

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Deputy Estate Manager

Closing date: midday, Tuesday 7 May 2024

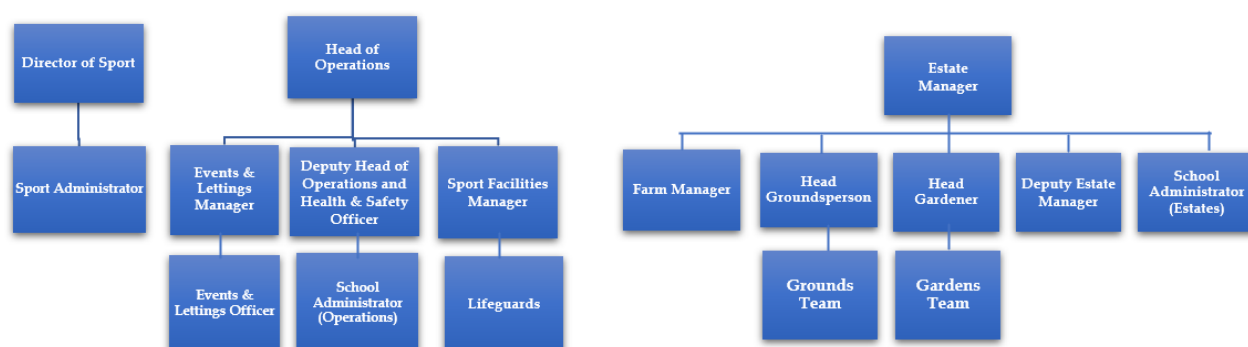
Introduction

The Deputy Estate Manager supports and deputises for the Estate Manager in leading and coordinating the work of the Estate Department to ensure the effective, efficient and safe operation of facilities across the New Hall School site and New Hall Park Farm, School properties off-site, and the sponsored primary academy in Messing. The Deputy Estate Manager reports to the Estate Manager and shares responsibility for managing the following areas:

- Maintenance
- Grounds & Gardens, including a School Farm

The Deputy Estate Manager will work closely with the Health & Safety Officer, and with Operations Department staff, to fulfil the responsibilities of this post. The Deputy Estate Manager shares in critical incident response, including on-call out of hours. This is a full time, year-round role.

Organisational Chart – Estate & Operations



Salary & Benefits

Salary

The salary range for this post is currently £39,000pa - £46,000pa (M5-9).

Hours

The working hours for the Deputy Estate Manager are 8.00am-5.00pm, Monday to Friday, all year round. There will be a one-hour unpaid break each day. Support staff generally work an average of 40 hours per week over the course of a calendar year. In view of the seniority of the role, you may be required to work additional hours for the proper performance of your duties. For example, there may be a requirement to attend meetings and events that occasionally take place during evenings and weekends. A degree of flexibility is required, taking account of the nature of this role and the work in an independent boarding school.

The Deputy Estate Manager will be required to work on School Open Days, which usually take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May. All staff are required to attend INSET (staff training) days.

Holidays

The Deputy Estate Manager is entitled to 35 days' holiday per year, including bank holidays. New Hall closes for two days between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures.

Pension

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

School Fee Remission

School fee remission for staff children is granted in accordance with the provision at the time of commencing employment at New Hall. If your child is aged 4-11 and joins New Hall Preparatory Divisions, there is a reduction of one third of the day fees. If your child is aged 11-18 and joins New Hall Senior Divisions, there is a reduction of two thirds of the day fees. There is no staff fee remission for New Hall Nursery/Pre-School (ages 1-4).

Lunch in Term Time

Currently, all staff are provided with lunch without charge during term time. This is subject to annual review.

IT Equipment

The Deputy Estate Manager will receive a laptop and iPhone for work purposes.

Sport Club Membership

As an employee, you are able to make use of an annual membership for the New Hall Sport Club, with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- ten tennis courts
- eight netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- athletics track
- 12 golf practice bays

Job Description

Responsibilities include:

1 Leadership

- 1.1 to provide leadership to Department staff, supporting a performance management culture and a commitment to professional and personal development
- 1.2 to create an operating structure which facilitates a strong focus on service excellence, high quality and value for money
- 1.3 to identify areas for development to improve the effectiveness and efficiency of facilities
- 1.4 to contribute ideas to the School Development Plan
- 1.5 to review and to help negotiate contracts in conjunction with SLMT
- 1.6 to ensure compliance with safeguarding requirements with regard to external parties using the New Hall site and New Hall Park Farm
- 1.7 to attend the Eco Committee and to help plan and implement the Eco Strategy, including targets for reducing energy consumption and zero-waste-to-landfill targets

2 Estate Management

- 2.1 to conserve and enhance the Grade I listed heritage buildings and Grade II registered park & garden
- 2.2 to ensure all hard services are maintained and a schedule of statutory inspections is implemented
- 2.3 to ensure that soft services (e.g. landscaping, pest control, decoration, waste management) are adequately resourced and that standards are upheld, with a focus on customer service
- 2.4 to ensure that contracted services are effective and value for money
- 2.5 to ensure a high standard of boarding facilities and staff residential accommodation
- 2.6 to work with the Operations team to ensure that Sport facilities, including the swimming pool, are fit for use and are maintained to a high standard
- 2.7 to maintain and improve the premises, grounds and facilities at all schools within NHMAT
- 2.8 to oversee the maintenance and presentation of grounds, roads and gardens
- 2.9 to supervise the lighting, heating and ventilation of buildings
- 2.10 to maintain sanitary appliances and to ensure regular inspection of the drainage system

3 Financial

- 3.1 to assist the Estate Manager in formulating, managing and delivering Estate budgets
- 3.2 to complete cost/benefit analysis of undertaking or delaying capital or revenue work
- 3.3 to calculate and compare costs for goods and services to achieve maximum value for money
- 3.4 to manage, monitor and report on the financial performance of contracts

4 Contract Management

- 4.1 to ensure new contractors complete pre-qualification questionnaires
- 4.2 to work with the Estate Manager to plan programmes of work and to ensure that any disruption to School activities is minimised
- 4.3 to manage sub-contractors, ensuring Health & Safety and safeguarding requirements are met
- 4.4 to complete progress reports
- 4.5 to maintain cost controls and to identify variations to specifications and quality
- 4.6 to maintain files, including all of the construction details, materials, drawings, operations manuals and specifications

5 Staffing

- 5.1 to build and train a multi-skilled team
- 5.2 working with the Head of Finance and Head of HR, to be accountable for controls over Estate staff costs and to ensure that areas are staffed efficiently, effectively and in the ways that provide (1) value for money and (2) high quality, in the context of an independent boarding & day school
- 5.3 to undertake annual performance reviews for specified Estate staff
- 5.4 to ensure that performance, misconduct and capability (including absence management) issues are addressed in a timely and effective way
- 5.5 to devise work programmes and holiday schedules
- 5.6 to support the professional development and teamwork of the Estate Department

6 Utilities, Materials, Tools, Plant Machinery and Maintenance Contracts

- 6.1 to oversee the purchase and storage of materials and tools
- 6.2 to ensure the production of and compliance with all site technical logs and maintenance procedure manuals in order to facilitate effective management, supervision, work quality, instruction and training
- 6.3 to control and execute maintenance contracts for the equipment owned/rented by the entire establishment (including firefighting and alarm systems)

7 Health & Safety and Compliance

- 7.1 to work with the Health & Safety Officer to ensure risk assessments are completed for all Estate matters
- 7.2 to contribute to the provision for site security
- 7.3 to undertake Estate statutory compliance inspections and to ensure that preventative maintenance is planned and completed
- 7.4 to maintain Estate records for inspections, e.g. Independent Schools Inspectorate (ISI)
- 7.5 to ensure Estate compliance in relation to the ISI Regulations and National Minimum Standards for Boarding

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy and Procedures at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (DSL).

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. The Equal Opportunities Policy can be found on the website.

Person Specification

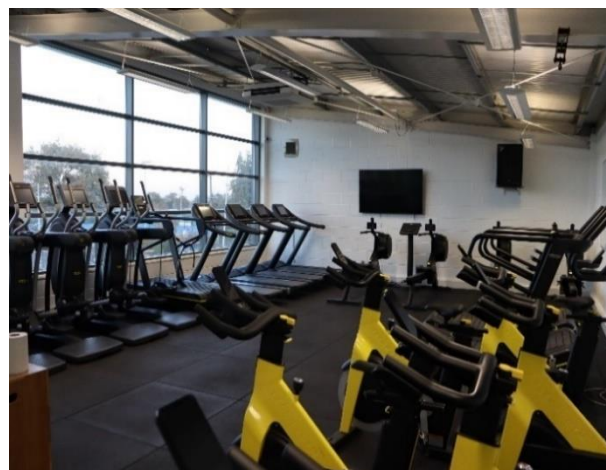
	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • GCSEs at Grade C+/4+, including Mathematics and English (or equivalent) • Degree or other relevant post-A Level/BTEC qualification 	<ul style="list-style-type: none"> • Relevant professional qualification/s • Certificate or Diploma in Occupational Health & Safety
Experience	<ul style="list-style-type: none"> • Experience as an Estate/Facilities Manager or similar role • Experience of soft and hard services • Experience of team leadership 	<ul style="list-style-type: none"> • Experience working in a school or other educational establishment • Experience of managing a heritage site
Skills and Aptitudes	<ul style="list-style-type: none"> • Strong communication, organisational and management skills, verbal and written • Contract management and negotiation skills • Good IT skills • An ability to work under pressure • Financial acumen and an ability to manage budgets • Full, clean driving licence 	
Disposition and personal qualities	<ul style="list-style-type: none"> • An understanding of the importance of promoting and safeguarding the welfare of children • A clear understanding of and a commitment to the aims of a Catholic independent boarding & day school • Initiative • Energetic, committed and positive • Innovative and successful at managing own time and resources • Highly customer focused • Ability to motivate self/others and build teams • Flexibility to adjust to change and development 	

Working at New Hall

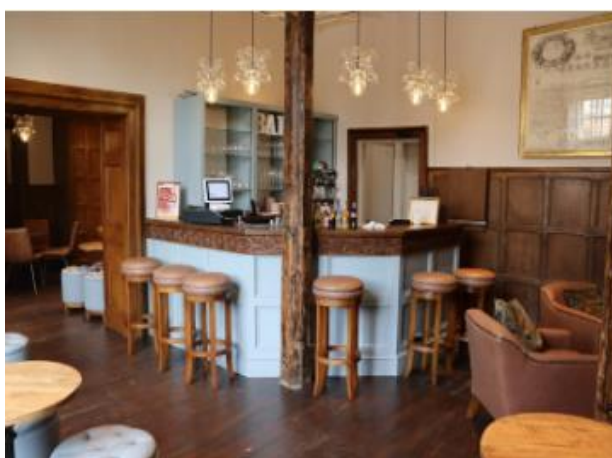
New Hall provides the opportunity to work in a stunning, Grade I listed historic setting. With a staff of around 300, many of whom consider the School 'home', New Hall offers a fast-paced, varied and rewarding environment in which to work.



Views of New Hall (above left) and the staff room (above right), located in the main School building



Indoor swimming pool (above left) and Fitness Suite (above right), available for staff use



Denford Bar & Lounge (above), available for staff use



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