



DARRICK WOOD SCHOOL

RESPECT | RESPONSIBILITY | HONESTY



Estate Manager Candidate Pack

Estate Manager

Salary/Grade:	NJC PO3 (32-35) £45750-£49056
Hours Per Week:	36
Weeks Per Year:	52
Location:	Darrick Wood School
Contract Type:	1 FTE, Permanent
Reporting to:	Head Teacher, Operations Manager. The Estate Manager is also accountable to the Trust Estates Manager.

You will be working in a forward looking and supportive school with successful and committed staff. Darrick Wood is an oversubscribed and successful 11-18 ten form entry mixed comprehensive academy, housed in modern buildings on an attractive site. The School consistently achieves excellent results and was judged to be ‘good’ in all areas in its OFSTED inspection in May 2024. The School was awarded the World Class Schools Quality Mark in 2015 and again in 2018 and 2021. The School provides excellent opportunities for career development and a full support programme for all new staff. All staff have access to sports facilities, and a private employee assistance programme.

Darrick Wood School is an equal opportunities employer and welcomes applications from all suitably qualified candidates. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected.

Darrick Wood School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Welcome from the Head Teacher



Thank you for your interest in joining Darrick Wood. I hope that this information pack will help you to learn more about the role, our school and our students.

You are joining a school which has much to celebrate. We are proud of our many successes and in particular the achievements of our students. We are continually striving to build on these and adapt to best suit the needs of our current students. To do this well requires staff working together to contribute to a community where people come first and where we all live by the values of this school - Respect, Responsibility and Honesty. I am proud to be Head Teacher of this inclusive, mixed comprehensive school, one which is highly ambitious about the potential of every individual who works or learns here. We will always work

hard to do our best for our students and to support each other, but we should also come to school enjoying what we do, knowing that our role, whatever it is in school, makes a positive difference to others.

Dr M J Airey, Head Teacher

About Darrick Wood School

We provide the highest quality inclusive education founded on our three Core Values of Respect, Responsibility and Honesty, and our Vision for Learning which promotes achievement for all. Our overall approach is underpinned by our motto, *Revereor Vitam* – to have a reverence, or respect for life.

Our curriculum is designed so that in Key Stage 3 (Years 7 to 9) students study the full range of National Curriculum subjects. In Key Stage 4 (Years 10 and 11), most students study the English Baccalaureate group of subjects (English, Mathematics, History or Geography, at least two sciences and a language). Students also select from a vast range of other subjects ensuring that the curriculum followed is as broad and balanced as possible. In our very popular Sixth Form, the range of subjects broadens further still.

Throughout all years, we emphasise not only the development of knowledge and understanding, but also what we refer to as the DWS Life Learning Skills. An education at Darrick Wood aims to ensure that all students leave with the knowledge, skills and qualifications to make positive contributions to the communities in which they live and the wider world around them. This is supported by our extensive extra-curricular offer which allows students to develop and grow holistically. There is a strong pastoral care system, with ten Forms per year group and each year group led by an Achievement Coordinator and an Assistant Achievement Coordinator. These teams work alongside experienced non-teaching members of staff to ensure all students are supported to achieve their best.

We have amazing, well cared for facilities, our students demonstrate excellent behaviour and positive attitudes towards each other and their learning. Our staff are highly qualified and experienced and have access to our School fitness suite as well our EV Charging facilities in the staff car park and Health Assured membership. If you believe in comprehensive education at its very best, you will enjoy being part of our school community.

What do staff say about working at Darrick Wood?

“Staff work as a team to pull together within departments/faculties”

“Feel part of a family – work as a great team”

“The relationships I have with the pupils and the respect they show me as somebody who only wants the best for them”

“The variety of opportunities provided to our students. The vast majority of our students are a pleasure to teach and have interactions with on a daily basis”

“Each day is different, with new challenges. I enjoy engaging with students and staff alike”

“The kindness of the staff; I feel listened to and valued; wide variety of activities clubs for the children to participate in; opportunities to go on trips”

“Even on challenging days, there is always someone to go to. It makes sense why people stay working here for long services”

“My colleagues and department and the dedication and support they consistently provide. Seeing pupils develop and my relationship with them. The dedication of some of our pupils to their learning and extra-curricular”

Estate Manager

Purpose of the Job

The post holder is responsible for the day-to-day site management of Darrick Wood School, which includes the organisation and supervision of all matters relating to, and all staff involved with, the schools' premises and grounds, providing a clean, safe and secure environment for all users of the building and associated grounds.

This role includes both hard and soft services and working very closely with all external contractors involved in the smooth running of the school. The post holder will work closely with the Trust Estates Manager to ensure alignment with both School and Trust estates strategy and policy.

A significant part of the role will be to ensure the school is legally compliant with all aspects of the law, including Health and Safety. The post holder will be responsible for the Planned Preventative Maintenance (PPM) regime and ensure its on-going development and completion to the required standards.

Duties and Key Responsibilities

Specialist Areas of Responsibility:

- To manage the school site while working with the Trust to plan works including pre planned maintenance.
- To manage tenders and procurement in accordance with Trust policy and procedures.
- To ensure compliance with all legislation relating to Health and Safety and that policies and procedures are in place and updated regularly.
- To manage the day-to-day operation of the cleaning contract, liaising with, and escalating to, the Trust Estates Manager as required and for broader contract issues.
- To review and oversee effective operation of all premises mechanical and electrical systems, including heating and environmental plant within the school.
- To direct the site team to carry out minor repairs and routine maintenance to the buildings, including repairing broken furniture, boarding up broken windows, replacing locks, removing graffiti etc.
- To contact contractors concerning repairs and maintenance work and to complete any paperwork relating to such.
- To supervise contractors on site, monitoring their work and reporting on their performance as required, ensuring that safeguarding requirements, insurances and RAMS are in place and logged.
- To advise and assist on the management of the premises budget, retrieving quotes to deliver excellent value for money.
- To be responsible for and ensure all compliance obligations and statutory testing are completed within required timescales, including but not limited to Legionella control, PAT testing, fire alarm systems (including weekly call point testing), emergency lighting and other life safety systems in accordance with relevant legislation, British Standards and Trust policies.

Estate Manager

- To act as a school key-holder, opening and closing the site as required, and ensuring the safety and security of the building at the end of the occupation, including the setting and checking of alarm systems.
- To carry out all duties with due regard for Health and Safety regulations and to comply with the Trust's Health and Safety Policy.
- To attend training courses as directed by the Head Teacher, Operations Manager, Trust Estates Manager or Trust leadership.
- To provide cover during school opening hours and to cover out-of-hours functions and lettings.
- To undertake any other reasonable duties, consistent with responsibilities, as required by the Head Teacher, Operations Manager, Trust Estates Manager or Trust leadership.

Site Security:

- To manage the security of the buildings and grounds, carrying out procedures in accordance with relevant School and Trust policies, taking all reasonable steps to minimise loss or damage to the property of the school, its employees, students and other users of the site.
- Manage the locking / unlocking of the school and ensure that Site Staff shift patterns are in place and meet the needs of the school. Acting as key holder during silent hours and responding as necessary.
- Ensure that security equipment, including CCTV, burglar alarms, locks, windows etc. are properly maintained and operational.
- To arrange for sufficient staffing from the Site Staff team to cover emergency call outs. On-call staff should be immediately available by mobile phone and close enough to the school to respond to the emergency.
- To act as a point of contact for emergency and out of hours callouts.

Managing the Site Staff Team:

- Leadership and day-to-day management of the Site Staff Team, including all aspects of performance management and training.
- To maintain a record of tasks requested by staff, ensuring that these are promptly addressed and a record kept of work carried out by the Site Staff Team.
- To maintain a record of energy, fuel and water usage.
- To arrange for routine daytime cleaning tasks to be carried out by the Site Staff Team and external cleaning provider, and for emergency cleaning tasks to be dealt with immediately.
- To arrange staffing outside normal shift patterns to cater for evening and weekend events.
- When required, to carry out day to day caretaking tasks alongside the Site Staff including portering, cleaning, maintenance and driving tasks.

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Site Maintenance and Capital Projects:

- To devise, manage, implement and monitor a programme of preventative maintenance delivered by the Site Staff Team and external contractors within delegated budgets and in consultation with the Head Teacher, Operations Manager, Trust Estates Manager and Trust leadership.
- To arrange for tasks within the skillset of the Site Staff Team to be carried out (painting/decorating, carpentry, plumbing etc.)
- To book and manage external contractors and suppliers when on site, including instruction concerning the general code of behaviour expected of those working in schools, safeguarding and Health and Safety procedures.
- To arrange for service contracts and inspections to be carried out annually or in accordance with statutory requirements and best practice.
- To ensure that all work is consistently completed to a high standard both from the Site Staff Team and external contractors.
- To arrange for general repairs to furniture and premises in consultation with the Head Teacher, Operations Manager, Trust Estates Manager and Trust Leadership if appropriate.
- To have oversight of the day-to-day management of capital projects on site, in collaboration with and support of, the Head Teacher, Operations Manager, Trust Estates Manager and Trust Leadership.

Health and Safety:

- To comply with the requirements of the Health and Safety at Work Act and all other applicable guidance, approved codes of practice, regulation and Trust policy.
- To ensure that all Site Staff are aware of their responsibilities under Health and Safety legislation and where necessary ensure that relevant Health and Safety training is provided.
- To manage a programme of inspections and audits in all areas of the school's facilities.
- To compile and manage action plans arising from Health and Safety inspections, committee meetings and audits.
- To ensure appropriate risk assessments are in place and appropriate checks are being carried out.
- To inspect the premises routinely for Health and Safety hazards.
- To ensure all site related issues which represent a Health and Safety hazard are managed effectively and within an appropriate timescale.
- To be a member of the school Health & Safety Committee.
- To ensure all emergencies in respect of gas, water and electricity are managed effectively and within an appropriate timescale.
- To be one of the school's trained first aiders (expected to undergo appropriate training).
- To take appropriate action in an emergency and keep written records of all incidents per relevant policy.

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Emergency Response and Fire Safety:

- To take a lead role in the management of site response during fire alarm activations, ensuring that the Site Team are appropriately deployed.
- To ensure that members of the Site Team are available with radios to investigate the location of the alarm activation (where safe to do so) and report findings.
- To liaise with the fire alarm monitoring centre and emergency services as required, including confirming false alarms in line with agreed procedures.
- To support and guide the Fire and Rescue Service to the location of any activated call point, detector or incident on site.
- To ensure that fire alarm activations, faults and trends are recorded, reviewed and escalated where necessary.
- To contribute to the development and review of fire evacuation procedures and ensure site team readiness.

Managing Resources:

- To ensure that supplies of consumables are monitored and ordered, adhering to the Trust's systems and in line with the budget.
- To work with the Head Teacher, Operations Manager, Trust Estates Manager, Finance Manager and Trust Leadership in reviewing current contracts to ensure best value for money.
- To manage all contracts relating to the facilities (e.g. cleaning, refuse and waste)
- To manage the safe and effective operation of the school's vehicles and driver compliance training.
- To ensure that all site assets are registered, recorded, well maintained and disposed of in accordance with School and Trust procedures.

General:

- Undertake training, including industry qualification, as required to develop in the role
- Maintain an awareness and understanding of estates and construction industry developments, including emerging regulatory developments.
- Uphold Safeguarding Policies and Procedures and contribute to the safety of children and young people and protect them from harm.
- Comply with the Trust and School's Health and Safety Policy, ensuring that all duties and responsibilities are undertaken in line with such.
- Read and follow any further policies relevant to the role and the post holder's employment.
- Maintain a high degree of confidentiality regarding technical, staffing, and financial issues and data as well as issues concerning staff and pupils. Respond with tact, sensitivity and awareness to pupils, parents, staff and other third parties in relation to duties undertaken.
- Comply with all Data Protection policies and legislation, ensuring that all duties and responsibilities are undertaken in line with such.
- Uphold the ethos of the Trust and demonstrate a strong commitment to equality and diversity.
- Undertake any other duties as may reasonably be required and as may be considered commensurate with the grade and/or post.

Estate Manager

Note, whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not prescriptive, and each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level and/or scope that is not specified in this job description. Job descriptions are subject to change, in consultation with the post holder, to meet the changing needs of the School(s) and broader Trust. Job descriptions will be reviewed annually.

Impact Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be sought, and the successful applicant will need to undertake an enhanced Disclosure & Barring Service (DBS) check.

Person Specification: Estate Manager

	Essential	Desirable
Experience:	• Management of a large site including buildings and grounds • Supervision, management and training of staff • Ability to communicate with a wide range of people at all levels • Previous experience of managing a team • Experience of M&E hardware in a large building	• Experience working in at least one other school
Qualifications:	• A good standard of general education • Practical/hands-on experience and vocational training/qualifications	• CIBSE qualification or equivalent • IWFM qualification/membership or equivalent • Project management qualifications such as PRINCE2 • Knowledge of CDM regulations • Management certificate or training • IPAF, PASMA and similar training/qualifications • NEBOSH H&S training or similar
Knowledge & Skills:	• Working Knowledge and First Line Fault Finding on the following: ○ Heating and Ventilation ○ Water, drainage, plumbing ○ Lighting ○ Ventilation and refrigeration ○ Gas Boilers ○ Security and alarm systems ○ Fire detection and protection ○ Air conditioning and ventilation • Excellent IT Skills including Email, Word and Excel • Formal Health & Safety Training • Ability to work constructively as part of a team • Full UK driver's licence • Experience with the review and development of operational budgets • Experience in monitoring the performance of 3rd party contracts	• Ability to operate up to date BMS and environmental systems • Experience in running tenders and compliant public procurement processes • D1 Drivers licence • First Aid Training

	Essential	Desirable
Aptitudes:	• Ability to work effectively under pressure and maintain an optimistic and positive attitude • Able to maintain personal drive and energy • Experience and attitude as important as qualifications • Ability to relate well to people at all levels • An aptitude to work as part of a team whilst also being self-motivated and action-orientated. • A high level of personal organisation skills • Good negotiation skills • An ability to manage your own personal stress levels. • A commitment to provide a quality support to the pupils, staff and parents of the school • Personal integrity, dedication and commitment to the role	• A real interest in lifelong learning and the work of schools within the community • Being ready to take advantage of additional opportunities towards a more flexible working role within the school
Circumstances:	• Willingness to work irregular hours on occasions • Ability to reach school quickly in an emergency	

Application Procedure

- 1) Carefully read all the information about this post.
- 2) Complete the application form as fully as possible. You must use the application link found on our website.
- 3) In section 'statement in support of your application' please tell us:
 - why are you applying for this post
 - how your experience, skills, training and/or qualifications equip you for this positing and specially how you meet the person specification and requirements of the job description.

Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If successful, you will receive an email inviting you to attend an interview.
- 3) Candidates called to an interview will:
 - Be given a tour of the school.
 - Have an opportunity to meet with members of the department.
 - Be expected to complete a task/exercise
 - Have a formal interview with members of the Senior Leadership Team.

Pre-Employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer, Head Teacher and line manager. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications.

3. Provide proof of eligibility to work in the UK
4. Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form and New Starter Health Assessment Questionnaire with our occupational health provider, Health Assured.

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.

The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To view Privacy Notice for Staff Applicants, [**Click here**](#)