



MOUNT KELLY

Boarding and Day School
Boys and Girls, Aged 4-18

Head of Estates

The Head of Estates reports to the Director of Finance and Operations (DFO) and is key to ensuring excellence in the care and presentation of the buildings and grounds.

Building a comprehensive understanding of the historic development and significance of the Mount Kelly estate the postholder will have responsibility for the preservation, management and development of Mount Kelly's unique and historic environment, with strategic responsibility for the delivery of:

- Maintenance of buildings and the wider estate
- Site operations and facilities management
- Health and safety and security
- Residential property management

The postholder will work closely with the DFO on the Foundation's future capital works programme.

The postholder manages five direct reports, the Estates and Premises department consists of Grounds, Health and Safety, Housekeeping, Maintenance and Transport. The estate has beautiful grounds of 140 acres on the edge of Dartmoor National Park and a number of listed buildings across both campuses.

Duties and Responsibilities

Maintenance of buildings and environment

- Take responsibility for the delivery of the Foundation's estate strategy ensuring alignment and balance across all uses of the diverse estate
- Collaborate with other departments to identify property needs, ensuring alignment of the property strategy and significance on the building or space
- Ensure that all works to buildings and estates are undertaken in accordance with statutory, mandatory and compliance requirements, especially those related to Scheduled Monuments and Listed Buildings, building regulations, health and safety and planning consents
- Plan and implement all project works to the estate
- Work closely with the Housekeeping Manager and the Maintenance Supervisors to procure works on the residential estate and for internal works to tenanted buildings
- Maintain and develop framework agreements with key suppliers and trades and ensure appropriate works contracts are put in place and managed

- Advise the DFO on matters relating to the Foundation's historic buildings and environment.

Planned Preventative Maintenance

- Develop, implement and lead the Foundation's approach to Planned Preventative Maintenance (PPM).
- Ensure effective design, procurement, delivery, risk management and sign off all PPM projects
- Continually assess the condition of the Foundation's heritage assets to inform PPM planning and budgeting
- Lead the continuous review and updating of a PPM register moving towards a culture of increasing planned rather than reactive maintenance with review of priority according to need, risk and resource
- Implement agreed programmes of planned maintenance (annual, cyclical and periodic) using the most cost effective means available and maximising the impact of the in-house Maintenance teams
- Produce specifications, design and tender documentation as required, working with the Foundation's professional advisors where necessary.

Site Operations and Facilities Management

- Oversee the safe and appropriate operation of the buildings, infrastructure, utilities, ensuring that all statutory and compliance requirements related to inspections, testing, health and safety, and reporting are met, consistent value for money through contractual agreements and that the needs of the Foundation's users are met
- Lead on the development of appropriate energy strategies, in conjunction with the Foundation's advisors, to reduce energy cost and carbon footprint
- Develop sustainability strategies and ensure all developments follow best practice and understanding of sustainable options and opportunities
- Project manage retrofit solutions to existing buildings, where possible, to improve thermal and energy efficiency as well as ensuring fit for purpose
- Working with the Head Master (HM) and DFO prepare a future development programme that unlocks or repurposes underutilised assets in support of the overarching Foundation strategy
- Alongside the HM and DFO, optimise revenue from the estate in support of the wider charitable purpose supporting an Estate Management Strategy
- With the DFO support project development, project management and implementation as part of an Estate Management Strategy for both major and minor works programmes
- Prepare project briefs and where necessary lead in the procurement and direction of multidisciplinary professional teams and works contracts
- Positively manage relationships with site partners, residents and users.

Health and Safety and Security

- Working closely with the Premises Manager, Grounds Manager and Maintenance Supervisors, ensure that all historic buildings, environment and operations are undertaken in accordance with the highest standards of Health and Safety
- With the support of the Premises Manager, oversee effective development and compliance with a robust organisation wide health and safety system
- Ensure thorough record keeping and documentation as a critical part of the Foundation's overall risk management and compliance
- Oversee the security operation to ensure the site remains a safe and secure environment for all users and uses.

Financial Management

- Prepare annual budgets for all aspects of Departmental activity including PPM and the residential and tenanted estate
- Maintain effective financial control over agreed budgets, ensuring that expenditure is kept within agreed limits in line with financial procedures
- Ensure that goods and services are procured in accordance with the agreed financial and procurement procedures.

Other

- Ensure effective leadership, mentoring and line management of a large and multi-skilled team
- Provide out of hours emergency response as part of an agreed on-call rota when required
- Undertake other such duties as may be reasonably required from time to time including support of the Foundation's programme of events and activities.

Hours of work

The position is full-time, all year round, with normal hours of work from 8.30am to 5pm. However, given the seniority of the position, the post-holder would be expected to be flexible to meet the needs of the role.

Personal Specification

Skills and Knowledge	<ul style="list-style-type: none">• Excellent written and oral communication skills with the ability to work at all levels across the organisation• Proven ability to work independently and using own initiative• Knowledge of School Policies and Procedures (desirable but not essential)• A strong leader with effective management and supervisory skills• Ability to work to deadlines, responding to conflicting demands and priorities• Good working knowledge of MS Office including Word and Excel.

Qualifications/ Experience	<ul style="list-style-type: none"> • A relevant building qualification e.g., CIOB, RICS, CIBSE or equivalent • Strong demonstrable experience of leading and managing diverse teams, working with historic buildings and/or an historic estate • Experience of working at a senior level to shape vision and strategy of the sites • GCSE or equivalent qualification in English and Mathematics (essential) • Budget management • Personal integrity and ability to deal with confidential matters • Excellent planning, prioritising organising and time management skills
Other Requirements	Satisfactorily meeting the school's employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

COMPASSION

Empathy Tolerance Kindness

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

COURAGE

Determination Resilience Grit

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

HUMILITY

Modesty Gratitude Selflessness

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

RESPECT

Courtesy Service Consideration

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

COMMITMENT

Dedication Loyalty Endurance

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

INTEGRITY

Honesty Decency Morality

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.