

Position of  
**ESTATES MANAGER**

Yarm School,  
North Yorkshire



**YARM SCHOOL**

EDUCATING FOR LIFE

Co-educational | Day School | Ages 3-18 | HMC



[WWW.YARMSCHOOL.ORG](http://WWW.YARMSCHOOL.ORG)





Yarm School is seeking to appoint a suitably qualified, enthusiastic Estates Manager to take ownership for the development, maintenance, improvement and safe operation of the three school sites.

## THE ROLE

The Estates Manager leads and provides effective management of the Estates Department at Yarm School with the responsibility for the Health and Safety, Cleaning, Maintenance, Security, the upkeep of the school grounds and playing fields.

The Estates Manager reports to the Finance Manager and Headmaster. He/she will attend Senior Management Team meetings as and when appropriate and may put items on the agenda for discussion.

The Estates Manager is expected to liaise closely with the Headmaster, the Head of the Preparatory School and other members of the Senior Management Team on all Estates matters. He/she will manage the Head of Caretaking and Maintenance, Maintenance staff, Caretakers, Cleaning and Security staff. He/she will also liaise closely with the Capital Development Manager.

## THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.





## LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

## BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%)
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Employee Benefits Scheme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions



## KEY RESPONSIBILITIES AND DUTIES

### Maintenance

- Maintenance of school buildings including preparation of a planned maintenance system, maintenance schedules and keeping of records.
- Carrying out building condition surveys and preparing estimates for planning and budgetary use.
- Maintenance of all school catering equipment and records kept.
- Management of the Caretaking Team.
- Management of the Cleaning Team.
- Security of the Yarm School Estate (including the playing fields at Green Lane and Aislaby Road) which includes the upkeep and maintenance of access control to buildings and gates, CCTV, car park areas etc.
- To ensure the necessary Fire Risk Assessments are carried out.
- Installation and maintenance of equipment for protection against and escape from fire.
- Maintenance and efficiency of the installations of plant for electricity supply, heating, domestic hot water, cooking, water softening etc.
- Letting of energy supply contracts at competitive rates.
- Supervision of the lighting and ventilation of the school buildings.
- Upkeep of car parks, river banks, playing fields,

- gardens, all weather surfaces (including floodlights).
- Maintenance of land drainage.
- Maintenance of boundaries, footpaths, roads, rights of way.
- Oversight of the schools Waste Management Plan.
- Any other reasonable duties which might be reasonably requested by the Headmaster.

### Health and Safety

- Undertake the role of Health & Safety Advisor for the School; formulating, monitoring and implementing the School's policy to comply with the requirements of Health & Safety legislation.
- Undertake the role of Chairman of the Health & Safety Committee.
- Carry out risk assessments where appropriate and monitor all departments to ensure they are carrying out risk assessments.
- Oversight and management of the Asbestos register.
- In the role of Health & Safety Advisor undertake annual audits of all departments and produce reports.
- Provide the required Health & Safety Induction training to all new start members of staff.
- Ensure that catering areas meet the requirements for hygiene and food safety.
- To prepare for inspections by the Independent School Inspectorate.



**Staffing**

- Line management of all staff in the Estates Department (through the Head of Caretaking and Maintenance and the Senior Cleaning Supervisor).
- Involvement in all aspects of staffing matters including appointments, training, development and discipline.
- Devise and implement appropriate training measures for all Estates staff to ensure they are fully trained for their current roles and receive suitable training and development for future posts.
- Management of all external contractors including contractor staffing checks and the preferred contractors list.

**Finance**

- Budget holder for the largest non-teaching department in the school.
- Follow the School's financial procedures, including those set out in the Staff Handbook.
- In conjunction with the Finance Manager prepare annual revenue budgets for the Estates Department and periodic maintenance budgets.
- Control expenditure within agreed budgets and continue to monitor costs in all areas with a view to achieving economies.

**Administration**

- Carry out such administration as necessary for the running of the Estates Department, including maintaining comprehensive records for the functions of the role.
- Provide reports to the Senior Management Team and Governors as necessary.

**Compliance**

- Responsibilities for record keeping on all relevant statutory matters (including, Fire, gas checks, PAT testing checks, electrical installation checks, legionella, water systems, lifts etc).
- Ensuring the school is compliant with the premises and Health & Safety element of Independent Schools Standards Regulations.
- Responsible for any other relevant statutory requirements (e.g. staff & pupil welfare).

**Communication**

- Communicate effectively with other staff, Governors, visitors, suppliers, pupils and their families as required.

**Personal / Professional Development**

- Continue own personal development and identify and undertake training such as may be required in technical, managerial, IT or administrative tasks in order to meet the current and future demand of the job.

**THE CANDIDATE**

The successful candidate will:	Essential	Desirable
Proven track record of strategic premises management.	✓	
Demonstrable successful management of external contractors including staffing checks and managing preferred contractors' list.	✓	
Experience and success in strategic forward planning and project management including reactive, routine and planned preventative maintenance.	✓	
Excellent people management skills, leadership and management experience with the ability to communicate effectively with all constituents of the School community.	✓	
An industry recognised qualification in building and construction (e.g. HNC in Building Studies).		✓
Demonstrable knowledge of specialist and technical regulatory compliance regulations, including Health & Safety, Security and emergency procedures.	✓	
High standards of personal integrity, honesty, and a willingness to lead by example. The highest of personal standards, and a desire to provide exceptional service to the school, protecting and enhancing its reputation for quality.	✓	
Technically and administratively efficient, with an ability to adapt quickly to changes and provide creative, astute and efficient solutions under time pressure, when required.	✓	



## ESTATES TEAM

The Estates Manager would lead the department for the Estates team. The key role of Head of Caretaking and Maintenance sits directly under the Estates Manager and oversees the day to day management of the Maintenance, Caretaking, Cleaning and Security. The Senior Cleaning Supervisor oversees a team of 24 cleaning staff (all schools). The Estates team, which comprises nearly 40 staff, includes:

- Head of Caretaking and Maintenance
- Senior Cleaning Supervisor
- Carpenter
- General Operative
- Caretakers
- Cleaning Staff
- Security Staff

## CONTRACTUAL MATTERS

- The successful candidate will be expected to take up the appointment as soon as possible.
- The post is based on 40 hours per week, however the demands of the post may require working outside of those hours including occasional weekends e.g. Open Mornings. The post is salaried and overtime is not paid.
- Holiday entitlement is 21 days holiday per year (pro-rata and taken during the school holiday periods), plus 4 compulsory days holiday taken between Christmas

Eve and New Year, plus statutory Bank Holidays. The holiday year runs from January to December.

- Lunch (term time only) and beverages are provided free of charge.
- Please note that the School operates a no-smoking policy on its entire site.

## CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is not pupil-facing as such, but nevertheless involves substantial opportunity for access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to





declare any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as ‘spent’ under this Act.

## EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

## APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

## APPLY

The application form is available on the [Yarm School website](#).

**Deadline: Friday 21st January 2022**  
**Interview and situational task date: Between Monday 7th and Wednesday 9th February 2022**

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