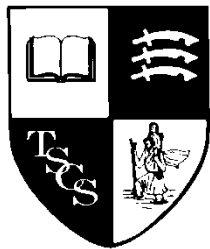


# THE ST. CHRISTOPHER SCHOOL

SEN Trust Southend



## Academy Trust - Special School

Mountdale Gardens, Leigh-on-Sea, Essex SS9 4AW

Headteacher: Mr D Woodman

Deputy Headteacher: Mrs E Kirk

Telephone: (01702) 524193

E.Mail: [office@tscs.southend.sch.uk](mailto:office@tscs.southend.sch.uk)

Web: [www.thestchristopherschool.co.uk](http://www.thestchristopherschool.co.uk)



|                       |   |
|-----------------------|---|
| <b>Job Title</b>      | Estate Manager  |
| <b>Grade / Salary</b> | Local Government Scale Point 25 – 28 (£36,363 to £39,152) |
| <b>Hours</b>          | 37 hours per week, 52 weeks per year                      |
| <b>Date Required</b>  | As soon as possible                                       |
| <b>Closing Date</b>   | 20 <sup>th</sup> February 2026                            |
| <b>Interview Date</b> | Week commencing 2 <sup>nd</sup> March 2026                |
| <b>Reporting To</b>   | Headteacher   |

We are seeking to appoint an Estate Manager with responsibility for the day-to-day practical management of the school's buildings, grounds and facilities.

### Duties will include:

- Lead day-to-day site operations, ensuring buildings, grounds and equipment are well-maintained, clean, safe and secure
- Act as the designated site Health and Safety Responsible Person
- Directly line manage and performance manage the site team
- Carry out routine maintenance tasks including minor repairs, painting, carpentry, and general upkeep
- Coordinate with external contractors to ensure work is completed safely and to a high standard
- Conduct regular site inspections to identify maintenance needs and address issues proactively
- Act as key holder and respond to emergency callouts as required and open and secure the school premises as required
- Support the Headteacher in maintaining safe site capacity and managing risk
- This role is based on-site at The St. Christopher School and may require flexibility to work outside standard hours for events, emergencies, or urgent maintenance needs

Further detail in relation to the duties can be found in the job description.

### About Our School

The St. Christopher School is a special school serving 270 pupils aged 3-19 with autism and severe learning difficulties. We are committed to providing exceptional education and care whilst supporting each pupil to achieve their full potential. Our school is part of a supportive community dedicated to making a positive difference in the lives of our pupils and their families.



Learning Outside the Classroom



Southend-on-Sea



Part of SEN Trust Southend, a charity and company registered in England Number 07973980 – Limited by guarantee

Our Values:

*Nurture*

We create a warm, caring environment where every learner feels safe, valued and supported. We understand that growth happens when children feel secure and loved, so we nurture not just academic development, but emotional wellbeing, confidence and self-esteem.

*Inspire*

We ignite curiosity, creativity and a love of learning in everything we do. Through innovative teaching, meaningful experiences and celebrating every achievement, we inspire our learners to reach beyond what they thought possible and develop a lifelong passion for discovery.

*Empower*

We give our learners the tools, confidence and independence they need to take control of their own journeys. We empower them to make choices, express themselves, advocate for their needs, and become active participants in their communities.

**About Our Trust**

We are part of a successful Multi Academy Trust comprising four special schools based in the Southend area.

Our Values:

- Valuing our staff and young people – a voice for everyone.
- Ambition for our students – high aspirations – the sky is the limit.
- Accountability and transparency in our practices.
- Inclusivity – meeting the needs of the students, whatever the background.
- Rigour and challenge – leading to excellence in our practice.
- Community involvement – working with other services to meet the Special Educational Needs of our young people and their families.

**Further Information:**

As a school we are committed to ensuring the welfare and safeguarding of all pupils. All staff will be subject to an enhanced Disclosure Barring Service (DBS) check.

For an application pack contact Helen Warren/Karen Stevenson –  
office@tscs.southend.sch.uk

**Closing dates for applications:** Friday 20<sup>th</sup> February 2026

**Interviews to take place:** Week commencing 2<sup>nd</sup> March 2026

## PERSON SPECIFICATION:

| Attribute            | Essential Criteria   | Desirable Criteria  |
|----------------------|--|---|
| Qualifications       | <p>A recognised H&amp;S qualification such as IOSH/NEBOSH or a willingness to complete as soon as possible.</p> <p>Evidence of relevant and continued professional development</p> <p>Full driving licence</p>   | <p>First Aid at Work</p> <p>Trade qualification (e.g. carpentry, plumbing, electrical)</p> <p>Experience or knowledge of pool service operations or a willingness to complete as soon as possible.</p>            |
| Relevant Experience  | <p>Experience of carrying out practical maintenance and repairs</p> <p>Proven experience in caretaking, facilities maintenance or similar hands-on role</p> <p>Experience of making decisions in accordance with health and safety and other regulatory requirements</p>                 | <p>Line management or supervisory experience</p> <p>Experience in a SEND or special school environment</p> <p>Experience managing contractors</p> <p>Experience working in a school or with vulnerable people</p> |
| Skills and Abilities | <p>Excellent practical and technical skills</p> <p>Strong problem-solving abilities and initiative</p> <p>Good organizational and time management skills</p> <p>Ability to prioritise multiple tasks</p> <p>Clear communication skills</p> <p>Reliable, trustworthy and professional</p> | <p>IT skills (email, word processing, facilities management systems)</p> <p>Budget management awareness / understanding</p>   |
| Personal Qualities   | <p>Proactive, can-do attitude</p> <p>High standard and attention to detail</p> <p>Calm under pressure</p> <p>Team player who leads by example</p> <p>Committed to safeguarding and child protection</p> <p>Flexible and adaptable</p>  | <p>Understanding of the needs of pupils with autism and complex needs</p>   |
| Knowledge            | <p>Understanding of health and safety in schools</p> <p>Awareness of building maintenance requirements</p>   | <p>Knowledge of compliance requirements (fire safety, legionella, asbestos, etc.)</p> <p>Understanding of sustainable practices</p>   |