

ROEDEAN

Join the Roedean Team

Estates Manager

Girls First: Empowered, Encouraged, Engaged

ON SITE FARM

FOUNDED 1885

48% BOARDING

5 OFFERS FOR OXBRIDGE

OVER 1/3 OF ALL GCSES WERE GRADED 9 IN THE LAST 2 YEARS

ACADEMIC MENTORING PROJECTS

45 ACRES

FLOOD-LIT ALL-WEATHER PITCH ON SITE

100 CO-CURRICULAR ACTIVITIES

355-SEAT THEATRE

GIRLS FROM OVER 40+ COUNTRIES

£11m BOARDING REFURBISHMENT

128 YEARS ON CURRENT SITE

58% OF 2026 COHORT PURSUED STEAM AT UNIVERSITY

ON THE CLIFFS OVERLOOKING THE ENGLISH CHANNEL

400 STUDENTS ON ROLL

www.roedean.co.uk | vacancies@roedean.co.uk | 01273 667531

Welcome to Roedean



Roedean is an extraordinary school on an extraordinary site – the girls play cricket and hockey with the sea's blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean which is marking the 141th anniversary of the foundation of the School, although it moved to its current site in 1898. Ever since its foundation, Roedean has been renowned for providing girls with an exceptional holistic education, and this certainly remains the case today: the girls excel in many fields, achieving excellent academic results, while also playing music beyond diploma level, debating in the Oxford Union finals, playing Netball in Sri Lanka, and throwing themselves into partnership work in the community and beyond. Students achieve Advanced 1 in Ballet, design and race their F24 electric car, exceptional artists can finish A Level Art in a year and then complete a certificated foundation year before applying for direct-entry Art degrees, and over the last two years, two students have successfully solo swimming across the Channel to France.

The School numbers around 400 students, and about half of that number are day girls, joined by boarders from over 40 countries.

Roedean is clearly thriving and, in addition to the evident success in the Arts and particularly STEM subjects, as well as in many areas of school life beyond the curriculum, it is wonderful that the findings of our last three ISI Inspection reports in 2016, 2021, and 2025 all highlighted the excellence in Roedean provision and outcomes for students. Despite current pressures, it is clear that the School is in fine fettle, and where it will be in the coming years is an exciting prospect.

Roedean really is a great place to work – we hope that you would like to join us.

Niamh Green
Head

The Role

Reporting to the Director of Finance & Operations, the Estates Manager is responsible for the strategic and operational leadership of the School's estate, including heritage and modern buildings, boarding accommodation, sports facilities, staff housing and extensive grounds.

The postholder will lead the maintenance, conservation, development and compliance of the estate, ensuring it is safe, well maintained, sustainable and fit for purpose. They will develop and deliver long-term estate strategies, planned preventative maintenance programmes, capital investment projects and statutory compliance arrangements, whilst leading the maintenance, grounds and house teams.

There is a functional link to the Health and Safety Manager and the post holder has Line Management responsibility for Maintenance, Housemen and Grounds staff and delegated trades people.

Main Duties

Strategic Estate Management

- Support the Director of Finance & Operations in developing and implementing the School's long-term Estates Strategy.
- Lead the strategic and operational management of the School estate.
- Develop and maintain an asset management framework to support investment planning and lifecycle management.
- Prepare and implement annual and multi-year maintenance, conservation and refurbishment plans.
- Contribute to sustainability, energy efficiency and carbon reduction initiatives across the estate.
- Provide professional advice to the Senior Leadership Team on estate-related matters.

Planned Preventative Maintenance and Asset Management

- Develop, implement and monitor comprehensive planned preventative maintenance programmes.
- Ensure buildings, infrastructure, plant and equipment are maintained effectively and efficiently.
- Oversee reactive maintenance arrangements and ensure timely completion of repair works.
- Maintain accurate asset, maintenance and compliance records using the School's estate management systems.
- Monitor estate condition and identify future maintenance and investment requirements.

Heritage Buildings and Conservation

- Oversee the conservation, repair and enhancement of the School's heritage and listed buildings.
- Ensure all works affecting heritage assets comply with relevant statutory and conservation requirements.
- Work with architects, surveyors and conservation specialists to deliver appropriate restoration and preservation projects.
- Balance heritage considerations with operational and educational requirements.

Capital Projects and Development

- Manage capital investment, refurbishment and construction projects from planning through to completion.
- Assist in preparing project specifications, budgets and business cases.
- Manage appointed consultants, architects, surveyors and contractors.
- Monitor project delivery, quality standards, timescales and expenditure.
- Ensure projects comply with statutory requirements and School standards.

Compliance, Health and Safety

- Ensure compliance with all relevant health and safety, property and building legislation.
- Work closely with the Health & Safety Manager to maintain a safe environment for pupils, staff, visitors and contractors.
- Oversee statutory inspections, testing and certification.
- Ensure effective management of asbestos, legionella, fire safety and other property compliance requirements.
- Undertake risk assessments and ensure appropriate controls are in place.
- Maintain effective contractor management procedures.
- Participate in emergency planning and incident response arrangements

Team Leadership

- Lead, motivate and develop the Maintenance Team Leader, Head Groundsperson and Senior Houseperson.
- Ensure teams are appropriately trained, competent and equipped to undertake their duties safely and effectively.
- Set performance standards and monitor service delivery.
- Promote a culture of continuous improvement, customer service and accountability.
- Ensure school grounds, sports facilities and external areas are maintained to a high standard.
- Ensure appropriate estates support is available for major school events including Open Days, Speech Day, Founders Day and other key activities.

Contractor and Supplier Management

- Procure, appoint and manage contractors and specialist consultants.
- Monitor contractor performance, quality and compliance.
- Ensure all works are completed to agreed specifications, standards and budgets.
- Maintain productive relationships with suppliers and service providers.

Financial Management

- Prepare and manage departmental revenue and capital budgets.
- Monitor expenditure and deliver value for money across all estate operations.
- Produce cost estimates, reports and forecasts as required.
- Support procurement and tendering exercises.

Person Specification

Essential Qualifications

- Degree, Higher National Diploma or equivalent professional qualification in Estates Management, Facilities Management, Building Surveying, Construction, Property Management or related discipline.
- Relevant professional qualification or equivalent experience in estates, facilities, property or building management.

Desirable Qualifications

- MRICS, MCIOB, IWFM or equivalent professional membership
- IOSH Managing Safely, NEBOSH or equivalent health and safety qualification
- Legionella, Asbestos or Fire Safety qualifications
- First Aid and Work qualification

Essential Experience, Knowledge and Skills

- Significant experience managing a complex estates, facilities or property portfolio
- Experience managing building refurbishment, improvement or capital projects
- Experience ensuring statutory compliance and health and safety requirements
- Sound knowledge of building construction, maintenance and property management
- Understanding of conservation principles relating to heritage buildings
- Understanding of sustainability and environmental management principles
- Strong leadership and people management skills
- Excellent project and contractor management capability
- Commercial awareness and budget management responsibility

Desirable Experience

- Experience within an independent school, education, healthcare or similar multi-site environment
- Experience managing listed buildings or heritage estates
- Experience overseeing major construction or refurbishment projects

Personal Attributes

- Strong planning, organisation and prioritisation skills
- Physically capable of accessing all areas of the estate, including working at height where necessary
- Effective communication and stakeholder management skills
- Ability to analyse information and make sound decisions
- Ability to work at height
- A full valid UK driving licence
- Flexible and proactive approach to work

The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.

The Package

Salary: Competitive depending on qualifications and experience

Hours: 40 hours per week - normally Monday to Friday. The post holder should be flexible in their approach to hours worked as these will be dictated by operational needs and will include weekends as required.
Note: attendance at key school events such as Open Day, Speech Day, Founders Day and Christmas Fair is compulsory.

Holidays: 22 days per annum (pro rata for part time) rising to 27 days (pro rata for part time) after 5 years' service.

Other Benefits include:

- **Pension** – Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40% - pro rata for part time staff)
- **Death in service benefit**
- **Dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Regular staff social events
- **'Cycle to Work' scheme**
- **Free parking on site**

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, prohibition from management check and the Disclosure and Barring Service (DBS).

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean. At Roedean School we are committed to building a diverse and inclusive workplace, so we encourage you to apply even if your past experience does not align perfectly with every qualification or experience in the information provided.

How to Apply

Applications should be made via the My New Term Application Form. This can be found by clicking the 'Apply Now' button on our website (www.roedean.co.uk/Vacancies). Please note we do not accept CVs.

If you have any questions about the role, please contact Maria Fabozzi, HR & Recruitment Officer - vacancies@roedean.co.uk

Closing date for applications is 9am, 16 November 2026.

Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

Why Work at Roedean?







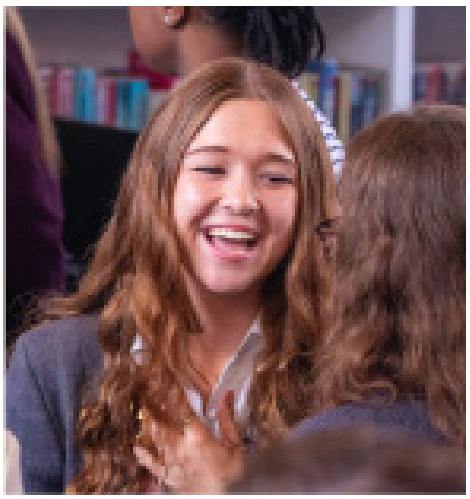


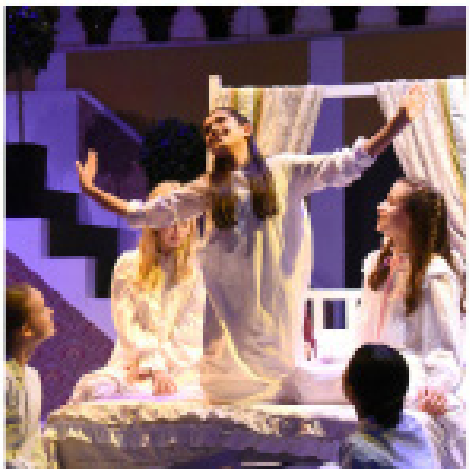
At Roedean, we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and Roedean has the same wish for its staff; the school is happy to proivde support and training to facilitate the professional development if needed. All members of staff at Roedean enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect, and this was highlighted in our oustanding ISI Inspection report.








The School Today

Roedean numbers around 400 girls, bringing together students from over thirty-five countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board.

Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the School has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions.

Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over 100 activities on offer every week, the girls enjoy international travel opportunities, a Farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch at the heart of the School. Roedean girls excel in a range of sports, and many musicians and dancers perform beyond Grade 8 level – all such activities have their own intrinsic value, but they also have huge benefits for the girls' academic endeavours. Our 'Wild Fridays' programme sees all of Year 7 and 8 spending every Friday afternoon outside, learning bushcraft skills and orienteering, looking after the animals on the Farm, and outdoor adventure – and they love it! All girls in Years 9 and 10 undertake Bronze and Silver Duke of Edinburgh's Awards, and some also have the opportunity to join the CCF contingent at Lancing College.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are a range of joint weekly activities, we fund-raised and built a Library on their site from scratch, and one year-group comes to Roedean each week for a morning of academic and sporting enrichment. Furthermore, the Roedean Academy, a programme of academic enrichment for Year 10 students, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.

Philanthropy is also central to what we do. 100 hot meals are sent each week into the community to feed the homeless in Brighton, 12 girls travel to Moldova each year to teach English to Ukrainian refugees and Moldovan orphans, and the community raised over £48,000 for a range of charities last year.







ROEDEAN'S ETHOS

At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI Inspection), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

ROEDEAN'S CAMPUS AND FACILITIES

Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House, and Lawrence House. We also have an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. With a £1½ million refurbishment of the Sixth Form facilities in 2019, a small Farm on site with sheep and pygmy goats, a refurbishment of our 355-seat Theatre in 2021, and an all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A transformation of the Library was completed in April 2024 and delivers an outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision.














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Roedean School, Roedean Way, Brighton, East Sussex BN2 5RQ
+44(0)1273 667531 roedean.co.uk

Charity No: 307063