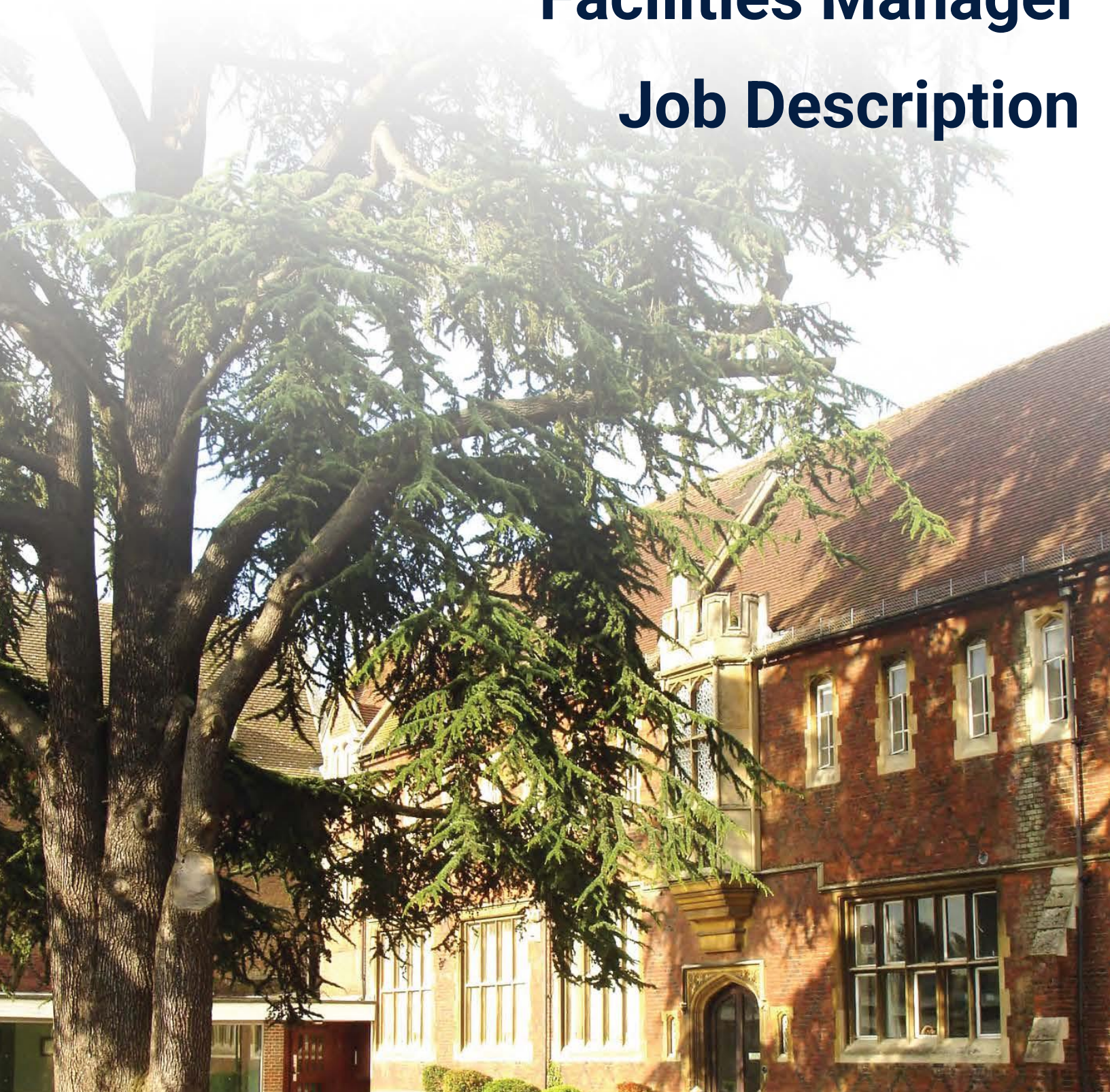




Hockerill

College Estates and Facilities Manager Job Description



Hockerill is a co-educational 11–18 state school, set in a leafy parkland campus in the market town of Bishop's Stortford. Hockerill is an International Baccalaureate (IB) World School, a thriving and caring academic community, which places a very strong emphasis on international outlook and global citizenship. From September 2027, the College will broaden its post-16 provision to offer A Levels alongside the IB Diploma, ensuring that all students can access the pathway best suited to their strengths, aspirations and future plans.

The College currently has 905 students, over 40% of whom are boarders. As a 24-hour community, the College offers a wealth of extra-curricular activities and an unstinting commitment to pastoral care. With a vibrant international ethos, it attracts students from both the UK and overseas, and values the diversity, cultural richness and global perspective this brings. The College timetable reflects the boarding nature of the school, with lessons on some Saturday mornings.

Hockerill is committed to engaging and motivating its students through high academic standards, innovation and diversity, and we offer a wide-ranging and exciting provision.

The Curriculum

The College is academically strong, both in terms of GCSE and International Baccalaureate (IB) Diploma results. The IB Diploma Programme has been the cornerstone of our Sixth Form for many



years, and remains central to the College's identity and international outlook. From September 2027, Hockerill will offer A Levels alongside the IB Diploma Programme, broadening our Sixth Form curriculum so that every student can follow the pathway best suited to their individual profile, ambitions and preferred style of learning.

The College specialises in Languages and Music, and there is a historical and continuing commitment to immersive language provision. All students study two Modern Foreign Languages at Key Stage 3, with most students continuing to study two languages through to GCSE.

The College has a long-standing reputation for academic excellence and strong outcomes, combined with an inclusive, supportive ethos. Ranked 16 in The Sunday Times Parent Power

Schools Guide for 2026, Hockerill continues to be recognised nationally as one of the country's leading state schools.

Students follow a broad and academic curriculum. Students also study at least one humanity subject to GCSE alongside English, Mathematics and Sciences, with most students studying three separate sciences to GCSE. Additionally, Hockerill offers Art, Business Studies, Computer Science, Design Technology, Drama, Food and Nutrition, Japanese, Mandarin, PE, and Religious Education to at least GCSE level.

To support students in preparing for life after Hockerill, there is a Careers Programme which supports all age groups and University Admissions Co-ordination. Around 70% of UK students go on to Russell Group universities, and some progress to leading international universities across the world, including Ivy League institutions in the United States. Some students also have the opportunity to undertake work experience abroad. The College's Sixth Form pathways will continue to support excellent progression to Russell Group universities, competitive apprenticeships and international destinations.

Extra-Curricular Activities

The sport, music and wider co-curricular provision at Hockerill is extensive and underpins the College's philosophy of educating the whole person. Hockerill's musical provision is passionate and diverse, and students can access tuition for a wide range of instruments. There are a number of ensembles and groups for communal music-making, including the prestigious College Big Band. Students perform regularly in musical events and drama productions throughout the year.



Sports on offer at Hockerill include hockey, rugby, football, basketball, netball, golf, cross country, cricket and athletics. For a relatively small College, Hockerill performs at a high standard and regularly achieves success in district competitions.

The wider co-curricular programme includes additional sports clubs, debating and public speaking, chess, Eco club, Model United Nations, Amnesty International, Duke of Edinburgh and a well-established and highly respected Combined Cadet Force (CCF). The co-curricular programme is a central part of life in a 24-hour international community, enabling students to develop confidence, leadership and character.

Exchanges and Trips

Students are strongly encouraged to participate in trips and exchanges abroad. By the end of Year 11, almost all students will have experienced school and family life in a different language and country, and many will have taken part in more than one such experience.

The College has a long-standing commitment to international opportunities, including residential visits and exchanges across Europe and further afield. Recent and planned destinations include France, Belgium, Italy, Spain and Germany, as well as Zimbabwe, the United States, China and Japan. Domestic opportunities begin with the Year 7 team-building residential and continue through to Duke of Edinburgh Gold expeditions in the Sixth Form.



The Site

Located in the centre of Bishop's Stortford in Hertfordshire, the College occupies a distinctive campus with buildings ranging from Victorian to modern, set within tranquil landscaped grounds and mature trees. The site includes five boarding houses, all located on campus, as well as a Health Centre and Chapel.

Hockerill's Sports Hall opened in 2019, followed by the Science Centre in 2020. A new Sixth Form space was completed at the beginning of 2024, further enhancing the facilities available to students in our 11–18 community.

History

Hockerill has a distinctive history, originally established in the early 1850s as a teacher training college. It remained in this role until 1978 and continues to maintain links with former trainees. The College re-opened in 1980 as a co-educational boarding school and became grant maintained in 1994.

Hockerill completed its transformation into Hockerill Anglo-European College in 1998, becoming one of the UK's first specialist Language Colleges and adopting the International Baccalaureate Diploma Programme as the cornerstone of Sixth Form study. Hockerill gained Academy status in February 2011.

For further information about the College, please visit the website: www.hockerill.com.

Job Description

Responsible to:

Member of SLT with Operations responsibility

Responsible for:

- Premises and Caretaking
- Premises Administration Assistant
- Cleaning Providers (contract and/or in house, where applicable)
- Day-to-day coordination of contractors and external facilities providers

Induction, Training and Development

Appropriate induction, training and development is valued by the College, is the responsibility of the line manager and is an entitlement of the post holder whether new to the College or to the post.

Main Purpose of this Role

To lead the day-to-day management, maintenance, security and presentation of the College estate, ensuring that its buildings, boarding facilities, grounds and infrastructure are safe, compliant, well maintained and fit for purpose.

The postholder will manage the premises and facilities team, coordinate operational health and safety arrangements and deliver planned and reactive maintenance within the strategic framework and budgets agreed by the Member of SLT with Operations responsibility. The SLT line manager retains strategic oversight of the estate, health and safety and major capital projects.

Estates and Facilities Management

- Lead the safe, efficient day-to-day operation of the College's buildings, boarding accommodation, grounds and associated facilities.
- Ensure the estate is maintained, secure, accessible and appropriately presented.
- Establish and maintain planned preventative maintenance programmes and coordinate reactive repairs.
- Undertake regular site inspections, identify defects and risks, and arrange or escalate remedial work.
- Manage minor works within delegated authority and provide operational support for larger capital and refurbishment projects.
- Maintain accurate condition, asset, maintenance and compliance records, supported by the Premises Administration Assistant.
- Monitor utilities, waste and recycling arrangements and identify opportunities to improve efficiency and sustainability.
- Coordinate seasonal works, including gritting, snow clearance and drainage maintenance.
- Participate in agreed keyholder, call-out and emergency response arrangements.

Health and Safety and Premises Compliance

- Coordinate the College's day-to-day health and safety arrangements under the strategic oversight of the Member of SLT with Operations responsibility.
- Maintain operational health and safety systems and schedules, ensuring that inspections, assessments, testing and reviews are completed when required.
- Coordinate risk assessments and safe systems of work and provide advice on routine health and safety matters.
- Monitor agreed actions, follow up with responsible managers and escalate significant, specialist or overdue matters.
- Coordinate accident, incident and near-miss reporting and support investigations as required.

- Analyse information and prepare health and safety reports for the Director and relevant College committees.
- Coordinate statutory premises inspections, servicing, testing and remedial actions, including fire, electrical and gas safety, water hygiene, asbestos, lifting and pressure systems and specialist equipment.
- Ensure appropriate arrangements are maintained for COSHH, work at height, manual handling, isolation and permit-to-work activities within the scope of the role.
- Liaise with external advisers, insurers, enforcement bodies and specialist contractors as required.
- Promote a positive and proportionate health and safety culture, supporting managers in meeting their responsibilities within their own areas.

Fire, Security and Emergency Arrangements

- Coordinate the day-to-day implementation and review of the College security policy and plan, under the strategic oversight of the Member of SLT with Operations responsibility and having regard to current DfE school and college security guidance.
- Coordinate routine checks, testing and servicing of fire precautions, perimeter security, lighting, gates, locks, security systems, alarms, access controls and CCTV equipment.
- Ensure escape routes and physical fire and security measures are appropriately maintained and review their effectiveness following incidents, exercises or material changes to risk.
- Act as a principal keyholder and respond to alarms and site emergencies in accordance with agreed procedures.
- Contribute operational information to emergency, business-continuity and critical-incident plans and support their testing and post-incident review.
- Recommend practical improvements to fire safety and site security.

Contractor and Supplier Management

- Procure routine maintenance goods and services and obtain quotations within delegated authority and College procedures.
- Verify contractor competence, insurance, required safety documentation and confirmation of the appropriate safeguarding checks before work begins.
- Coordinate contractor works to minimise disruption to teaching, boarding and College activities.
- Monitor the safety, quality, progress and completion of work and address or escalate concerns.
- Maintain appropriate contractor, certification and performance records.
- Contribute operational information to larger procurement and tender exercises.

Grounds, Cleaning and Facilities Services

- Oversee the maintenance and safe presentation of sports facilities, pathways, landscaped areas and outdoor spaces.
- Coordinate grounds, tree and drainage inspections and specialist works where required.
- Manage cleaning staff and/or contractors and monitor standards across teaching, boarding and communal areas.
- Plan cleaning and facilities support for College operations, events and holiday periods.
- Ensure suitable stocks of cleaning materials and equipment are maintained and managed safely.
- Monitor the performance of grounds, cleaning and other facilities services and address shortfalls.

Budget, Projects, Lettings and Events

- Contribute to budget planning and monitor expenditure against delegated premises and facilities budgets.
- Authorise expenditure within delegated limits and promptly report pressures, risks and unbudgeted requirements.
- Secure value for money through effective purchasing, contractor management and forward planning.
- Coordinate minor maintenance and improvement projects and support larger projects led by the Director.

- Coordinate premises and facilities support for examinations, performances, open events and other College activities.
- Support approved lettings and community use, ensuring that appropriate site, security, safeguarding and safety arrangements are in place.

Leadership and Staff Management

- Lead, manage and motivate premises, caretaking, cleaning and relevant facilities staff.
- Plan and allocate work, monitor standards and ensure appropriate operational cover.
- Conduct appraisal, supervision and routine people-management processes in accordance with College procedures.
- Address attendance, conduct and performance matters at the appropriate level, seeking HR advice where required.
- Identify training needs and ensure staff receive appropriate instruction, training and supervision.
- Promote effective communication, safeguarding awareness, teamwork and a responsive service culture.

Safeguarding and General Responsibilities

The postholder will:

- Be committed to safeguarding and promoting the welfare of children and young people and comply with College safeguarding procedures and the current Keeping Children Safe in Education statutory guidance.
- Ensure that no contractor for whom the required checks have not been obtained is permitted to work unsupervised or engage in regulated activity relating to children.
- Ensure that staff, contractors and external providers understand and follow applicable safeguarding, identification, sign in and site-access arrangements, and report any concern or allegation in accordance with College procedures.
- Uphold the ethos and values of Hockerill Anglo-European College and comply with College policies and procedures.
- Maintain confidentiality and comply with data-protection requirements.
- Participate in relevant training and professional development.
- Work flexibly to meet the reasonable operational needs of a day and boarding school.
- Undertake other duties commensurate with the grade and responsibility of the post as reasonably requested by the Member of SLT with Operations responsibility or Principal.

This job description sets out the principal responsibilities of the post and may be reviewed following consultation to reflect the changing needs of the College.

Confidentiality

During the course of employment the post holder may see, hear or have access to information on matters of a confidential nature relating to the work of Hockerill Anglo-European College or to the health and personal affairs of students, staff and parents. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of employment the post holder will have access to data and personal information which must be processed in accordance with the terms and conditions of the Data Protection Act 2018. Employees are required to act in accordance with the College's Online Safety policy.

Safeguarding Children

In accordance with the College's commitment to follow and adhere to the Department for Education guidance entitled 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children, the post holder is required to demonstrate a commitment to promoting and safeguarding the welfare of students in the College.

Enhanced Disclosure and Barring Service (DBS) clearance is essential.

Health and Safety

The post holder will comply with the College's Health and Safety policy at all times.

Hockerill Anglo-European College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Qualifications

Essential

- Good standard of education, including GCSE or equivalent in English and Mathematics.
- Relevant health and safety qualification, such as IOSH Managing Safely, or willingness to obtain this within an agreed period.

Desirable

- Relevant professional or technical qualification in facilities, building maintenance, construction, engineering, health and safety or a related discipline.
- NEBOSH General Certificate or relevant first aid, fire safety, legionella or asbestos training.

Experience

Essential

- Substantial experience of estates, facilities, premises, building maintenance or site management.
- Experience of coordinating planned and reactive maintenance across a varied building portfolio.
- Experience of leading staff, allocating work and monitoring standards.
- Experience of managing contractors and external service providers.
- Experience of coordinating operational health and safety arrangements and maintaining accurate records.
- Experience of inspecting sites, identifying risks and maintenance requirements and progressing remedial action.
- Experience of monitoring expenditure and purchasing goods or services within agreed procedures.

Desirable

- Experience within a school, boarding school, education setting or similarly complex organisation.
- Experience of a large, multi-building or residential site.
- Experience of supporting refurbishment or capital projects.
- Experience of managing cleaning, lettings or event facilities.
- Experience of electronic maintenance, asset or compliance-management systems.

Knowledge, Skills and Abilities

Essential

- Good practical knowledge of building maintenance and facilities-management principles.
- Good working knowledge of health and safety, risk assessment and safe working practices.
- Understanding of contractor management and key premises-compliance requirements.
- Ability to lead and motivate an operational team.
- Ability to organise and prioritise a varied workload and respond calmly to emergencies.
- Strong judgement and problem-solving skills, including recognising when specialist advice or senior approval is required.
- Ability to coordinate health and safety systems, follow up actions and prepare clear reports.
- Ability to communicate effectively with staff, students, contractors and other stakeholders.
- Ability to maintain accurate records and use Microsoft Office and electronic management systems.
- Ability to work independently and effectively within delegated authority.

Desirable

- Knowledge of boarding-school or residential-site operations.
- Knowledge of procurement, energy management, environmental sustainability or DfE school and college security guidance.
- Project coordination or project-management skills.

Personal Qualities and Other Requirements

Essential

- Reliable, trustworthy and professional, with high standards of integrity.
- Calm, flexible and solution-focused, with a commitment to good service and continuous improvement.
- Commitment to safeguarding and promoting the welfare of children and young people, with an understanding of the safeguarding controls applicable to contractors and visitors in a school setting.
- Willingness to undertake training and continuing professional development.
- Ability, with reasonable adjustments where required, to undertake regular site inspections and the practical duties intrinsic to the role.
- Willingness to participate in agreed out-of-hours call-out and keyholder arrangements and work occasional evenings, weekends and College holiday periods.
- Full UK driving licence where driving a College vehicle is an intrinsic requirement.
- Satisfactory enhanced DBS check including children's barred-list information and all other required pre-employment clearances.

Shortlisting and Selection

Candidates will be shortlisted against the following criteria, based on evidence provided in their application:

- Substantial relevant estates, facilities, premises or site-management experience.
- Experience of coordinating planned and reactive maintenance.
- Experience of leading an operational team.
- Experience of managing contractors and external service providers.
- Experience of coordinating operational health and safety arrangements.
- Experience of identifying site risks and progressing remedial action.
- Evidence of effective planning, prioritisation and problem solving.

Applicants should address each shortlisting criterion clearly in their supporting statement, using relevant examples. Other essential criteria will be assessed through the selection process, references and pre-employment checks, as appropriate.

August 2026