



# Devonport High School for Girls

Opportunity - Nurture - Achieve



Information Pack

Estates Manager  
(Full Time, Permanent)

## Dear Applicant



Thank you for your interest in the position of Estates Manager at Devonport High School for Girls (DHSG). This is an exciting time to join our school on our continuing journey to fulfil our mission. At DHSG, our mission is to offer a challenging and enriching educational experience, which enables our students to develop their curiosity, confidence and aspirations, so that they leave us equipped to enjoy life in a global society. I firmly believe that we live out our mission here at DHSG and this is what makes us one of the best schools in the country!

The role is for 37 hours per week, all year round. The hours of work will be Monday – Friday and arranged to fit the needs of the

school in the case of school events, lettings or evening openings and holiday cover. The salary is Grade F, Points 22-25 (£33,699 – £36,363). We offer 26 days' holiday per year, plus bank holidays. The holiday allowance increases to 31 days plus bank holidays after 5 years' service. Holidays can be taken during term time and in school holidays, to fit in with the school's needs and other premises staff holidays. We offer the Local Government Pension Scheme.

Our teachers, support staff and Trustees are all committed to the DHSG mission and strive to ensure that it becomes a reality for our students. DHSG has a long tradition of excellence and was founded in 1908. We are proud of our history, but our main focus is looking to the future. We are a 21st century grammar school, whilst retaining the best academic traditions. We look after our staff at DHSG and have systems in place to support and develop our colleagues, including wellbeing. For example, we have an additional week for half term for all staff in October/November, which is paid.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place.

In this applicant information pack, you will find a Job Description, and details on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

L. J. Sargeant

**Head Teacher**

## The City

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Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.



Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.

## The School

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Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 960 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Director of Finance and Resources, Deputy Head Teacher and four Assistant Head Teachers. From September 2026, this will also include six Associate Senior Leaders (SENDCO and five Heads of Faculty)

## Job Description: Estates Manager

<b>Job Title:</b>	Estates Manager
<b>Scale:</b>	Grade F, Points 22-25
<b>Hours:</b>	37 hours per week, All Year Round.
<b>Responsible to:</b>	Director of Finance and Resources
<b>Responsible for:</b>	Site Assistants, Cleaning Supervisor, Catering Manager and Mealtime Assistants
<b>Job Purpose:</b>	To ensure a safe working and learning environment in accordance with relevant legislation. To be committed to the highest operational standards for the premises and grounds, and to be proactive in achieving such standards of excellence, taking direct and personal action when appropriate and necessary.

### Duties and Responsibilities:

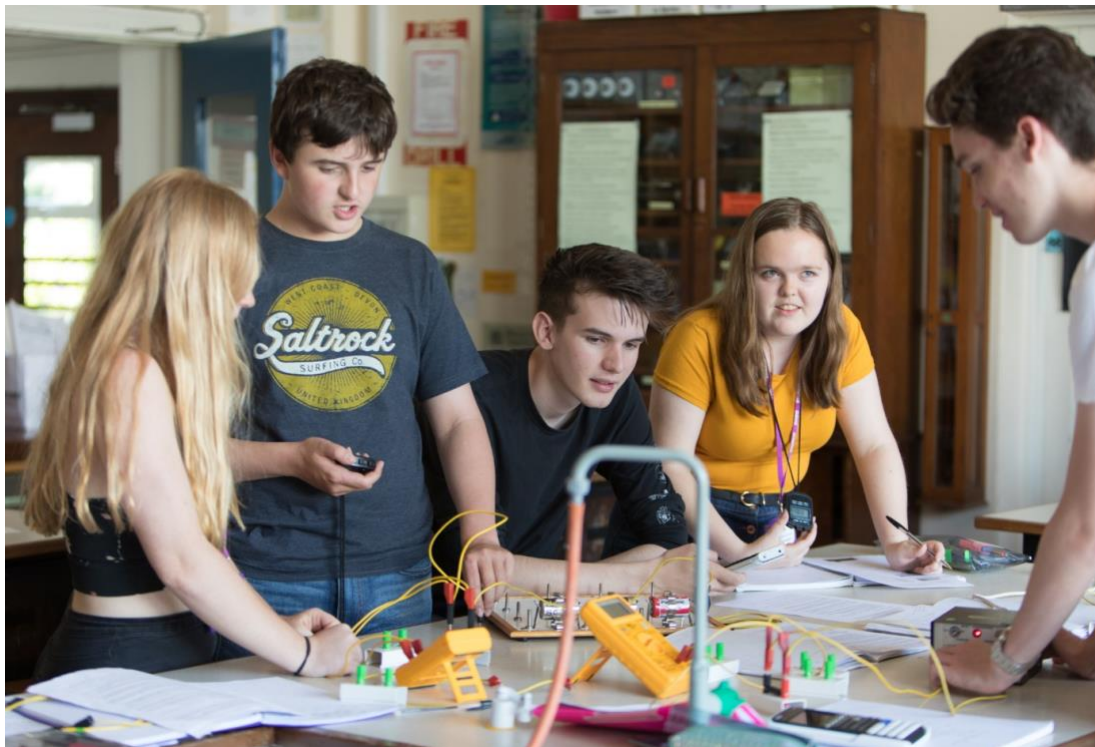
1. Ensuring compliance with relevant legislation and school policy in all aspects of health and safety, including asbestos, COSHH, fire, security, electrics. Maintaining appropriate records.
2. Proactive management of the school site and grounds, ensuring they are maintained to a high standard and in a safe and healthy condition.
3. Creation and maintenance of a rolling premises development plan with clearly identified priorities, timescales and estimated costs.
4. Line management of the premises staff, ensuring continual coverage within specific times during both term time and school holidays. Carrying out performance management and ensuring that staff receive appropriate and adequate induction and training.
5. Ensuring the operational effectiveness of the school lunchtime, including the line management of the mealtime assistants, that the catering provision is adequately resourced and equipment maintained. Monitoring the food service and the induction and training of all lunchtime staff.
6. Procuring and managing contracts to ensure that safety tests are carried out at the requisite intervals including PAT, fire safety, gas safety, lift safety, water safety and specialist teaching equipment.
7. Maintenance of premises budgets to ensure adequate stocks of caretaking supplies for staff safety and maintenance tasks.
8. Management of the premises ticketing system, including responsibility for allocation of tasks, communication and problem-solving.
9. Attend regular meetings with site assistants, cleaning supervisor and Director of Finance and Resources.
10. Review school calendar to ensure all events are prepared for and resources in place. Support site team in helping set up rooms for events, and clear up afterwards.
11. Key-holder management and site security, being part of the team responding to emergency call-outs as required. In this connection, the Estates Manager may be called out in unsocial hours or at weekends to deal with security problems. To attend to the opening and closing of the premises at designated times.
12. Undertake occasional letting duties: ensuring that the agreed user requirements are fully met. To carry out security duties and associated clearing up.
13. Manage all closed periods to ensure that improvements and developments can be achieved to time and to budget.
14. Co-ordination, oversight and monitoring of the performance of external contractors
15. Manage the safe and efficient operation of the school minibuses.
16. Carry out administrative processes relevant to the job.
17. To implement the school's health and safety policy. Note and report as necessary on matters affecting the health and safety of persons on site. As far as possible to ensure compliance of all staff within health and safety regulations.



**General Responsibilities:**

18. To be aware of and comply with all policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
19. To participate in the school's support staff appraisal scheme, attend meetings and training sessions when required e.g. first aid, manual handling, working at height.
20. To support in the kitchen with general duties at lunchtimes, such as use of the tills, queue management etc.
21. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, reporting any concerns to an appropriate person.
22. To be aware of and support difference, and to ensure equal opportunities for all.
23. To contribute to the overall work and aims of the school.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.



## How to apply

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All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk). The form can be downloaded from the 'Staff Vacancies' section of the website at [www.dhsg.co.uk](http://www.dhsg.co.uk). Please note that CVs are not accepted.

Applications for this vacancy must be received by **9am on Friday 9 January 2026**. Interviews will be held on **Friday 16 January 2026**.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy  
Personnel Manager  
Devonport High School for Girls  
Lyndhurst Road  
Peverell  
Plymouth  
Devon  
PL2 3DL

T: 01752 705024

E: [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk)

Devonport High School for Girls Academy Trust (established on 01 April 2011), known as Devonport High School for Girls, is an exempt charity. The trust is a company limited by guarantee and registered in England. Company No: 7556657

