

THE ST. CHRISTOPHER SCHOOL

JOB DESCRIPTION

FEBRUARY 2026

NAME:

JOB TITLE: Estate Manager

PURPOSE OF THE JOB: To provide excellent practical site management and lead a high-performing team to ensure The St. Christopher School is safe, clean, well-maintained and operationally effective.

RESPONSIBLE TO: Headteacher

SALARY: Local Government Scale – 25 (£36,363)- 28 (£39,152)

HOURS: 37 hours per week, 52 weeks per year

JOB SUMMARY:

The Estate Manager is responsible for the day-to-day practical management of the school's buildings, grounds and facilities. This is a hands-on role requiring excellent technical skills, proactive problem-solving, and the ability to lead and motivate a site team. The Estate Manager will ensure the school operates safely and efficiently, maintaining high standards of cleanliness, maintenance and security.

The role includes line management responsibility for the site team and external contractors (including cleaning & catering), serving as the designated Health and Safety Responsible Person, and acting as a key holder for emergency response.

KEY RESPONSIBILITIES:

Site Operations & Maintenance

- Lead day-to-day site operations, ensuring buildings, grounds and equipment are well-maintained, clean, safe and secure
- Carry out routine maintenance tasks including minor repairs, painting, carpentry, and general upkeep
- Conduct regular site inspections to identify maintenance needs and address issues proactively
- Coordinate and support furniture moves, classroom reconfiguration and event set-ups
- Maintain appropriate stock levels of tools, equipment and consumables
- Ensure external areas including playgrounds, car parks and pathways are safe and well-maintained
- Monitor and respond to facility-related requests via the Every software system
- Provide hands-on support during school events, adverse weather conditions or emergencies

Health and Safety Management

- Act as the designated site Health and Safety Responsible Person
- Ensure the school site is compliant with all statutory health and safety requirements
- Conduct regular health and safety checks and address any issues identified
- Coordinate fire drills, test fire alarms and emergency lighting
- Maintain accurate records of safety inspections, tests and maintenance
- Report accidents and near misses, ensuring lessons are learned and practice improved
- Work with the Assistant Estates Manager to ensure compliance schedules are maintained
- Ensure safe working practices are followed by the site team and contractors
- Support the Headteacher in maintaining safe site capacity and managing risk

Line Management

- Directly line manage and performance manage the site team
- Supervise and manage the cleaning contractor, ensuring high standards are maintained
- Allocate work effectively across the team and monitor completion
- Provide guidance, training and support to team members
- Conduct regular team meetings and communicate priorities clearly
- Work collaboratively with the Assistant Estates Manager on compliance matters and planned works
- Liaise regularly with the Senior Leadership Team on site matters
- Coordinate with external contractors to ensure work is completed safely and to a high standard

Security and Emergency Response

- Act as key holder and respond to emergency callouts as required
- Ensure site security through regular checks of doors, windows, gates and alarm systems
- Open and secure the school premises as required
- Coordinate emergency planning and business continuity measures
- Respond effectively to emergencies including adverse weather, building failures or security incidents

Other Information

- This role is based on-site at The St. Christopher School and may require flexibility to work outside standard hours for events, emergencies, or urgent maintenance needs
- The role will evolve as the needs of the school and Trust change, and responsibilities may be adapted accordingly
- The St. Christopher School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment