



# Cobham Hall

## Recruitment Pack Estates Manager

The UK's only Round Square Boarding and Day School  
for Girls aged 11-18 and Co-Education for Sixth Form



# Cobham Hall

We are looking to appoint an experienced Estates Manager to take on day to day management and drive a programme of improvements at Cobham Hall.

Reporting directly to the Headmistress, you will work closely with the Mill Hill Education Group's Director of Operations and Health and Safety Manager to establish an effective maintenance regime and identify a prioritised programme of improvements that meet the academic, commercial and compliance needs of the School.

This is an excellent opportunity for an experienced Estates Manager to offer strategic direction to the School's senior team and to produce asset management and development plans for our estate. You will lead the Estates team, and manage programmes of maintenance, repair and improvement of all aspects of the buildings and grounds. With a recognised qualification in Estates Management being an advantage alongside excellent people skills, you must have a sound financial and commercial approach to the care and maintenance of our largely historic buildings and assets.

It is expected that this 'hands on' role will be residential and accommodation will be provided. This expectation may be negotiable for the right candidate.

## Pay and Benefits

Salary band up to £45,000 per annum, depending on experience.

The School also offers:

- Pension Scheme.
- An opportunity to develop your leadership skills with an eye towards further leadership.
- Comprehensive induction and on-going opportunities for Professional Development.
- Enthusiastic students, willing to learn.
- Small class sizes.
- Use of the School fitness room, tennis courts and swimming pool.
- Free onsite parking.
- Lunches and refreshments provided.
- Access to 150 acres of Grade II\* designed parkland.
- Staff members are eligible for up to 50% fee remission.
- Cycle to work scheme.
- Electric vehicle charging points

## Hours of Work and Holidays

- 40 hours per week, although flexibility in working arrangements will be required.
- 25 days annual leave. You are also entitled to statutory Bank Holidays, although you may be required to work these on occasions. Time off in lieu will be provided.



## Cobham Hall Estate

Acquired in 1962 by the Westwood Education Trust, Cobham Hall comprises a Grade I Manor House, noted as one of the largest and most important houses in Kent, and a range of more recent buildings constructed to meet the needs of the School and including two boarding houses, a swimming pool, teaching block and large activity centre. The buildings are surrounded by 150 acres of Grade II\* Repton designed landscape which also houses a range of contemporary landscape buildings. There are no formal sports pitches.

However, the South Lawn is marked out for rounders in the summer and the West Lawn laid out for rounders and cricket. There are seven hard tennis courts adjacent to the Activity Centre. There are also early plans for replacing the tennis courts and upgrading the pool.

During the year, the School has an extensive lettings programme including residential, sports and day lettings. The Estates Manager will work closely with the Commercial Manager to ensure that the facilities are set up and that impact on the operation of the School is minimised. This can involve tight turn arounds at the start and end of holidays. The School is also used on occasions for filming.

As the Estates Manager you will provide strategic leadership in respect of the management, maintenance, repair, alteration and improvement of all grounds and buildings in the ownership and care of the School. However, as a small School, you will also have to be hands on, stepping in where necessary to assist and cover. You will also have to be flexible in your working hours, coming in, where necessary, at weekends and evenings to meet the needs of the role and to cover emergencies and other eventualities.

This is a challenging and varied role. However, you will have the benefit of support from the Mill Hill Education Groups Executive Team and opportunities for strategic investment in the development of the premises in support of the School's business objectives and development plan.



## Job Description

**Reports to:** Headmistress

The responsibilities of the Estates Manager will include the following:

### STRATEGIC PROJECTS

- To assist in the appointment of architects, consultants and contractors, as appropriate, following the School's procurement policy and to manage and monitor the work of contractors.
- To obtain necessary advice and permissions in relation to building regulations, listed building consent, planning consents and fire authority approvals.
- To be the School's nominated contact and liaison officer for overseeing approved capital projects throughout the detailed planning stages, design, procurement, works on site and handover.
- To manage all minor works projects including coordination of all services, fixed furniture and equipment.
- To prepare budget requirements for anticipated projects, improvements and replacement of major plant and equipment.

### REPAIRS AND MAINTENANCE

- To be responsible for the repair, maintenance and improvement of all School buildings and facilities.
- To develop and keep updated the planned annual and five year rolling maintenance programme.
- Be responsible for the maintenance of accurate records, plans, drawings and Operation and Maintenance Manuals relating to the School's buildings, plant and services infrastructure.
- To carry out or commission condition surveys every five years on the School's buildings in order to provide advice and to inform the planned maintenance and refurbishment programme.
- To manage the School's electronic helpdesk system for reporting repairs and maintenance requests.
- Establish the School's needs and priorities; instructing work to be carried out and then monitoring the standards achieved, timeframe, and keeping staff informed of work in progress.
- To achieve repairs and maintenance works inhouse on the basis of cost effectiveness and efficiency.
- Management of all buildings-related maintenance service contracts.

## **GROUND, SPORTS PITCHES AND GARDENS**

- Regularly liaise with the PE Department and the Head Gardener to ensure that the sports provision is safe and properly maintained.
- Lead and manage the development and improvement of the grounds and gardens on the site.
- Lead operations to ensure the safety of the site in the event of snow, ice, high winds or other weather related events.
- Take responsibility for the management of the trees on the School site including obtaining biannual tree condition survey and ensuring recommendations are acted upon.
- Work with the Commercial Manager to coordinate the movement of furniture.

## **BUDGETS**

- Work with the Head and Director of Operations on the preparation of annual budgets.
- Exercise strict financial controls on departmental expenditure; to include monitoring and reporting against approved budget allowances on a monthly basis.
- To oversee the system for the purchase, control and monitoring of materials.
- Adhere to the School's financial procedures; including competitive tendering and price comparison processes to obtain best value for the Foundation.

## **COMPLIANCE**

- Ensure the Estate Department's and the School's obligations with regards to regulatory compliance and best practice are met through testing and certification of services installations and equipment.
- Keep up to date with knowledge and awareness of compliance and disseminate the information to relevant departments and staff.
- Maintain necessary records for inspection and insurance purposes.
- Ensure that repairs or maintenance works of a health and safety nature are dealt with as a matter of priority.
- Ensure via the Grounds and Maintenance Teams are operating safely and that risk assessments are updated and followed.

## **HEALTH AND SAFETY**

- Act as the School's Health and Safety Co-ordinator; supported by an external Health and Safety Consultancy and oversee health and safety matters at Cobham Hall including ensuring risk assessments and relevant policies are produced and kept up to date.
- Chair the Cobham Hall Health and Safety Committee.
- Review accidents on the School's premises supported by relevant staff and where necessary ensure accidents are followed up and acted upon and RIDDOR reports made if required.
- Develop and update the School's rolling building inspection process and take appropriate actions as a result.
- Act as the School's Fire Safety Manager and ensure that the fire policy and fire evacuation procedures are kept up to date.
- Take responsibility for the fire safety systems and the fire response procedures, including leading the fire response team.
- Ensure Fire Risk Assessments and fire plans are kept up to date and renewed as required.
- Ensure the recommendations of FRAs are acted upon and kept under review.

## **UTILITIES AND WASTE MANAGEMENT**

- To arrange the purchase of utilities through tendering and contract negotiation.
- To manage the consumption of energy and water by prudent housekeeping, monitoring meters and maintenance of plant to minimise operational costs.
- To consider, develop and implement a whole School Environmental Policy.
- To seek ways of achieving more efficient methods of lighting, heating and use of plant and equipment, with a view to reducing consumption and costs by taking advantage of relevant technologies.
- Removal of waste associated with estates tasks and ensuring that the necessary procedures are followed.

## **SECURITY**

- To work with the Head and any external security advisors in ensuring the safe and secure operation of the School's site.
- To be a key holder and first responder both in hours and out of hours emergencies.
- Planning and maintenance of the school-wide security systems.
- Assisting with the ongoing development of the CCTV system.

## **HOME TO SCHOOL TRANSPORT**

- Responsibility for the maintenance and safe operation of the School's transport fleet.
- Responsible for managing driving rotas on a termly and daily basis to meet the needs of students using the home to school service.
- Where necessary, to cover for absence and provide additional trips as required.

## **LINE MANAGEMENT**

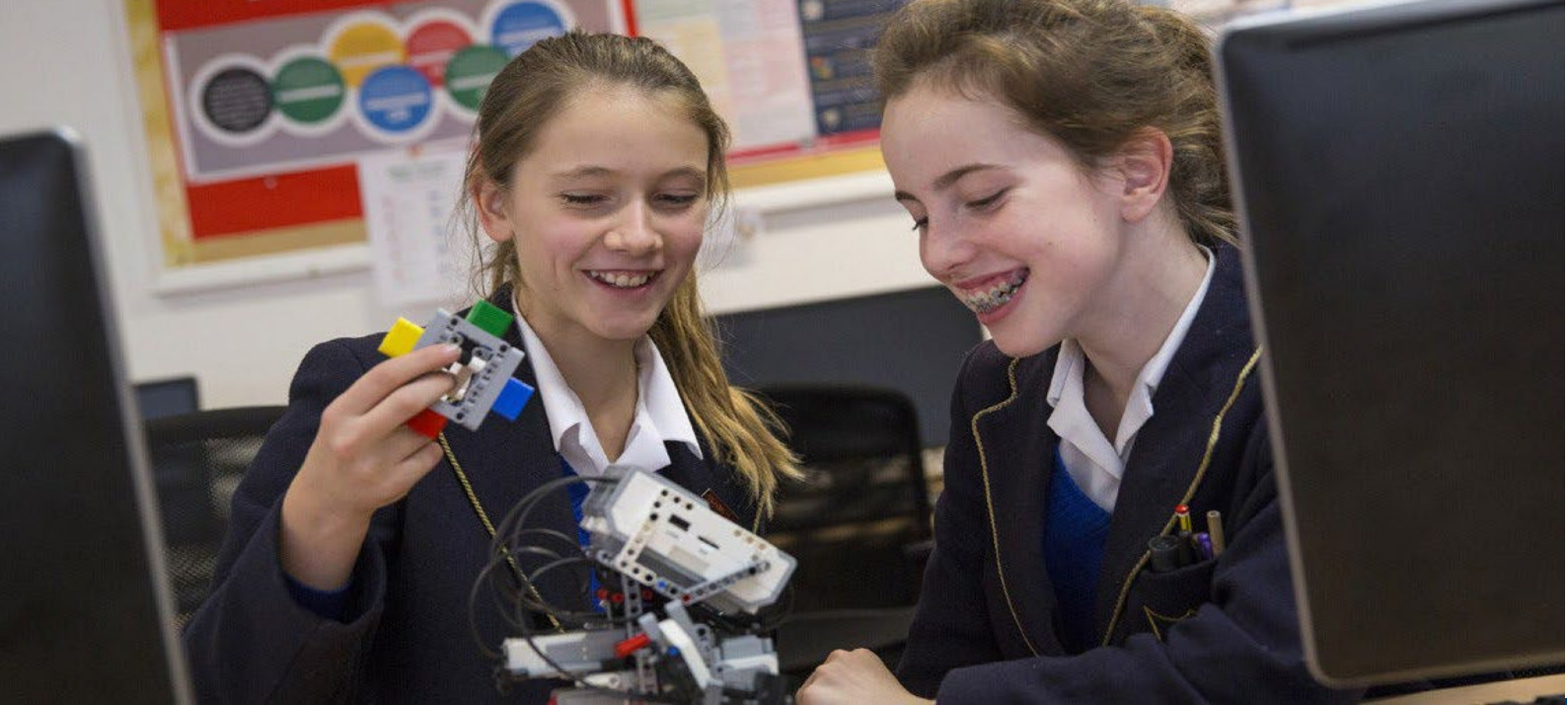
- To be the Line Manager for the Head Gardener and ensure that the department is efficiently managed and organised.
- Responsibility for the effective management of the Estates Department personnel.
- To be Line Manager for the School Drivers.
- Ensure that the School's obligations with regards to health and safety at work are met through staff training and development.
- To review and monitor working practices of the department to ensure timely delivery of the highest standards of workmanship and customer service.

## **MANAGEMENT AND COMMUNICATION**

- To liaise with all members of the community to facilitate planning and day-to-day running of School operations.
- To keep the Estates Committee, Director of Operations, Head informed of estates related issues as and when is appropriate.
- Communication with the Leadership Team with regards to progress on projects.
- Attend all meetings of the Estates Committee and any other Committee Meetings as required; including the preparation and presentation of papers updating Governors on capital projects and estates matters.
- Attend meetings of the Leadership Team as required.

## **RECORD KEEPING**

- Establish and manage an effective record keeping system.



## Person Specification

The successful candidate will have:

### SKILLS AND QUALIFICATIONS

- A relevant professional qualification or extensive experience in construction, construction management, engineering, estates, facilities or property management.
- Health and Safety qualification (such as NEBOSH General Certificates or equivalent) or extensive experience of managing Health and safety.
- Proficient use of IT Microsoft applications.

### EXPERIENCE AND KNOWLEDGE

- Experience of managing a property and estate portfolio.
- Experience of managing a team from a range of professions or trades.
- Experience in project management and delivering works programmes within set timeframes.
- Experience of working in an educational setting desirable but not essential.

### PERSONAL SKILLS

- Ability to maintain confidentiality at all times.
- Attention to detail.
- Excellent communication skills.

### INTERVIEW

The interview will include:

- Tour of the School
- Interviews
- Meeting with staff

Closing date for applications: **9.00am on Tuesday 14 May 2024.**

Interviews will take place throughout the application period. The School reserves the right to interview candidates and appoint to this role ahead of the closing date and applications will be considered as they are received.



## Information about Cobham Hall

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High-Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a single sex Boarding and Day school for girls aged 11 to 16 and Co-ed in the Sixth Form. It is a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's motto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

The School's aim is to ensure that students leaving Cobham Hall are young individuals who can step into the world with confidence in their abilities, who are eager to embrace opportunities, and who have an understanding and practical experience of working alongside people from different backgrounds and cultures.

Our small class sizes ensure that each student is able to be supported on their educational journey and enables lessons to be dynamic and engaging.

For details about Cobham Hall please refer to the School's website at [www.cobhamhall.com](http://www.cobhamhall.com) where details of our most recent ISI inspection in 2023 can be found. The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.





## HOW TO APPLY

- 1 For more information, and to apply, [please follow this link](#) to the Mill Hill Education Group job portal and select "Cobham Hall School" as your location.
- 2 Your application form should be completed in full by 9.00am on Tuesday 14 May 2024. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group is committed to safeguarding the welfare of children. The Group applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



There is more in you than you think



**Cobham Hall**



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