procedures are in place, including a risk assessment and appropriate procedures and that the estates team is able to respond quickly and efficiently to any adverse weather conditions, even where this may require out of hours working</li></ul>	

- the swimming pools and associated plant are maintained and in full working order at all times
- risk assessments relating to the special facilities are completed and reviewed annually, fully implemented and communicated appropriately to staff as necessary
- all estates (and other appropriate) staff are trained in using equipment and machinery, and that any accidents at work are reported in line with school procedures
- To have oversight and management of the school's emergency procedures in the event of a fire, flood, extreme or severe weather, security alerts or other events requiring the evacuation of any site.

**Security:**

Under the direction of the Trust Estates Manager be responsible for ensuring that:

- the overall security arrangements for the estates, including ensuring that staff are aware of the procedures for security and use of the alarm systems and that periodic reviews of site security are conducted and appropriate progress actions are followed through
- school buildings are unlocked and locked appropriately and on time
- the CCTV system(s) are maintained and monitored appropriately and in accordance with the school's policies
- a call out rota of out of hours contacts with key holder responsibilities exists to meet the schools needs
- all burglar alarms are in working order and maintained appropriately
- the police and alarm company are contacted and liaised with in the event of any unauthorised entry/security risk
- an accurate and complete record of any security-related incidents is maintained

**Site Maintenance & Cleanliness:**

To manage a programme of routine maintenance, servicing and re-decoration

Under the direction of the Trust Estates Manager be responsible for ensuring that

- the school's buildings and grounds are maintained to the highest standards
- maintenance and planned works schedules are implemented
- unplanned, ad hoc and emergency maintenance and works are logged appropriately and completed in a timely way by all estates staff
- effective decision-making is undertaken about whether tasks should be completed in-house or by external (Local Authority Hotline) contractors to ensure best value at all times
- To be the first point of contact between the school and any external providers/contractors in relation to estates work

- the lifts are correctly maintained and operated, including liaison with relevant contractors to ensure that they meet the needs of all students, staff and visitors
- the buildings are heated effectively, including liaising with the Local Authority about the timings of the heating systems (including the swimming pools) for school users aswell as hirers
- ad-hoc cleaning requirements are completed effectively
- standards of cleanliness are extremely high and that the cleaning contract is value for money

**Grounds Maintenance:**

Under the direction of the Trust Estates Manager be responsible for ensuring that:

- playing fields, gardens, forest schools, bushes and trees are upkept regularly to ensure the health and safety of all students, staff and visitors
- the boundaries, fences & gates, footpaths, roads, car parks and rights of way within the school premises are maintained effectively

**Lettings:**

Under the direction of the Trust Estates Manager be responsible for ensuring that:

- all school facilities used for out-of-school lettings are presented appropriately to ensure high level of customer satisfaction
- adequate levels of staffing within the estates team exist to ensure that the school's programme of lettings can go ahead
- communication with hirers concerning site specific issues is undertaken by the estates team as appropriate (e.g. liaising with swim clubs if the pool is out of use due to mechanical failure) and that follow-up communication with the business management team is undertaken where this may impact on invoicing requirements

**Control of Substances Hazardous to Health (COSHH)**

Under the direction of the Trust Estates Manager be responsible for ensuring that:

- all potentially harmful materials and chemicals used within school are appropriately marked, signposted and safely stored and controlled
- COSHH inspections are carried out annually and follow-up actions are implemented in a timely manner

**Portering:**

Under the direction of the Trust Estates Manager be responsible for ensuring that:

- goods and materials delivered to school are transferred to appropriate locations around the school sites in a timely manner, assisting with the assembly of goods received where necessary and reporting any defects
- furniture, equipment and other items are set out and cleared away when required in association with meeting, lettings and training etc

- all rubbish and unwanted/redundant items are disposed of in accordance with current legislation and good environmental practice

**Managerial:**

- To line manage the estates team on a day-to-day basis, ensuring the school is adequately covered and all tasks completed
- Contribute to the performance management processes for the team of estates assistants
- Contribute to the recruitment and selection of estates assistants and implement induction plans for new staff
- Identify training needs and assist the Estates Manager in implementing training programmes

**SPECIAL FACILITIES:**

**Budgets & Finance:**

Under the direction of the Trust Estates Manager be responsible for ensuring that:

- all special facilities related contracts and services are managed and reviewed regularly, ensuring best value at all times.
- the special facilities budgets are managed in line with best value principles
- the correct procurement processes are carried out in accordance with the school's financial regulations and in consultation with the Trust Estates Manager and school's business management function
- works are monitored and verified once complete to ensure that all obligations to the school are met
- the contract register held by the business management function is updated regularly
- reports are produced for SLT/Governors on aspects of special facilities

**Project Management:**

To assist the Trust Estates Manager and senior leadership team in the strategic planning, implementation, any capital works and other projects specifically in relation to special projects. Specifically:

- Draw up plans, specifications and projected costs (with support from Local Authority architects, surveyors etc)
- Prioritise works in consultation with the Trust Estates Manager and SLT
- Monitor progress of projects, providing regular feedback to SLT
- Ensure all necessary checks are undertaken prior to contractors commencing works (Health and Safety information, risk assessments, method statements, DBS, Hot works, permits to work etc)
- Inspect work of contractors where a satisfaction note is required
- Support funding applications in a timely manner – plans, maps, quotes etc

**Ongoing Maintenance**

To be responsible for the ongoing maintenance, ordering, development, safety and cleanliness of the school's special facilities to ensure that they are ready for us by the students at all times.

**Other Duties:**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality.
- To research new products, laws, materials, equipment, supplies, regulations etc for the purpose of recommending purchases/contracts and maintaining high standards in and best value for the school
- To be responsible for your own continuing professional development, undertaking training as appropriate
- To attend and contribute to relevant meetings as appropriate – this may include governors meetings and committees.
- To uphold the school vision ethos and values and contribute to improvement across the school
- To carry out other duties identified by the head teacher that are reasonable and in line with this level of responsibility

### **Other Professional Requirements**

- Undertake training as considered appropriate to the needs of the post
- Undergo staff performance and review scheme interviews as part of continuing professional development.
- Any other reasonable duties at the **discretion of the Senior Leadership Team**

### **Person Specification**

**The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.** Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

	ESSENTIAL	DESIRABLE	ASSESSMENT
EDUCATION/ QUALIFICATION S	<ul style="list-style-type: none"><li>- Literacy and Numeracy Skills equivalent to Level 1 of the National Qualification Framework e.g. GCSE Grades A-C</li><li>- Full Driving License</li><li>- Workplace training in Health &amp; Safety</li></ul>	<ul style="list-style-type: none"><li>- Relevant trade qualification e.g. carpentry, plumbing, electrical or equivalent level of experience</li><li>- Minibus License</li><li>- First Aid</li><li>- Working at Height/Ladder Training</li><li>- Pool Operator Training</li><li>- Formal qualifications in COSHH, Health &amp; Safety, Fire Safety, Safe</li></ul>	Application Form/ Certificate check

		<ul style="list-style-type: none"> <li>- Management of Contractors</li> <li>- Food Hygiene requirements</li> </ul>	
SKILLS/ KNOWLEDGE	<ul style="list-style-type: none"> <li>- ICT skills (internet/email/MS Teams/databases etc)</li> <li>- Organisational &amp; planning skills</li> <li>- Knowledge of Health &amp; Safety at work legislation/requirements</li> <li>- Knowledge of Fire Safety legislation/requirements</li> <li>- The ability to work on your own and as part of a team</li> <li>- Communication skills</li> <li>- The ability to maintain positive relationships with adults and students with special educational needs</li> <li>- Time management and prioritisation skills</li> <li>- Ability to respond calmly to emergencies</li> <li>- Flexibility to adapt to changing demands or workplace challenges</li> <li>- Initiative and pro-activity to find solutions to problems</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of Legionella requirements</li> <li>- Safeguarding children</li> </ul>	Application Form/ Interview
EXPERIENCE OF:	<ul style="list-style-type: none"> <li>- Management of a team</li> <li>- Working in a premises/site environment</li> <li>- DIY activities or general building and maintenance</li> <li>- Planning and managing projects</li> <li>- Writing and implementing schedules of work</li> <li>- Developing checking systems and keeping accurate records</li> <li>- ICT systems</li> <li>- The use of appropriate specialist equipment</li> <li>- Being responsible for the health and safety of groups of people, including workplace checks, responding to building defects, ensuring the appropriate paperwork is in place</li> <li>- Keeping workplaces secure</li> <li>- Placing orders for goods, managing stock levels</li> </ul>	<ul style="list-style-type: none"> <li>- Previous experience of working in a school</li> <li>- Special educational needs</li> <li>- Management of a team across different locations</li> <li>- Managing Contractors on site</li> <li>- Looking after small animals (chickens/hamsters etc)</li> <li>- Horticulture/gardening</li> </ul>	Application Form/ Interview

PERSONAL QUALITIES/ APTITUDES	<ul style="list-style-type: none"> <li>- Commitment to the safety and safeguarding of all pupils, staff, visitors and contractors</li> <li>- A passion and vision for the continuous improvement of the school's physical environment to support the quality of education for the students attending Evergreen School</li> <li>- Self-starter</li> <li>- Desire and willingness to learn new skills</li> <li>- Capacity to cope with conflicting demands, deadlines and interruptions whilst maintaining accuracy and attention to detail</li> <li>- A commitment to maintaining high standards</li> <li>- Happy, positive disposition</li> <li>- Calm and pleasant manner</li> <li>- Can-do attitude</li> <li>- Sense of humour</li> <li>- Trustworthy, reliable and punctual</li> <li>- Discretion and confidentiality</li> <li>- Fair and inclusive</li> </ul>		Interview/ Task
PHYSICAL	<ul style="list-style-type: none"> <li>- Good general fitness and mobility</li> <li>- Ability to undertake tasks that require physical effort</li> <li>- Ability to work with small animals (chickens/hamsters etc)</li> <li>- Ability to carry out gardening/horticulture work</li> </ul>		Application Form/ Interview
OTHER	<ul style="list-style-type: none"> <li>- Willingness to work across the school sites</li> <li>- Willingness to drive the school minibuses</li> <li>- Willingness to undertake training as required</li> </ul>		Interview