



March 2025

Dear Applicant

Thank you for expressing an interest in the position of Estate Manager at The King's School.

The King's School was founded by Henry VIII in 1545 and therefore the school has a long and proud tradition of educating young people in Ottery St Mary and the surrounding area. The school has a strong reputation that is based on high academic performance and an inclusive ethos, ensuring that students of all backgrounds and abilities succeed. The school is an outstanding 11-18 comprehensive school (OfSTED 2011, 2014) with approximately 1110 students on roll and has been oversubscribed for many years. We have a thriving Sixth Form which continues to perform very well. We have a broad curriculum offer pre- and post-16; this allows students to select subjects they are passionate about and offers a wide range of opportunities for students and staff. There is a rolling programme of investment in the school site and, as a result, we have a well-resourced and pleasant environment for the whole school community to enjoy.

The experiences of our students reflect our core purpose of 'Achievement for All'. Students are taught in mixed ability classes in all subject areas (except mathematics), and we believe that this approach supports the development of academic success as well as the strong sense of community and mutual support that is present in the school. We provide extension opportunities for the most able students and continue to see many of them progressing to the best universities and apprenticeships in the UK. We also have an award-winning Skills for Learning team that works alongside classroom teachers, ensuring that those students with additional learning needs are well catered for. Students of all abilities at the school make strong progress during their time with us.

Exam results only give a narrow view of the success of a school. Therefore, The King's School places a strong emphasis on personal, as well as academic, outcomes. We provide outstanding pastoral care, and a wide range of enrichment opportunities are available to all students. The house system is an integral part of school life and is reflected in our smart uniform. Students and staff are very proud of their house associations, and this provides a platform for a wide range of house competitions and leadership opportunities. We have a very strong extra-curricular offer which includes numerous trips and visits, school productions, STEM activities, dance performances and sporting activities to name but a few. Student voice is also strong at the school and the School Parliament and Prefects play a very active part in school life.

The school converted to an academy in 2011 and we maintain very strong relationships with our local primary and secondary schools. We continue to work in partnership with others to ensure that students are well supported, and staff have access to high-quality professional development. As a result, there are a number of staff who are actively engaged in supporting other schools, training teachers, and



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undertaking nationally accredited CPD such as those offered on the NPQ programmes. We also have an exciting INSET programme which is based around the school's core purpose and draws on student voice, the latest evidence, and the sharing of good practice.

The Business Management team is headed by the Director of Finance and Operations who is a member of the school's Senior Leadership Team. We have two full-time staff in the Finance team, a Catering Manager and their team, a Cleaning Supervisor and their team, and three Caretakers. This post will focus on managing the school site and facilities. Although there is a significant amount of 'hands-on' operational work involved, we want the Estate Manager to work strategically to improve facilities, ensure the school is a safe and welcoming place to work and achieve best value in all aspects of estate management. The caretaking and cleaning teams are very experienced and will work directly to the Estate Manager. They will need to be able to liaise with contractors and suppliers, look to achieve best value and manage the premises budget effectively. Although the Estate Manager will work very much under the jurisdiction of the Director of Finance and Operations, we do want someone who is creative, adaptable and able to work under their own initiative, accurately and to deadlines.

Very importantly, we wish to appoint someone who works well in a team, is flexible, adaptable and can work under pressure without losing their all-important sense of humour.

We have lively and enthusiastic staff, a number of whom have worked at The King's School for many years. We believe firmly that the most important asset of the school is its staff and we are keen to offer them opportunities to develop. The King's School is in a very fortunate position in that it is located in a beautiful part of the country. It has an excellent reputation in the area and consequently is always heavily oversubscribed for student places. Many of our staff chose to send their children to the school for their education and school's admission oversubscription criteria supports this.

We hope you find this information helpful but if you would like further information or you wish to visit the school in advance of an application please contact Mrs. Pocock (recruitment@the-kings.devon.sch.uk). We anticipate interviews taking place the week commencing Monday 31st March 2025. When applying for the role, it is important that you refer to the school's **Safeguarding and Child Protection Policy** and the **DBS Disclosure Policy**, which can be found on our website (About Us – Policy Documents).

Finally, thank you once again for showing an interest in this post. The King's School is a very special place to study and work. As a parent of three children educated at the school, and someone who lives in the community, I can talk from personal experience of the impact that this school has on the lives of young people. We have very hardworking and supportive staff who enjoy being part of this community and I hope that you will take the time to consider if this school is the right place for you. I wish you well in your application.



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Yours sincerely

Mr R J Gammon

Headteacher