



RMS
FOR GIRLS

PREMISES MANAGER

Information for Prospective Candidates

Start Date: As soon as possible

Full Time, Permanent



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A MESSAGE FROM OUR HEADTEACHER



Dear Applicant,

Thank you for considering a position at RMS for Girls. I very much hope that reading this information pack will encourage you to make a formal application. Of course, before doing so you will wish to gather as much information as possible about the School and I'm sure that you will explore our website and perhaps even read our latest inspection report.

But that will all only provide you with part of the picture. It is often when you arrive at a school and sense its atmosphere and culture that you know if it "just feels right". I joined RMS eight years ago and from that first tour, I knew that it was the school for me.

RMS is spectacularly beautiful and, when you first arrive here, you will be impressed by the architecture and our glorious grounds. We are proud of our stunning surroundings and the sense of history that pervades the school. We are steeped in tradition and never more so than when Drill takes place in the Michaelmas Term each year. But it is equally true to say there is nothing stuffy or old fashioned about RMS. We are a modern, forward thinking school, working to help our pupils to prepare for the challenges of a world that is evolving at a pace that none of us could have envisaged just a few years ago.

As I walk around the school, I am constantly struck by our pupils' verve and zest for life. They are incredibly proud of RMS, and their energy not only drives what we do but is also highly infectious. A quick look at our social media feeds will show you that there is no such thing as an average day at RMS. We know every pupil as an individual and we ensure that every pupil thrives. The breadth of opportunities available to the pupils is extraordinary and, over the time that they are with us, it is a joy to watch their confidence grow as they fully embrace the many experiences the school offers. But, just as importantly, they are kind, thoughtful and compassionate. And they work hard with a commitment to self-improvement. New academic staff consistently comment on how much they are enjoying their time in the classroom. RMS pupils wish to succeed and to do well, and supporting them is wonderfully rewarding.

What else can you expect if you were to join RMS? Well, we absolutely value our staff. Great employees are ever more difficult to recruit and we firmly believe in giving all colleagues opportunities to develop their careers within the school. External CPD is valued, and we also offer internal training such as our Emerging and Developing Leaders who are helping to drive change whilst broadening their own skill sets.

Like all schools, RMS is constantly evolving. You would be joining the school at an exciting time and we want all the team to get involved in helping to shape and deliver our vision going forward.

Many of our staff live on site. We have fifty residential properties spread around the grounds, and RMS has a strong family ethos. There are staff who have come here at the start of their careers as well as many experienced staff who have a wealth of wisdom which they are happy to share. For those who want the bright lights, thirty minutes on the tube will get you to Central London, and for those who don't, a walk around our 315 acres of parkland on a summer evening is hard to beat. We are a friendly bunch and you would be made to feel very welcome very quickly whether you live on site or not.

Finally, in a highly competitive market and the new challenges imposed by VAT, RMS continues to thrive. We are excited about the prospects for the next few years as we work together to move the school forwards. I do hope that you will decide to make an application to join us on that journey and to come in to see the school for yourself so that we will have the chance to meet in person.

Very best wishes,

Kevin Carson
Headteacher at RMS for Girls



THE SCHOOL

RMS has an exceptional, unusual and distinguished history

One of the oldest girls' schools in the country, the School was founded by Chevalier Ruspini in 1788 with the purpose of educating the daughters of Freemasons who were unable to support their families through death, illness or disability. The School started with fifteen pupils and a matron in Somers Place in East London and moved twice within London until it finally settled in the magnificent grounds of Rickmansworth Park in 1934. The School became an open fee paying school in 1978 and accepts girls from all backgrounds and faiths. The overwhelming majority of families associated with the School have no links with Freemasonry, with our name now largely being a reference to our past.

RMS is a day and boarding school, attracting day pupils from across Hertfordshire, Buckinghamshire, Middlesex and North London, and approximately 100 boarders from the UK and all over the world. It is located within easy reach of Central London (30 minutes by train/underground), and is just under a mile from Junction 18 of the M25 motorway.

RMS is comprised of four schools: Ruspini House, a Nursery School for boys and girls aged 2 to 4; Cadogan House, a Prep School for girls aged 4 to 11; the Senior School for pupils in Years 7 to 11; and Hind House Sixth Form Centre. The School currently has around 900 pupils. Entry is competitive at 3+, 4+, 11+ 13+ and 16+, with a few pupils joining us at other times if places are available. Once in school, pupils transfer seamlessly through the year groups with places guaranteed at each key transition point.

Our public examination results are consistently impressive, and around 99% of pupils leave RMS to take up places at university, 90% at their institution of first choice. The truest measure of our success is to be found in the value that we add to the pupils' ability level between entry to our school to the time when they take their external exams. This is where RMS truly shines: the value-added at GCSE was greater than one grade per pupil across eleven subjects this year.



30 minutes
to Central London



All-through
school



315 acres

COURAGE

AMBITION

INTEGRITY

KINDNESS

INCLUSIVITY

PERSISTENCE

There are six core values and the emphasis on these permeates every aspect of the life of the School. Pupils who demonstrate putting them into action in their daily life are recognised and rewarded. The Ashlar is a 'polished cornerstone' and it is a valued award given to pupils in recognition of their hard work, demonstration of the School values and contributions to School life.

Our teachers describe the pupils as willing learners who ask lots of questions, not because they haven't been listening, but because they have boundless intellectual curiosity and the confidence to question and explore beyond the curriculum. The pastoral teams are very strong and so issues are picked up quickly and the focus is on nurturing the whole child not simply their academic performance.

The broad co-curricular offer at the School and the small class sizes mean that teachers get to know each girl well and can become more actively involved in what they are doing outside the classroom. Perhaps the greatest endorsement of this approach comes from talking to teachers who have recently joined RMS who typically make comments like, "not only are the students respectful, they are excited to come to my lessons and are full of life".

A Head of Department who joined the team recently feels that because the pupils are attentive, there is space in lessons to go beyond the curriculum and do things that he wouldn't have considered in his previous job. Another said, "working at RMS goes beyond my expectations, your days glide by and teaching here is a really rewarding and positive experience". It is with enormous pride that, as a team, both academic and support staff work together to inspire our pupils to discover their passions and personal voice to enable them to forge their own unique futures as successful women of the 21st century.

OUR PUPILS

Life at RMS is centred around more than just academic success



The School is well known for its exceptional pastoral care, the wealth of extra-curricular opportunities it offers, and its commitment to a values-based education. By offering a nurturing, inclusive and supportive environment where each child is esteemed as an individual, capable of success, we encourage our pupils to become happy and aspirational learners from their early years in Ruspini House all the way through the School to the Sixth Form in Hind House.

As Miranda and Evie, former Head Girls, put it, “At RMS, students develop the confidence to challenge themselves. We’re supported in taking every opportunity that we’re presented with, both academically and in the very wide range of extra-curricular activities on offer. We are encouraged to be intellectually curious learners, and so enjoy engaging in discussions in lessons and exploring new ideas with our teachers.”

In addition, something that every student and staff member at RMS will comment on is the strong sense of community; we are supportive and inclusive (and have a good sense of fun), all sharing a common goal of becoming moral, well-rounded people. As such, we focus on core values such as responsibility and compassion, and aim to develop the transferrable skillset that will allow us to embrace life’s challenges with confidence.

The Independent Schools Inspectorate visited in September 2017 and May 2022 and assessed the school as being “excellent” in all areas for the Educational Quality Inspection. Across both inspections, RMS attained the highest judgement that a school can be awarded. “Pupils’ attitudes to learning are excellent; they take control of their learning, relish challenge, and develop confidence, self-belief and a love of learning.”

The report also states that the school “successfully meets its aim to produce young women who have great self-belief, are self-aware and take the values of the school with them so that they are well placed to be outstanding citizens of the 21st century.”



THE ROLE

The Premises Manager provides operational leadership for the development and maintenance of the School estate and facilities, bringing innovation, creativity and cost-effectiveness. Reporting to the Director of Finance and Operations (DFO), the Premises Manager has overall responsibility for delivering a professional buildings management service within the annual budget and also oversees capital projects, together with key aspects of health and safety management for the School.

We require a flexible and analytical individual with a pragmatic “can-do” approach. You will be highly motivated, with strong project and team management experience, alongside excellent communication and organisational skills. Experience of working in the Education sector would be advantageous.

JOB SPECIFICATION

Reporting to the Director of Finance and Operations (DFO), the main areas of responsibility are set out below. The list is not exhaustive, and the successful applicant may be expected to assume additional responsibilities as reasonably requested by the DFO.

Strategic Leadership

- Supports the development of a long term school estates and facilities management programme, including capital development, improvement works and planned, preventative and reactive maintenance.
- Is part of the Executive bursarial leadership team which includes the DFO, Director of People, Head of Commercial and Operations, Head of Finance, Estates Manager, Compliance and Admin Manager, Network Manager and the Head of Marketing and Admissions.
- Attends the termly Governors` Estates Committee sharing accurate and relevant budgets, compliance updates and capital project updates.
- Supports the development of the School's infrastructure to deliver sustainability improvements and energy efficiency.
- Liaises with the Schools' landlord the Masonic Charitable Fund to support the delivery and planning of major projects carried out around the School site.

Team and Project management

- Line manages the Premises team, a team of six skilled workers including an Assistant Premises Manager who is the lead electrician, an electrician, a building specialist, a carpenter, a maintenance assistant and an administrator. Ensures the team is motivated and developed with appraisals and regular meetings.
- Acts as the School's representative for capital projects, in the appraisal, appointment and monitoring of external consultants and contractors.
- Ensures all contractors visiting the site are fully compliant with school policy and procedures and undertakes due diligence for safeguarding, insurance and competence checks.
- Arrange rotas and training for on-call emergency responders to ensure that all out of hours calls and emergencies are dealt with in a timely manner.

Operational Excellence

- Takes a key role within the Health and Safety management of the School site. Responsible for the day to day implementation of health and safety arrangements, organisation of maintenance and repairs and annual reviews, contractor management and the health and safety induction of all new staff.
- Ensures effective Planned Preventative Maintenance (PPM) across the estate and maintaining accurate asset registers, drawings and statutory records.
- Ensures appropriate risk assessments are in place, staff and contractors are familiar with safe working practices and comply with them.
- Maintains and reviews fire risk assessment and ensures fire drills, equipment checking and training logs are planned and managed appropriately.
- Responsible for water monitoring and safety including the swimming pool to ensure appropriate checks and maintenance responses are scheduled and organised
- Regularly reviews annual service and HLP contracts to ensure terms and conditions are reasonable, value for money, meet the school's ongoing requirements and agreed KPIs.
- Ensures security systems (CCTV, gate access and door access systems) are operational and tested at specified intervals.
- Monitors the provision of heating, lighting, water, drainage and other services, ensuring they are energy efficient and reacting promptly to failures or hazards.
- Manage the tenancy agreements and associated support for staff who reside in staff accommodation.
- Lead the planned improvement works on staff accommodation.

PERSON PROFILE

PERSON SPECIFICATION

Essential:

- A confident and driven-to-succeed person who excels in a premises management environment.
- Must enjoy working collaboratively as a part of a team and working with professionalism and integrity.
- Proven track record of expertise in estate management, and a drive to improve systems and ways of working.
- Experience leading maintenance teams in a complex estate.
- Excellent budget management skills.
- Proven procurement, contract negotiation and project management experience from inception to completion.
- Strong understanding of M&E systems.
- Extensive knowledge of project management.
- Proven experience in managing staff, including performance development.
- Confidence in working with a range of databases and an excellent working knowledge of the Microsoft /Google suite of programs.
- Accredited Health & Safety qualification.
- Communicates well with sound verbal and written skills.
- Demonstrate flexibility and are able to adapt.
- An ability to maintain confidentiality and discretion.

Desirable:

- Holds a technical qualification that is relevant to construction or maintaining buildings, such as electrical, heating/plumbing, surveying or related discipline.
- School estate experience would be advantageous.
- NEBOSH / IOSH qualification.
- A valid, clean driving license is advantageous.



TERMS OF EMPLOYMENT

We work closely with all our staff to create a workplace that is well-balanced, fulfilling, and happy



TERMS OF EMPLOYMENT

- The terms of employment include:
- 40 hours per week, 52 weeks per year
- Six weeks holiday per year (including the school closure period over the Christmas Holidays) plus Bank Holidays.
- The post holders pay on the RMS Support Staff Pay Scale will be up to £ 58,240 per annum, depending upon experience and qualifications
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking
- Employee Assistance Programme
- Access to an extensive wellbeing programme, including fitness suite, swimming, yoga
- School fee discount – subject to terms and conditions of the policy

DISCLOSURE AND BARRING SERVICE

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding 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 they must report any concerns to the Headteacher. In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

EMPLOYEE BENEFITS

There are a number of great benefits available to all staff at RMS for Girls.

FINANCIAL BENEFITS

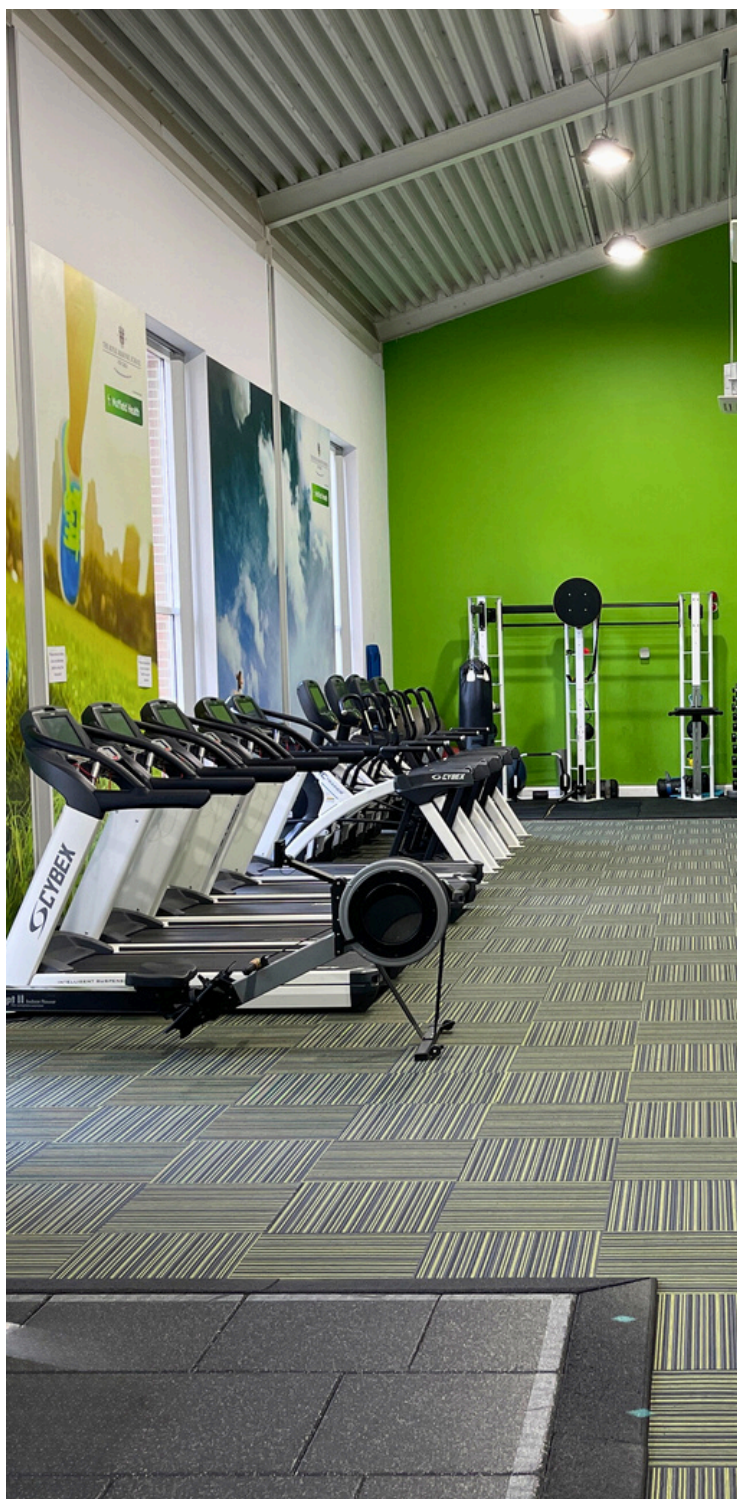
- Pension scheme with salary exchange and cash allowance options
- Life Insurance cover for eligible staff who are under 75 years of age
- Accommodation if appropriate and available (subject to the provisions within the Staff Accommodation Policy)
- Personal effects insurance

EMPLOYMENT BENEFITS

- Generous holiday entitlements
- Enhanced maternity, paternity, and adoption pay
- Extensive professional development programme (external and internal training available) with a generous budget and a dedicated conference room
- Sabbatical policy
- Eyesight testing

OTHER STAFF BENEFITS AND DISCOUNTS

- Access to an Employee Assistance Programme, offering Digital GP, annual health check, Mental Health Consultations for you and your family
- Preferential rate of membership with onsite Nuffield Health Gym
- RMS Staff Association –numerous social events throughout the year
- Wellbeing group with varied initiatives
- Discounted facility hire
- Cycle to work scheme
- Free travel on the school coaches subject to availability
- Free car parking
- Free lunch time meal and snacks at morning break
- Free flu vaccination
- Use of well-stocked Resource Centre



THE APPLICATION PROCESS

01

Complete an application form

To apply, please complete the My New Term Application Form using the Supporting Statement section of the form to detail your suitability for the role.

02

Closing Date

The closing date for applications is Monday, 19th January 2026 by 9.00am. Early application is advised as we reserve the right to close the advert early should a suitable applicant be found.

03

Interview

Interviews will take place on Friday, 23rd January / Friday 26th January 2026.



CONTACT US

If you have any questions or would like to discuss this role further, please contact us at hadmin@rmsforgirls.com or telephone 01923 725091

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