



St Augustine's

PRIORY

CATHOLIC INDEPENDENT SCHOOL FOR GIRLS AGED 3-18 AND BOYS FROM RECEPTION



Head of Estates

Applicant Information



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Introduction

We are excited to announce an opportunity for a Head of Estates to join our vibrant and inspirational school community. As a thriving independent day school in Ealing, West London we pride ourselves on our extensive grounds, diverse academic and extracurricular programs, and strong sense of community.

About the Role: This is a broad and varied operational leadership role with responsibility for the School's estate, buildings, grounds, security, contractors, facilities, health and safety and day-to-day operational resilience.

This is a hands-on role for someone who enjoys solving problems, organising people and resources, and is comfortable rolling up their sleeves, spotting issues before they become problems and driving practical solutions.

About You: You should be organised with excellent practical judgement, strong communication skills and a positive, can-do approach. You should be capable of balancing strategic oversight with day-to-day operational delivery.

Experience gained in estates, facilities, operations, the armed forces, construction, engineering or a similar environment would be particularly valuable.

Why Join Us? In addition to a competitive salary, this role includes a charming three-bedroom cottage located within the School grounds, providing a significant accommodation benefit in one of London's most desirable locations. The successful candidate may also benefit from substantial fee reductions for their children attending the School.

This is a unique opportunity to play a key role in a welcoming school community, working within a beautiful estate and making a lasting impact on the environment in which our pupils learn and thrive.

Job Description: Head of Estates

Responsible to: The Bursar

Key Responsibilities:

Estates Operations, Maintenance & Grounds

- Carry out a wide range of planned and reactive maintenance works across the school estate.
- Diagnose and repair building fabric defects including doors, windows, locks, fencing, gates, roofing, drainage systems and internal finishes.
- Undertake basic carpentry, plumbing, decorating, furniture assembly and minor electrical works within competency.
- Investigate faults, identify root causes and implement effective solutions to recurring maintenance issues.
- Maintain workshops, stores, tools and maintenance equipment to ensure safe and efficient operation.
- Manage and maintain school grounds, sports pitches, landscaping, pathways, car parks and external areas.
- Operate and maintain grounds maintenance equipment and undertake seasonal grounds works.
- Carry out basic repairs and maintenance to external infrastructure, including drainage, signage, fencing and recreational facilities.
- Support the upkeep of specialist facilities, sports surfaces and other external estate assets.
- Where the postholder elects to occupy the on-site cottage, they will assume a 24-hour responsibility for responding to site emergencies, security issues, and other urgent estate-related matters outside normal working hours.

Building Services, Compliance & Health & Safety

- Oversee the operation, inspection and maintenance of heating, plumbing, electrical, water, ventilation, security and access control systems.
- Monitor boilers, plant rooms, pumps, controls and Building Management Systems (BMS), coordinating specialist contractors where required.
- Develop and deliver preventative maintenance programmes to minimise breakdowns and extend asset life.
- Carry out routine inspections and statutory checks across buildings, grounds and safety systems.
- Maintain compliance records, maintenance logs and inspection documentation.
- Identify hazards, prioritise remedial works and promote safe working practices for staff, pupils, visitors and contractors.
- Ensure all servicing, testing and compliance programmes are completed in line with statutory requirements.

Project, Contractor & Asset Management

- Support the planning and delivery of refurbishment, maintenance and capital improvement projects.
- Manage projects from concept through to completion, ensuring quality, timely delivery and value for money.
- Procure, coordinate and monitor contractors, consultants and service providers.

- Review quotations, negotiate costs and oversee contractor performance.
- Ensure contractors comply with health and safety requirements, risk assessments, permits and site procedures.
- Maintain asset registers and support lifecycle replacement planning for buildings, equipment and infrastructure.

Budget, Procurement & Resource Management

- Assist in the preparation and management of estates, maintenance and facilities budgets.
- Raise purchase orders, monitor expenditure and process contractor and supplier invoices.
- Procure equipment, materials, furniture and services in accordance with school procedures.
- Manage inventories, stock levels and stores operations.
- Identify opportunities for efficiencies, cost savings and improvements to estate operations.

Operational Support, Logistics & Stakeholder Service

- Act as a key point of contact for estates and facilities matters across the school.
- Support the Bursar in maintenance of site security and the development and delivery of emergency response plans.
- Respond effectively to emergencies, urgent maintenance issues and changing operational priorities. Liaise with senior leaders, staff, contractors and external stakeholders to ensure the estate supports the educational and community needs of the school
- Provide responsive, prioritised and practical support to staff, pupils and visitors.
- Coordinate room layouts and setup requirements for examinations, assemblies, performances, sporting events and lettings.
- Manage deliveries, internal logistics and the movement of furniture and equipment across the site.

Team Leadership

- Line-manage the Estates Assistant, work collaboratively and support the Farm Manager.
- Coordinate cover arrangements for staff absences, including during weekend, holidays, illness, and lunchtime breaks.

General

- The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- The post-holder must uphold the School's Policy in respect of all matters related to Safeguarding and Child Protection.
- The post-holder may be required to perform any other reasonable tasks, after consultation.
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This Job Description is not necessarily a comprehensive definition of the post. The job description will be reviewed and may be amended annually, within the terms of your Conditions of Employment.

Person Specification: Head of Estates

The table below identifies the essential and desirable qualities and qualifications we seek.

	Essential	Desirable
EDUCATION/QUALIFICATIONS		
Recognised qualification or equivalent practical experience in a building trade (e.g. carpentry, plumbing, electrical, construction, maintenance or engineering).	X	
Relevant qualification in Estates Management, Facilities Management, Building Services, Construction, Property Management, Health & Safety, or a related discipline. (IWFM, IOSH, NEBOSH or similar).		X
KNOWLEDGE AND EXPERIENCE		
Sound knowledge of statutory compliance requirements relating to buildings, health and safety, fire safety, asbestos, legionella and contractor management.	X	
Good understanding of planned preventative maintenance programmes and asset lifecycle management.		X
Knowledge of procurement processes and achieving value for money.		X
Experience of managing maintenance projects, refurbishments and capital works from inception through to completion.		X
Experience of overseeing building services including heating, ventilation, plumbing, electrical and water systems.		X
Experience of maintaining grounds, external areas and site infrastructure.		X
Knowledge of school or education sector estates management.		X
Understanding of sustainability initiatives and environmental management practices.		X
SKILLS, BEHAVIOUR AND QUALITIES		
Strong practical maintenance skills across a range of disciplines, including carpentry, plumbing, decorating, mechanical systems and minor electrical repairs within competency levels.	X	
Full UK driving licence and willingness to operate grounds maintenance equipment, including tractors	X	
Excellent organisational, administrative, and time management skills.	X	
Ability to prioritise competing maintenance demands and respond effectively to emergencies.	X	
Ability to analyse problems and implement practical, cost-effective solutions.	X	
Excellent communication and stakeholder management skills.	X	
Proactive, self-motivated and able to work independently.	X	
Strong attention to detail and commitment to high standards.	X	
Professional, resilient and calm under pressure.	X	
Commitment to safeguarding and regulatory compliance.	X	

Employee Benefits

 PLACE OF WORK St Augustine's Priory is close to Central Line, Piccadilly Line, Elizabeth and other main lines and local buses	 MEALS Lunches are provided free by the school during term time	 PENSION Contributory pension scheme 3% employee 6% employer Or 6.4% employee 14.1% employer
 STAFF DISCOUNT 50% Fee discount for pupils of staff	 ACCOMMODATION Onsite accommodation would be available— part furnished 3 bedroom cottage (2 doubles, 1 single)	 EMPLOYEE ASSISTANCE Confidential independent support service available to staff when you need it most
 PROFESSIONAL DEVELOPMENT Strong commitment to support professional development with a dedicated people development budget	 CYCLE SCHEME Tax-free Cycle to Work Scheme is offered by salary sacrifice	 LEAVE ENTITLEMENT 30 days paid annual leave plus 8 public holidays and some additional discretionary days over the Christmas closedown period

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential at our School.

Hours and Remuneration

Contract/Hours: Full Time (40hours) - A flexible approach to working hours is required in response to operational requirements. This includes working one in every three Saturdays as part of a rota and opening and closing of the premises including after special events.

Salary: Competitive and dependent on experience. The remuneration package depends on whether the post holder occupies the on-site accommodation. This residential option carries a 24-hour on-call responsibility for estate-related emergencies and operational matters.

The Application Process

Candidates should complete the St Augustine's Priory Application Form, available from <https://www.sapriory.com/about-us/staff-vacancies> Please send via email to The List UK at response@thelistuk.com

Candidates invited to interview will be offered a tour of the Estate and cottage, complete an interview and meet key members of staff.

The successful candidate will be asked to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.

"The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application.

The safeguarding responsibilities of the post include:

Ensuring the protection of children from abuse, neglect, and exploitation, while also addressing broader issues that may endanger them, is crucial. This involves creating a safe environment in both the classroom and playground, encouraging good behaviour and discipline, and fostering positive relationships with students.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

