

## THE HOLT SCHOOL

Holt Lane  
Wokingham  
RG41 1EE

Tel: 0118 978 0165

[holtschool@holt.wokingham.sch.uk](mailto:holtschool@holt.wokingham.sch.uk)

[www.holtschool.co.uk](http://www.holtschool.co.uk)



### Operations and Estates Director

**37 hours per week, 52 weeks per year**  
**(31 days' annual leave rising to 36 days after 5 years' service)**  
**Grade 10 - £49,498 - £54,707 (awaiting local government pay award)**

#### Required: October 2024

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, graded as Outstanding in the Ofsted inspection of March 2023.

The school is located on a 13-acre site in Wokingham, encompassing a mix of accommodation which includes everything from a listed building to modern, modular teaching blocks and sports facilities.

The Operations and Estates Director is responsible for the strategic and operational overview of the school estate and IT provision and ensure the day-to-day delivery of all facilities' contracts including catering, cleaning, grounds maintenance and utilities.

The Operations and Estates Director is responsible for leading on the schools Health and Safety arrangements which includes writing and reviewing risk assessments, Contractor RAMS and undertaking internal Health and Safety audits.

The Operations and Estates Director will create the school's strategic estates vision including planning capital investment, CIF proposals and planned preventive maintenance.

The Operations and Estates director will manage budgets more than £1m across multiple budget lines including planned/reactive maintenance budgets as well as capital expenditure.

For full details of duties, experience and qualifications required please refer to the job description.

**Further information and our application form are available to download from the school [website](#)**

**Please note that CVs will not be accepted: you must complete the application form.**

Completed application forms should be emailed to [holtschool@holt.wokingham.sch.uk](mailto:holtschool@holt.wokingham.sch.uk)

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

**Closing Date: 9am, Monday, 16<sup>th</sup> September 2024**  
**Interviews: Week commencing 23<sup>rd</sup> September 2024**

**We reserve the right to assess and interview on receipt of application.**



# THE HOLT SCHOOL JOB DESCRIPTION

<b>Job Title:</b> Operations and Estates Director	<b>Name:</b>
<b>Reports to:</b> Co-Headteachers	<b>Line Management:</b> Site Manager, IT Manager & Operations and Estates Assistant
<b>Grade/Pay Scale:</b> 10	<b>Hours of work:</b> 37 hours per week, 52 weeks per year
<b>Employment Status:</b> Permanent	<b>Reviewed:</b> August 2024

## Job Purpose:

The Operations and Estates Director is responsible for the strategic and operational overviews of the school estate and IT provision. The Operations and Estates Director oversees the day-to-day delivery of all facilities' contracts including catering, cleaning, grounds maintenance and utilities.

The Operations and Estates Director is responsible for leading on the schools Health and Safety arrangements which includes writing and reviewing risk assessments, Contractor RAMS and undertaking internal Health and Safety audits.

The Operations and Estates Director will create the school's strategic estates vision including planning capital investment, CIF proposals and planned preventive maintenance.

The Operations and Estates director will manage budgets in excess of £1m across multiple budget lines including planned/reactive maintenance budgets as well as capital expenditure.

## Duties and Responsibilities

Main duties and responsibilities are outlined below. Other duties commensurate with the post may also be required, as directed by the Co-Headteachers:

### 1. School Estates – Operational

Oversee the work of the site team to ensure the smooth and safe running of the school site, with school buildings and all outdoor areas maintained and presented to a high standard and free of litter.

Ensure the site is prepared for major events (e.g. open evenings), and to facilitate exams, lettings, and other activities on-site, managing the appropriate movement of furniture and equipment.

Manage, through the site team, the replenishment of consumables across the site, and any additional cleaning duties required during the school day.

Oversee soft services including cleaning, waste management, catering and pest control.

Oversee hard services including heating, fire safety systems, lighting and plumbing.

## **2. School Estates – Strategic**

Create a 3-year strategic estates vision outlining proposed budget requirements for approval by SLT and governing body.

Ensure reactive maintenance is undertaken either by the site team or when required external contractors are booked in.

Plan annual projects to be undertaken when operationally suitable to reduce effect on the day to day school operations.

Create CIF proposals and bids for approval by the governing body and submission to the EFSA in line with the school estates vision

Manage all school tenders for outsourced services including catering, cleaning, grounds maintenance, IT provision and school uniform. Utilising DFE frameworks where possible to provide best value for the school.

Employing contractors for works that cannot be done in-house, ensuring that school procedures for best practice, fitness for purpose and procurement are followed

Monitoring the performance/health and safety practices, licences, insurances and DBS clearances of contractors responsible for work associated with school buildings and grounds, whilst ensuring the safety and well-being of site users.

Oversee new building and refurbishment programmes, working with external professionals and contractors.

Follow the DfE guidance for Good Estate Management, regularly updating for presentation to governors.

## **3. IT**

Create a 3-year strategic IT vision outlining proposed budget requirements for approval by SLT and governing body.

Oversee outsourced high level IT support contracts, including annual reviews and assigning project work when needed

Oversee the school cyber security systems, student monitoring and firewalls inline with DFE and KCSIE guidelines.

## **4. Contracts**

Oversee all facilities' contracts, monitoring quality and compliance and ensuring they are re-tendered in accordance with policy to achieve best value. In particular:

- Manage the performance of the catering contractor, attending regular meetings including quarterly contract reviews as well as auditing quality of food inline with contract KPIs.
- Manage the performance of the cleaning contractor, attending regular meetings and audits and holding them to account
- Manage the performance of the grounds maintenance contract, ensuring work is delivered to a high standard and completed in accordance with the contract.

Record details of all contracts

Arrange for all contracts to be reviewed and re-tendered as appropriate, using DFE frameworks where possible.

## **5. Budgets**

Manage the budgets for those areas of responsibility, including catering, cleaning, grounds maintenance, general maintenance, repairs and health and safety. Ensure all expenditure is within budget limits and planned effectively across the financial year, and all commitments are executed in accordance with the school's financial regulations.

## **6. Asset Management**

Take responsibility, in conjunction with the IT Manager, for the maintenance on Parago of a comprehensive asset register, ensuring annual inventory checks are undertaken and recorded, and facilitate the production of the asset capitalisation process.

Maintain a comprehensive and costed rolling asset management and capital plan, suitable for presentation to governors.

## **7. Statutory Compliance**

Ensure all statutory compliance checks and servicing are undertaken and recorded on Parago. These will include (but not limited to) fire and alarm systems, lighting, air conditioning, asbestos, water testing.

Review relevant policies annually and recommend any changes, in line with statutory requirements.

## **8. Health and Safety**

Lead on the school's health and safety program, including regular review and monitoring of the school's health and safety policy

Manage the completion and annual review of all risk assessments.

Review and update the school's emergency/business continuity plan annually in conjunction with SLT

Review and update the schools lockdown plan annually as well as delivering full staff training and desktop exercises for SLT.

Ensure that all relevant health and safety, COSHH (including the COSHH records for products in use by the site team) and permit to work regulations are adhered to at all times

Advise staff and all users of the site as appropriate

Ensure actions from external health and safety audits are completed in a timely manner

Ensure the safe operation of all plant and equipment on site and staff are fully trained in their operation

Report any deficiency in health and safety systems or documentation to the Co-Headteachers

Maintain a system to record all accidents, incidents and near misses, investigating the causes and taking appropriate remedial action

Update the school's travel plan annually, delivering initiatives to improve safety for all site users.

Undertake regular risk assessments of the safety of the school car parking and delivery arrangements, ensuring remedial action taken where needed

Working with the EVC, to ensure the legal and health and safety framework under which school visits operate.

## **9. Site Security**

Ensure effective out of hours call out arrangements are in place to ensure the security of the site.

Ensure measures in place for the safety and security of students on site are implemented at all times.

Manage the school CCTV and access control system identifying needs for further investment and/or upgrades.

## **10. Lettings**

Responsible for the operation of the school's lettings programme, maximising income to the school and working in collaboration with the Operations and Estates Assistant.

## **11. Energy and Sustainability**

Monitor the school's energy consumption and investigating potential energy saving grants

Ensure Display Energy Certificates are kept up to date

Support sustainability initiatives and actively seek opportunities to reduce the school's impact on the environment to be able to deliver the schools net zero goals inline with DFE guidelines

## **12. Line Management**

The Operations and Estates Director will line manage the Site Manager, operations and estates assistant and IT Manager, identifying any training needs and completing annual appraisals and objective setting.

## **13. Training**

Provide induction training in health and safety to all new staff.

Ensure all training required to meet statutory requirements and good practice, including regular training on all equipment and tools used on site, is arranged and recorded as required in conjunction with the HR Manager. This will include arranging training for fire wardens, the use of evacuation chairs, lifts, manual handling and DSE assessments and training, and other statutory training needs as identified from time to time.

Initiate regular fire practices and maintain records.

Undertake training required to meet statutory requirements and to improve personal knowledge and practice, including making use of the 'Good Estate Management for

Schools' toolkit and guidance, and attending appropriate webinars on site and health and safety matters.

**14. Statutory/other**

To promote the safety and wellbeing of students, ensuring that the school's safeguarding policies and procedures are promoted within the school.

To be responsible for your own health and safety and that of students and colleagues, in accordance with the Health and Safety at Work Act and relevant associated directives

To ensure compliance with the school's policies and procedures

To adhere to the school's Equality Policy and actively promote equality of opportunity

To participate in the performance and development review process, taking responsibility for identification of learning, development and training opportunities in discussion with your line manager.

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the School Business Director or Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
*Post Holder*

Signed: ..... Date: .....  
*Line Manager*

<b>Person Specification: Facilities Manager</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Experience</b>		
Educated to HNC level or equivalent in an engineering or building discipline		✓
Minimum grade C in GCSE English and maths	✓	
Experience of multi-tasking across electrical, mechanical and building disciplines at a basic level		✓
Experience of working in a building maintenance environment		✓
Knowledge of health and safety legislation and statutory compliance	✓	
Experience of management of soft services contracts, including catering, cleaning and grounds maintenance	✓	
Experience of budget management and best value procurement/tendering processes	✓	
Experience of supervision of specialist/other contractors	✓	
Experience of maintaining asset registers and rolling asset management plans		✓
Experience of on-site management of building works and projects	✓	
Team leadership/management	✓	
Experience working within a school or educational environment		✓

<b>Knowledge and Skills</b>		
Able to build and form good relationships with all stakeholders	✓	
Good standard of numeracy and literacy skills	✓	
Good oral and written communication skills	✓	
Excellent analytical and problem-solving skills	✓	
Able to work flexibly to meet deadlines and respond to unplanned situations	✓	
Excellent organisational skills – ability to prioritise and multi-task	✓	
Good knowledge of Word, Excel and e mail systems	✓	

<b>Committed to:</b>		
Positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
Contributing to the positive reputation of the school in the community	✓	
Keeping up to date on developments in area of responsibility	✓	
CPD (continuing professional development)	✓	