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# ST MARGARET'S

SCHOOL

Brief for the position of  
**Estates Manager**



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## About St Margaret's School

**St Margaret's is a co-educational independent day and boarding school in Hertfordshire offering an outstanding education to pupils from 2 to 18. Set in over 60 acres of beautiful grounds, the School has a reputation for supporting pupil wellbeing whilst nurturing academic talent and progress. In a supportive environment, pupils feel happy and secure and want to learn and do well. Pupils are confident, courteous and considerate.**

**All benefit from superb teaching by committed subject specialists, underpinned by excellent pastoral care and the School prides itself on working for and with individuals.**

St Margaret's was established in 1749 as a charitable foundation to help orphans, specifically the children of deceased clergymen of the Church of England. This was the beginning of the Clergy Orphan Corporation, and of the two schools: for girls, St Margaret's, Bushey and for boys, St Edmund's Canterbury.

The school was initially situated in Southwark, the first of the five locations before its arrival at Bushey in 1897. In 1925, Little St Margaret's was built to provide accommodation for boarders but has since evolved into the Junior School.

In 1996, the School architect, John Biswell, transformed old classrooms and common rooms in the main building into a new Library and Resource Centre using design features favoured by Alfred Waterhouse back in 1895.

Also in 1996, St Margaret's became completely independent from the Clergy Orphan Corporation. In 1999 the School marked its 250th anniversary with a grand Service of Thanksgiving in St Paul's Cathedral in the presence of HRH Princess Alexandra.

As the School moved into the 21st century, it was graced with the presence of more royalty as the John Owen Sports Centre was opened in 2005 by HRH Princess Anne. Today, St Margaret's is a modern co-educational all-through school, although its history has left an indelible mark on its character and ethos.



*“ A small, warm and kind school where children reach their potential in a wonderful setting. Emphasis is on a family feel and making full use of its space, both inside and out. ”*

**GOOD SCHOOLS GUIDE**

## The Nursery

The Nursery at St Margaret's is for children from 2 years old, during their preschool years, before they start in Reception.

Children immerse themselves in play-based learning in a beautiful, light and spacious space, allowing them to create, play and explore the world around them. The children follow the EYFS curriculum, which focuses on areas including

communication and language, physical development, personal, social and emotional development, literacy, mathematics, understanding the world and expressive arts and design.

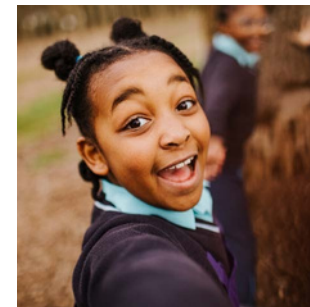


## Junior School

The purpose-built Junior School is equipped with classrooms designed for pupils to excel in their learning. Pupils aged 4 years to 11 benefit from accessing specialist rooms across the School, such as The Garton Music Building, the Dance Studio and the Performing Arts Centre.

The Junior School has an engaging curriculum and high quality teaching, the children are happy and equipped for a changing world and they seamlessly move into the Senior School. In Y3 and Y4, the children focus on building strong core skills and technology is used as a key part

of the delivery of academic learning. Children in Y5 and Y6 continue to build on the broad and balanced curriculum with an emphasis on core skills, to enhance knowledge and understanding across the curriculum.



# Senior School

**The Senior School aims to provide an all-round education which is both challenging and flexible, offering small classes, a beautiful spacious campus and optional supervised study until 6pm each evening.**

The curriculum is broad and balanced to allow the strengths of different individuals to be discovered and fostered. Regular educational visits and opportunities for residential trips extend knowledge and deepen friendships.

The Senior School has recently completed the build of a new music centre which, along with a well-equipped performing arts studio and performance space in the main hall, ensures that pupils can enjoy the arts throughout the curriculum.

From Y10 to Y11, pupils take their GCSEs and are encouraged to choose varied subjects to maintain the breadth which is a mark of their earlier education.



## Sixth Form

From September 2020, St Margaret's Sixth Form went co-educational. With over twenty A-Level subjects to choose from, St Margaret's Sixth Form students have access to a broad range of inspiring and challenging courses.

At St Margaret's Sixth Form, students mature into adults with a set of values, practical skills and the confidence that will stand them in good stead for life. The post-18 pathways preparation programme enables students to learn more and prepare for the next steps into adult life, be that the world of higher education, apprenticeships or entry level jobs.

Typically, pupils gain access to the most competitive institutions, graduate schemes and entry level jobs in the world, having benefited from timetabled university preparation lessons, visits to universities, interview and entrance examination practice and bespoke career guidance.



## Boarding

Pupils are welcomed into the boarding house, which is situated within the main school building, from Year 7 onwards. The offering ranges from full, weekly and occasional boarding and full boarders have the flexibility to go home for occasional weekends to fit in with family events.

Weekly boarders have their own bed in School which can be used for 3-5 nights a week by arrangement. Weekend stays and all excursions are available to weekly boarders for a supplementary charge.

Occasional boarding can take the form of one or two nights a week on a regular basis, just the odd night here or there, or a week or two during the year.



## Co-curricular & Sport

At St Margaret's there are abundant opportunities to shine, inside and outside the classroom. Every day, pupils from EYFS classes through to Sixth Form take part in all kinds of co-curricular activities, to broaden their experiences and challenge themselves.

With a choice of twenty musical instruments to learn from alone, our pupils can truly say they have an enriching experience at St Margaret's. From academic enrichment clubs to volunteering; football and cricket to ballet; chess to speech and drama; Model United Nations to coding club, pupils are encouraged to push their limits and discover their passions.

Sports are a key part of life at St Margaret's: the dance studio, all-weather pitches, sports centre and large grounds ensure pupils can enjoy a wide range of sports and activities.





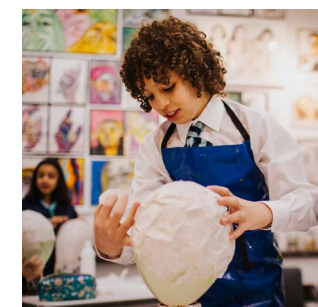
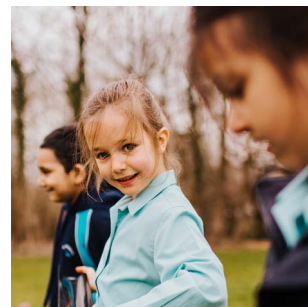
## Scholarships & Bursaries

**St Margaret's scholarships are awarded in recognition of outstanding achievement or promise in a particular subject.**

The majority of scholarships are up to 10% of school fees and are available at 11+, 13+ and 16+. Specialist scholarships are also available in: Art, Dance, Drama, DT, Music, Sport and STEM (Science, Technology, Engineering and Mathematics).

for the payment of school fees can be provided to parents/guardians of pupils who have been offered a place following the normal admissions and selection process.

St Margaret's is committed to broadening access to the School. Within the resources available, means-tested financial support





## Governance

**The Governors are Trustees of St Margaret's and are collectively responsible for the long term vision and development of the School and come from a wide range of professional fields.**

As a board Governors meet at least three times a year. The main Governing Body delegates much of the detailed work to committees which meet at least termly, and include Finance & General Purposes Committee (F&GP), Education, and Health & Safety, which ensures that the composition of the Governing Body is kept under review.

Our Governors come from diverse backgrounds including education, business, finance and property.

Further information on St Margaret's can be found via the School's website: <https://www.stmargarets-school.org.uk/>





# The Role

**Start Date:**

April 2025

**Salary:**

£55 - 60,000 dependent on experience

**Working Hours:**

Normal working hours are 8am-5pm Monday - Friday. However, the postholder will be required to work flexibly to meet the demands of the role, including some evenings and weekends.

**Summary of the Role:**

We are seeking to appoint an experienced Estates Manager to be responsible for ensuring the effective leadership, coordination and running of the estates and operational support services across the School and the Sports Centre.

The postholder will oversee the estates, maintenance, grounds, caretaking, and administrative and transport teams, monitoring and evaluating practice and ensuring the development and delivery of a high-quality function in each area.

We need a flexible and quick-thinking individual with a pragmatic “can-do” approach. You will be highly motivated, with strong project and team management experience, alongside excellent communication and organisational skills. Experience of working in the Education sector would be advantageous.



## Job Description

### Job Purpose:

Reporting directly to the Director of Finance and Operations and working closely with the other members of the Senior Management Team, the Estates Manager is responsible for supporting and managing the effective running of all estates and facilities' services across the School.

This role will involve oversight of the maintenance, grounds and caretaking teams, monitoring and evaluating practice and ensuring the development and delivery of a high-quality function and service in each area. The role will embrace the design, construction, management and implementation of a school maintenance and improvement plan for the School's Estates and Operations, including the structures and procedures to implement this plan.

The Estates Manager will also oversee capital projects, as well as the operational aspects of health and safety for the School.

### Accountable for:

The Estates Manager will report directly to the Director of Finance and Operations and work under the direction of the SMT on specific aspects of the role.

### Line Management

The Estates Manager will line manage the following personnel:

- Maintenance Team
- Grounds Manager
- Caretakers

### Operational Oversight

- In conjunction with the Director of Finance and Operations, develop a school estates and facilities management programme. This will include planned, preventative & reactive maintenance and improvement works so as to maintain high standards and legislative compliance, including Health & Safety requirements, across the School Estate.
- Oversee the effective implementation of the school estates and facilities management programme.
- Assist with the management of large capital and refurbishment projects.
- Assist with the planning (specifications, tender/quotations, contractor selection) of estates and facilities projects.

- In conjunction with the Director of Finance and Operations, project manage all School controlled estates improvement projects.
- Act as a key point of contact with contract managers.
- Implement best practice to achieve efficiency savings.

### Contract Management

- Regularly review annual facilities contracts to ensure terms and conditions are reasonable and meet the school's requirements.
- Establish relationships with suppliers and, where considered appropriate, make recommendations for potential changes, taking into consideration the needs of the School and budgets.
- Where services are provided by an external contractor, such as school bus services, catering and cleaning, set service level agreements and monitor standards against specification and KPIs on a regular basis.

### Site Security

- Establish, implement and monitor an effective system to ensure the effective safeguarding and best interests of all day and boarding pupils and staff during and outside school hours.
- Ensure surveillance systems are operational and tested at specified intervals, taking appropriate actions to resolve any defects in the systems.
- Arrange rotas for, and participate in, site cover by the Estates Team in term time and holidays, ensuring adequate staffing of all school activities and events.
- Ensure that all out of hours calls and emergencies are dealt with in a timely manner and respond as appropriate.

### Premises and Plant Equipment

- Ensure that premises and grounds are maintained to a high standard in accordance with agreed programmes of planned maintenance, and that emergency repairs and issues are identified and actioned promptly.
- Ensure that all plant and equipment is operational and maintained in a safe working condition through a specified programme of regular inspection and planned maintenance.



- Ensure that repairs to furniture, equipment and the fabric of the building are carried out in a timely manner to appropriate standards.
- Monitor the provision of heating, lighting, water, drainage and other services, and reacting promptly to failures or hazards. Monitor energy efficiency ensuring that all controls are adjusted appropriately.
- Ensure that all grounds are properly maintained including general repairs to boundary fences, walls and other external features.
- Ensure that the external appearance of the school grounds and premises, including signage, supports the school's marketing initiatives.
- Ensure that the swimming pool is checked and maintained daily and periodic maintenance is scheduled and organised.
- Ensure that all necessary maintenance contracts are in place and monitor the work of building and maintenance contractors on site to ensure that it is in accordance with specifications, health and safety requirements, CDM regulations.

- Ensure that all contractors are compliant with the School's safeguarding policy and procedures and that records are reviewed and updated annually.
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage in accordance with school policies
- Oversee the co-ordination of intra-office moves.
- Oversee the co-ordination of rooming, cleaning, catering for school events as per the school calendar.

#### Compliance and Health & Safety

- Take a leading role as the School's designated Health and Safety Coordinator.
- Ensure that there is a suitable and appropriate regime of statutory health & safety compliance required by regulation and school policies for the site.
- Identify potential areas of compliance vulnerability and risk across the school, develop actions plans for the mitigation of those risks. Conduct internal audits of processes and procedures.

- Ensure risk assessments are in place for all relevant hazards and working procedures and ensure that all staff are familiar with safe working practices and comply with them, including contributing to the induction programme for new staff.
- Monitor the work of building and maintenance contractors on site, to ensure that it is in accordance with specifications, health and safety and safeguarding requirements.
- Monitor and manage all health and safety aspects of catering, liaising with the 3rd party provider as required.

#### Transport

- Coordinate and manage the school buses with the outsource provider, including coaches for trips and fixtures, to ensure the delivery of the optimum service for pupils.

#### Finances

- To prepare, report and control Estates budgets, identify and implement areas of cost efficiency, and ensure projects run within agreed financial levels.

#### Capital Expenditure

- To work with the Director of Finance and Operations in the planning of all capital expenditure.

#### Events & External Lets

- Work closely with the Deputy Head Operations, School Office and the Events and Commercial Manager through the weekly planning meeting to ensure the smooth running of the School.

#### Governors

- Prepare reports for the Finance Estates and General Purposes Committee and attend meetings as required.

#### Other Duties

- Carry out any other duties as may be reasonably required or directed by the Director of Finance and Operations and/or the Head of the School.



The closing date for applications is **Friday 24 January 2025 at 5pm**.

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made. In order to apply please submit an application form along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates. Please note, we are unable to accept CVs.

The application form is available online at <https://www.stmargarets-school.org.uk/work-with-us>

For an initial discussion, please contact:  
[recruitment@stmargarets-school.org.uk](mailto:recruitment@stmargarets-school.org.uk)

### **Personal Data**

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember not to mention information or details of individuals (e.g. referees) who have not previously agreed to their inclusion.

St Margaret's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

# How to Apply



Person Specification		ESSENTIAL	DESIRABLE
QUALIFICATIONS	Relevant professional qualifications		✓
	Degree or equivalent		✓
EXPERIENCE	Strong project management, planning and development experience	✓	
	Experience of financial planning and budget management	✓	
	Team leadership / people management	✓	
	Procurement, supplier contracts and purchasing methods	✓	
	Property Management / Health and Safety Regulations	✓	
	Multiple Area Estates Management		✓
	Working in independent school or similar environment		✓
KNOWLEDGE	An affinity and understanding of the aims and ethos of the independent school culture		✓
	Awareness of safer recruitment procedures		✓
	Leadership style effective across a range of areas	✓	
SKILLS & ATTRIBUTES	Lateral thinker who is able to deal with fast paced problem solving	✓	
	Ability to inspire, influence and motivate others	✓	
	Comfortable in, and able to foster and promote, a collaborative team environment	✓	
	Open to seeking and taking advice when appropriate	✓	
	Strong oral and written communication and interpersonal skills, including presentation skills	✓	
	Effective and firm decision-making	✓	
	Strong organisational skills including managing a varied long-term workload	✓	
	The ability to develop and manage relationships with a wide range of people, and all parts of the School	✓	
	Ability to look at issues from different perspectives		✓
	Motivated and energetic	✓	
	Readiness to attend school events, including those at weekends	✓	
	A willingness to work flexibly, including working evenings and weekends when required	✓	
Commitment to promoting and safeguarding the welfare of children	✓		

# The Person





**ST MARGARET'S**  
SCHOOL

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