



Queen's College, London

Established 1848

Estates Manager

The Role

The Estates Manager is responsible for the operational management of the College's buildings and facilities. The postholder will ensure that the physical environment supports the College's educational mission, meets all statutory and regulatory requirements, and is maintained to the highest standards of safety, functionality and presentation. This is a key role within the College's support staff leadership, requiring both hands-on day to day management, as well as operational management of compliance, H&S and site improvement.

Reporting to: Bursar

Key Responsibilities

Strategic Estate Management

- In collaboration with the Bursar, develop and implement a long-term estates strategy aligned with the College's development and sustainability goals.
- Advise the Bursar on property maintenance and compliance matters.
- Manage planned and reactive maintenance programmes across both sites.
- Ensure that the fabric of the College estate is maintained to a high standard, respecting its historic significance.
- Lead sustainability initiatives, promoting energy efficiency and environmental responsibility.

Health, Safety and Compliance

- Ensure full compliance with statutory regulations, including fire safety, asbestos management, water hygiene, electrical safety, accessibility and environmental health.
- Maintain up-to-date internal inspections, risk assessments, testing schedules and compliance records, ready for inspection by Governors and external inspections.
- Liaise with relevant regulatory bodies, contractors and consultants as necessary.
- Ensure both sites are safe with effective security measures and associated staffing.

Facilities and Maintenance Management

- Lead, manage and motivate the in-house site team of 5 including facilities assistants and a compliance administrator.
- Oversee the scheduling and quality of all maintenance and refurbishment works.

- Manage external contractors, ensuring cost-effectiveness, safety and compliance.
- Plan and oversee major works, refurbishments and capital projects.
- Monitor utilities usage and implement strategies to reduce consumption and costs.

Operational Management

- Prepare and manage the estates and facilities budget, including capital expenditure forecasting.
- Ensure effective procurement and contract management in line with College policy.
- Support the delivery of College events by coordinating site / team logistics. This is particularly busy during term time.
- Take a proactive approach to ensuring the College estate is safe, secure and welcoming for pupils, staff, and visitors.
- Ensure the team are trained in all aspects of compliance and site management and adhere to all safety protocols when carrying out works.
- Carry out regular appraisals of the team and ensure they are developed in their roles.

Other Duties

- Undertake additional duties that are commensurate with the role, as reasonably required.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

Person Specification

The successful candidate is highly likely to have the following qualifications, skills, and experience:

Essential

- Proven experience managing estates or facilities within a complex organisation (e.g. school, university, hospital, heritage site, or corporate environment).
- Recognised qualification in estates management, building services, or facilities management (e.g. IWFM, NEBOSH, IOSH).
- Excellent knowledge of health & safety and compliance requirements.
- Strong team and people management skills.
- Ability to plan strategically while handling day-to-day operational demands.
- Excellent organisational and communication skills, both verbal and written.
- An understanding of internal customer service and providing an approachable and helpful service to staff.
- Budget management and contractor negotiation experience.
- Excellent systems skills, including Microsoft 365 - Outlook and Excel in particular, facilities management databases amongst others.
- Full clean driving licence.

Desirable

- Experience in the independent education sector.
- Experience managing listed buildings or conservation properties.
- Project management qualification (e.g. PRINCE2).
- Experience in sustainability and energy management.
- Understanding of school safeguarding procedures.
- Familiarity with CAFM or maintenance management systems.

Personal Attributes

- Professional, reliable and proactive approach.
- Strong attention to detail and high standards of presentation.
- Problem-solving mindset and ability to work under pressure.
- Excellent interpersonal and stakeholder management skills.
- Commitment to the values and ethos of Queen's College.

Terms and Conditions

- Permanent position
- Full-time, all year round (occasional evenings/weekends as required)
- Start date: January 2026 (or as soon as possible)
- The salary for this role is £50,000 – £60,000 per annum, dependent on qualifications, skills and experience
- Normal working hours: 8am to 5pm with a one-hour lunch break, Monday to Friday (with flexibility for earlier starts/ later finishes)
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined Contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.