

FHS

Francis Holland Schools



DIRECTOR OF ESTATES

Capital Projects and Commercial Development

CANDIDATE INFORMATION

ABOUT US

Founded in 1881, the Francis Holland Schools Trust (FHST) is a family of three highly regarded independent day school for girls aged 4-18, located in the heart of London.

For nearly 150 years, the Trust has built a strong reputation for delivering an exceptional, well-rounded, girls' education - shaping futures with purpose. Whilst each of the schools is proudly unique, with its own culture, identity, and community, the schools are united by a shared belief: that education is for life.

This approach combines academic excellence with outstanding pastoral care, equipping pupils to flourish, find happiness and lead lives of purpose.

The FHST Estate:

The Trust's estate spans three central London locations:

Francis Holland, Regent's Park: 11–18 senior school, adjacent to Regent's Park.

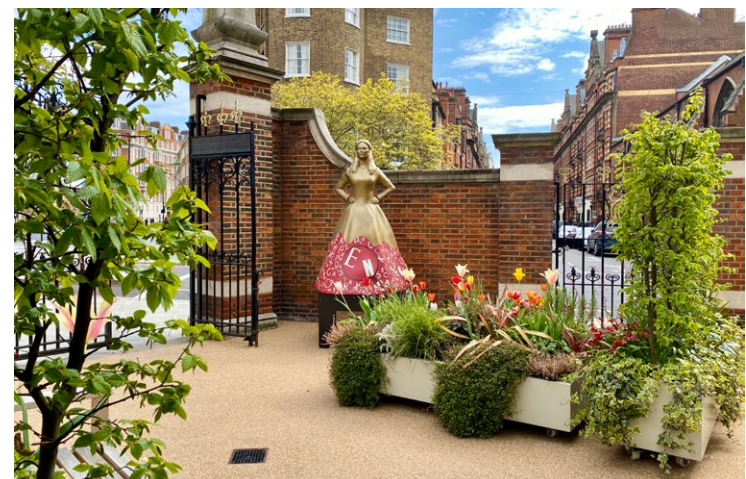
Francis Holland, Sloane Square: 11–18 senior school, close to Sloane Square and Victoria.

Francis Holland Prep: 4–11 preparatory school on Manresa Road, Chelsea.

The estate comprises a diverse portfolio of historic, listed and modernised school buildings within some of London's most constrained and high-value locations.

The Trust has an ongoing programme of estate investment, development and master planning, focused on maintaining excellent learning environments, improving the use and efficiency of the estate, addressing sustainability and compliance, and ensuring the property portfolio supports the Trust's long-term educational strategy.

The estate therefore presents a distinctive combination of heritage, operational complexity, capital development and strategic estate planning within a compact central London portfolio.



JOB DESCRIPTION

Job Title: Director of Estates, Capital Projects and Commercial Development

Reporting to: Chief Operating Officer

Location: 35 Bourne Street, London, SW1W 8JA, though travel between trust sites will be required. This post is on site, with flexibility for home working during the school holidays.

Salary: Excellent, commensurate with the seniority of the post

Hours of Work & Working Pattern: The Trust is open to considering appointments on a part-time or full-time basis, although a minimum of 3 days a week will be required. The working pattern will be determined with the successful candidate, taking into account their experience, expertise and the scope of the role. Given the seniority of the position, a flexible approach to working hours will be required to support key projects, governance meetings and other significant activities. Please do indicate on your application your preferred pattern of work.

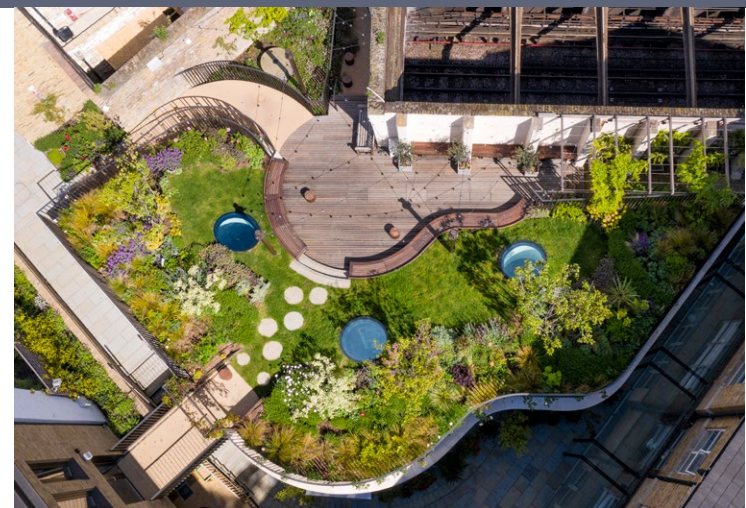
PURPOSE OF THE ROLE

The Director of Estates is responsible for developing and delivering the Trust's long-term estates strategy, ensuring that its property portfolio supports the educational vision, financial sustainability and future growth of the Trust.

Reporting to the Chief Operating Officer (COO), the postholder will lead the stewardship, development and optimisation of the Trust's estate, overseeing capital investment programmes, key development projects and commercial opportunities. Acting as the Trust's lead property professional, they will maximise the value, utilisation and sustainability of the Trust estate assets while ensuring effective governance, compliance and long-term planning.

The role works closely with the Heads, Governors, School Facilities Managers, professional advisers, donors, local authorities and community stakeholders.

This is a strategic leadership role rather than an operational facilities management position. Day-to-day facilities management remains the responsibility of the Facilities Managers in each School within the Trust.



KEY RESPONSIBILITIES

Strategy and Leadership

- Develop and deliver the long-term estates strategy for the Trust, ensuring alignment with educational priorities and organisational objectives.
- Lead estate master planning across the Trust, taking into account any additional opportunities for investment, enhancement and future development.
- Provide strategic advice to the COO, Heads and Governors on estate matters including capital investment, compliance, sustainability and asset optimisation.
- Provide strategic oversight and support to School Facilities Managers, ensuring compliance and effective risk management, while driving medium and long-term maintenance, repair and capital replacement planning for key estate assets and infrastructure.

Capital Projects and Estate Development

- Lead major capital projects from inception through to completion, ensuring effective governance, budget management and stakeholder engagement.
- Manage external advisers, consultants and contractors in the delivery of estate projects.
- Identify opportunities to enhance the quality, functionality and long-term value of the Trust's estate.

Financial Planning and Commercial Development

- Develop and maintain a long-term estates investment/financial plan covering maintenance, lifecycle replacement and capital development.
- Develop and implement a Trust-wide commercial lettings and income generation strategy, maximising the value and utilisation of the Trust's estate assets outside core educational use.

Governance, Compliance and Sustainability

- Set Trust-wide standards and monitor and assure the effectiveness of estates compliance, asset management and estate-related policies and procedures, ensuring the Trust meets all relevant legal, regulatory, charity, health and safety, and environmental requirements.
- Lead the Trust's approach to estate sustainability and environmental improvement.

Stakeholder Management

- Build strong relationships with the COO, Heads, Governors, staff and Facilities Managers across the Trust.
- Develop productive partnerships with local authorities, donors, professional advisers and community stakeholders.
- Present estate strategies, investment proposals and project updates to leadership and governance groups.

PERSON SPECIFICATION

Qualifications

- Professionally qualified surveyor (MRICS or equivalent) – *Desirable*
- Degree educated or equivalent professional qualification in Estates Management, Surveying, Property, Construction or a related discipline – *Desirable*
- Evidence of continuing professional development – *Essential*

Experience

- Significant experience in a senior estates, property or asset management leadership role – *Essential*
- Proven track record of developing and delivering complex capital programmes and estate improvement projects – *Essential*
- Experience of leading, developing and managing estates teams and external consultants – *Essential*
- Experience within the education sector, preferably within an independent school environment – *Desirable*
- Experience of charity governance and compliance requirements – *Desirable*
- Experience of developing commercial opportunities and income generation from estate assets, including lettings and partnerships – *Desirable*

Knowledge and Skills

- Strong understanding of estate management, asset lifecycle planning and property-related compliance
- Sound knowledge of capital project delivery, procurement and contract management
- Understanding of sustainability, energy management and environmental best practice

- Strong commercial awareness and ability to identify value-enhancing opportunities across a property portfolio
- Excellent financial and analytical skills, including budget management and business case development
- Proficient in Microsoft Office applications, particularly Excel and reporting tools
- Excellent written, verbal and presentation skills
- Understanding of the regulatory environment for independent schools and charities
- Ability to influence and engage effectively with senior stakeholders, governors and external partners

Personal Attributes

- High levels of integrity, professionalism and ethical conduct
- Strategic thinker with the ability to balance long-term planning with practical delivery
- Proactive, resilient and self-motivated approach
- Strong interpersonal and relationship-building skills
- Collaborative leadership style with the ability to work across multiple sites and stakeholder groups
- Strong judgement and decision-making capability
- Commitment to safeguarding, equality, diversity and inclusion, and the values of the Trust

STAFF BENEFITS

- 30 days holidays plus bank holidays and a notional week at Christmas
- Wellbeing Scheme, including Employee Assistance Scheme and access to 24/7 GP appointments
- Cycle to Work Scheme
- Life Cover
- Free school lunch during term time
- Interest free travel and computer purchase loans
- The Francis Holland Schools Rewards Hub offering a vast range of retail and entertainment discounts
- Enhanced Maternity, Paternity and Sick Pay
- 50% fee remission for own daughters
- Outstanding professional development opportunities
- The Trust offers a Stakeholder Pension Scheme, with salary sacrifice, through Aviva. It has generous employer contribution levels of 13.5%, subject to employee contribution.

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Commitment to Diversity

FHS champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Statutory checks including a satisfactory DBS certificate and references will be a requirement for this role. This role is classed as regulated activity with children as it involves working within the school on a day-to-day basis with regular and frequent opportunity for contact with children and is exempt from the Rehabilitation of Offenders Act, 1974.

