Headteacher: Mr M Albrighton BA MA (Cantab)

www.burford.oxon.sch.uk

Day | Burford School, Cheltenham Road, Burford, Oxfordshire, OX18 4PL
Boarding | Lenthall House, Church Lane, Burford, Oxfordshire, OX18 4SA

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Job Description

Title: Estates Manager

Responsible to: Head of Operations

Responsible for: The management, maintenance and statutory compliance of the Burford School estate, including the day school, boarding provision, sports facilities and associated premises, under the strategic direction of the Head of Operations

Salary : Grade 9 18-23 £35,571-£38,511 FTE

Hours of Duty: 37 hours per week, full time.

Role Purpose

To manage a safe, compliant and well-maintained school estate supporting education and boarding, leading day-to-day premises compliance, health and safety, contractor management and planned maintenance.

Reporting to the Head of Operations, who retains strategic responsibility, provide technical advice, contribute to the estates strategy and oversee its delivery through the Assistant Facilities Manager, Boarding Facilities Officer and wider site team.

Key Responsibilities

1. Estate planning and asset management

- Support the Head of Operations' estates strategy with condition data, technical advice, costs and business cases.
- Maintain a rolling five-year maintenance and lifecycle replacement plan.
- Advise the Head of Operations and Senior Leadership Team on estate risks and investment priorities.
- Ensure estate improvements meet educational and boarding needs.
- Lead facilities input into capital projects from conception to completion, supporting planning, procurement and contractor selection.
- Monitor project quality, timescales and budgets, ensuring CDM compliance and fulfilment of client responsibilities.
- Coordinate communication with staff, pupils and site users during projects.

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Artsmark Gold Award Awarded by Arts Council England
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bsa BOARDING SCHOOLS' ASSOCIATION

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2. Compliance, Health & Safety and assurance

- Lead day-to-day premises compliance within the framework set by the Head of Operations, supporting them as the school's competent person for premises health and safety.
- Maintain the compliance register, testing schedule and dashboard; monitor completion and provide regular assurance to the Head of Operations that statutory inspections, testing and servicing meet required timescales.
- Oversee compliance covering fire safety, asbestos, Legionella, gas and electrical safety, emergency lighting, lifting equipment (LOLER), pressure systems, working at height, COSHH, contractor management, Construction (Design and Management) Regulations (CDM), and boarding accommodation.
- Develop and review premises health and safety procedures, monitor compliance with legislation and best practice, and advise managers on premises safety.
- Lead the annual premises health and safety action plan and monitor risk assessments across site operations.
- Investigate significant accidents, incidents and near misses, and ensure corrective actions from audits and inspections are completed.
- Keep compliance records inspection-ready and appropriately retained; lead responses to premises audits, inspections and regulatory visits, keeping the Head of Operations informed.
- Report premises compliance, health and safety performance and risks to the Head of Operations for onward reporting to the Senior Leadership Team and Board of Trustees.

3. Contractor and contract management

- Lead facilities procurement and tendering within the school's scheme of delegation, with contracts above delegated limits approved by the Head of Operations and Financial Controller.
- Manage facilities service contracts, including cleaning; monitor performance against agreed standards and review opportunities for improvement and value for money.
- Ensure contractors meet safeguarding, health and safety and security requirements, including appropriate checks, identification and supervision in line with Keeping Children Safe in Education.
- Establish and oversee contractor induction, signing-in and permit-to-work procedures.
- Manage relationships with specialist consultants and professional advisers.

4. Budget and financial management

- Manage delegated facilities and maintenance budgets within the overall estates budget set by the Head of Operations.
- Prepare the annual planned maintenance programme and capital expenditure proposals for the Head of Operations to prioritise and approve.
- Monitor expenditure and ensure effective financial control.
- Identify opportunities to improve value for money and operational efficiency.
- Prepare budget forecasts and reports for the Head of Operations.
- Support procurement processes in accordance with the school's financial regulations and the Academy Trust Handbook.

5. Energy and sustainability

- Deliver estates actions within the sustainability strategy and Climate Action Plan led by the Head of Operations, including carbon reduction initiatives.
- Monitor energy, water and other utilities usage, identify improvements and provide environmental performance data for reporting.
- Identify estate-related funding opportunities, including CIF and PSDS, and prepare technical content for bids led by the Head of Operations.

6. Security and business continuity

- Oversee site security and controlled access to protect pupils, boarders and staff, including CCTV, alarms, access control and key management in line with data protection requirements.
- Maintain the premises elements of the business continuity plan led by the Head of Operations, including loss of utilities or buildings.
- Organise and test evacuation and lockdown procedures and drills, report outcomes to the Head of Operations and support critical incident management.

7. Leadership and people management

- Lead the Facilities Team, including meetings and departmental planning, promoting accountability, customer service and continuous improvement.
- Manage the performance and development of the Assistant Facilities Manager and Boarding Facilities Officer, and ensure all team members complete role-appropriate safeguarding and health and safety training.
- Contribute to workforce and succession planning with the Head of Operations and HR Manager.
- Maintain effective relationships with contractors, consultants and inspectors, and provide high standards of service to staff, pupils, parents and community users. The Head of Operations leads relationships with the local authority, planning bodies and wider community.

8. Boarding facilities

- Ensure boarding facilities are safe, compliant and fit for purpose under the National Minimum Standards for Boarding Schools, and support inspections.
- Oversee boarding maintenance, refurbishment and investment priorities, working with boarding leaders to maintain service standards.
- Plan and oversee maintenance work to protect boarders' safety, privacy and welfare.

9. Reporting

- Provide regular reports on estate performance, compliance, health and safety, environmental performance and risk to the Head of Operations.
- Present technical estate information to the Senior Leadership Team or Board of Trustees when invited.

10. Safeguarding

- Safeguard and promote children's welfare, following the school's Child Protection and Safeguarding Policy and ensuring site arrangements provide safe access to school and boarding facilities.
- Read and understand Part One of Keeping Children Safe in Education and complete safeguarding training at induction and regular intervals.
- Report safeguarding concerns or concerns about an adult's conduct to the Designated Safeguarding Lead or Headteacher without delay.
- Follow school policies, including health and safety, UK GDPR, confidentiality, equality and the staff code of conduct; take reasonable care of personal safety and that of others affected by the work.
- Promote equality, diversity and inclusion, treating everyone with dignity and respect.
- Participate in appraisal and relevant professional development, and undertake other reasonable duties appropriate to the grade as directed by the Head of Operations or Headteacher.

Safeguarding Statement

Burford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practice in line with Keeping Children Safe in Education.

This post is subject to an enhanced DBS check. The post is exempt from the Rehabilitation of Offenders Act 1974, so candidates must disclose all convictions and cautions that are not "protected" as defined by the Act. Shortlisted candidates will be asked to complete a self-declaration of their criminal record, and the school will carry out online searches as part of its due diligence.

Pre-employment checks

Any offer of employment will be conditional on the following checks being completed to the school's satisfaction:

- Verification of identity and right to work in the UK
- Enhanced DBS check (and children's barred list check where the role involves regulated activity)
- At least two satisfactory references, one of which must be from the current or most recent employer, requested before interview where possible and verified with the referee
- Verification of qualifications and professional registrations relevant to the post
- Verification of medical fitness to carry out the role
- Checks for candidates who have lived or worked outside the UK
- Section 128 prohibition from management check, where applicable
- Online searches of shortlisted candidates, as part of due diligence, with candidates informed in advance

Equality and Date Protection

Burford School is committed to equality of opportunity and welcomes applications from all sections of the community. Personal data provided during recruitment will be processed in line with UK GDPR and the school's recruitment privacy notice.

Person Specification

Criteria	Essential	Desirable
Level 4 qualification or above in facilities management, building services, estates management or a related field	✓	
Experience of working in an education setting		✓
IOSH Managing Safely or equivalent	✓	
Full UK driving licence	✓	
IWFM Level 5 or above		✓
NEBOSH General Certificate		✓
Project management qualification (e.g. PRINCE2)		✓
Training in fire safety, asbestos management or Legionella control		✓
Managing facilities, estates or property at a senior level	✓	
Running a statutory compliance and planned maintenance programme	✓	
Managing contractors and service contracts, including tendering	✓	
Managing a maintenance budget	✓	
Line managing staff, including supervisors	✓	
Writing reports for senior managers	✓	
Working in a school, college or boarding setting		✓
Delivering capital or refurbishment projects		✓
Managing a multi-building site		✓
Using a CAFM system		✓
Statutory premises compliance, including fire, asbestos, Legionella, gas, electrical and LOLER	✓	
Health and safety legislation and risk assessment	✓	
Building maintenance and lifecycle planning	✓	
Safeguarding responsibilities on a school site, including managing contractors and visitors	✓	
National Minimum Standards for Boarding Schools		✓
DfE guidance on sustainability and climate action in schools		✓
Education capital funding, such as CIF and PSDS		✓
Planning and prioritising maintenance and project work	✓	

Criteria	Essential	Desirable
Leading and motivating a team	✓	
Using compliance and cost data to identify and solve problems	✓	
Clear written and verbal communication with staff, contractors and senior leaders	✓	
Challenging contractors and colleagues when standards are not met	✓	
Microsoft 365 and building or compliance management systems	✓	
Calm and decisive in an emergency	✓	
Accurate, with careful record keeping	✓	
Takes responsibility and follows things through	✓	
Works well with colleagues across the school	✓	
Commitment to equality, diversity and inclusion	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Motivation to work in a school setting	✓	
Ability to keep appropriate professional boundaries with pupils and boarders	✓	
Full employment history, with satisfactory explanations for any gaps	✓	
Satisfactory references, including one from the current or most recent employer	✓	
Satisfactory enhanced DBS check, criminal record self-declaration and online search	✓	
Willingness to complete safeguarding training, including Part One of Keeping Children Safe in Education	✓	
Right to work in the UK	✓	
Able to work flexibly, including out-of-hours call-outs for site emergencies, events and boarding	✓	