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CALDEW SCHOOL
WHERE EVERY STUDENT
IS SUCCESSFUL TODAY
AND PREPARED
FOR TOMORROW.
POST AND APPLICANT INFORMATION.

POST AND APPLICATION INFOMATION

ESTATE MANAGER

Salary: **£35,570 - £36,581**
OP9ii Grade 9 NJC 23/24
Hours: **37 hours per week**
Contract Term: **Permanent**
Weeks: **Full Year**
Start date: **January 2027 pending pre-employment checks**

Closing date: **12 noon Friday 4 December 2026**
Shortlisting: **Friday 4 December 2026**
Interview date: **Wednesday 9th December 2026**

PURPOSE OF THE ROLE:

The Estate Manager plays a vital role in ensuring that the school estate is maintained to the highest standards to ensure that the facilities available promotes a high quality environment for learning for all service users. The role involves working closely with senior leadership team, school staff and external contractors to create a safe, inclusive, and supportive school environment where all students can thrive.

SAFEGUARDING STATEMENT:

Caldew School is committed to the protection and safety of its pupils and expects all staff and volunteers to share this commitment. An online search will be carried out for shortlisted candidates. The successful applicant will be required to undertake a criminal record check via the DBS. Our safeguarding policy can be found at:
caldew.cumbria.sch.uk/our-school/policies-documents/

EQUAL OPPORTUNITIES STATEMENT:

We are an equal opportunity employer. We want to develop a more diverse workforce and we welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. We are committed to employing disabled people making reasonable adjustments to support applicants when required

APPLICATION PROCESS:

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.
The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

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Short listed applicants may be screened prior to interview by checking social media. The purpose of this is to ascertain if the applicant demonstrates behaviour that is suitable for employment in a school environment. References will be requested prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

JOB DESCRIPTION:

KEY RESPONSIBILITIES:

Health & Safety

- Review, develop and apply whole school policies relating to all premises and estate issues.
- To work in collaboration with the Health & Safety Officer to ensure that school meets all statutory standards including termly audits and departmental checks.
- Ensure that all mandtory servicing and testing is completed and recorded in line with the Caldew Building and Maintenance Plan.
- In cooperation with the fire service and associated contractors, be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of regular fire practices and alarm tests.

Budget Management

- Hold budget responsibility for grounds maintenance, cleaning, building maintenance and building servicing.
- In accordance with relevant financial requirements, maintain the priority works listing as part of the estate strategy plan for the school including a shedule of works.
- Ensure all identified works are carried out on time within budget and all pre works are appointed via appropriate awards in line with the school's Financial Regulations Manual.

Managing People

- Line manage the site management staff, maintaining attendance and rota's for work coverage.
- Line manage/liaise with the lettings personnel to ensure that this service is performed within the schools policies and procedures for health and safety, safeguarding and external use.
- School level management of cleaning service level agreement.
- Ensure all appropriate training and courses are in place for site and lettings team.

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Managing Operations

- To coordinate and in conjunction with the site team, oversee the work of external contractors and third party service providers.
- Ensure major works are performed in line with agreed contracts including all health and safety and safeguarding requirements.
- Ensure all minor works and maintenance requirments are carried out in the most cost-effective method with regard to the school's budget.
- Maintain in conjunction with the site team, an up to date computerised fault/ defect notification system and ensure that all reportedfaults/defects are rectified within one working week wherever possible.
- As a keyholder and in conjunction with other keyholders, coordinate and oversee school day and out of hours site security, including reporting breaches, liaising with police and out of hours response service and CCTV.
- Formally inspect the school premises on a fortnightly basis.
- Responsibility for whole site maintenenace and improvement programme as part of estate management plan and vision statement.

Managing Resources

- In conjunction with the Office Manager and School Business Manager have oversight of the computerised contracts in relation to site and premises related contracts. Compiling reports for Trustees in relation to this and assisting with use of best value principles when negotiating new or revised contracts.
- Manage and monitor energy and water consumption including meter readings. Assist with measures whenever practicable to improve conservation.

General

- Attend staff briefing/meetings and inset where appropriate.
- Be aware of and comply with all school policies and procedures.
- Participation in performance management as required.
- Any other duties as required to support the school within the scope of this post.

ORGANISATION

Responsible to: School Business Manager

JOB WORKING CIRCUMSTANCES

Physical Demands – lifting, working at height

Working Conditions – Internal and external working

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PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
Qualification/Training/ Competences	NVQ3 or 4 or equivalent experience or knowledge of premises management with the ability to understand, plan and control work situations. Good general level of numeracy and literacy. Ability to use computerised systems including email and Microsoft packages.	First Aid qualification. Fire Marshall qualification. COSHH qualification. Legionella qualification. IOSH or NEBOSH or working towards.
Relevant Experience	Expreience in day to day management of premises, including wider liaison with internal and external parties. Previous trade experience or ability to perform or oversee maintenance projects.	Previous experience in a school environment in a site management role.
Knowledge	Knowledge of relevant polices/codes of practice & awareness of relevant legislation Understanding of issues relating to effective operation of premises and ability to be responsive and solve problems in a reliable and professional manner.	
Skills	Ability to lead, motivate and manage a small team within a large complex organisation. Ablity to work on own initiative without the need for supervision. Ability to work to tight timescales and under pressure. Ability to relate and communicate with a wide range of people (students, staff, external contractors, external customers) with a calm and courteous manner.	High level of commitment. An understanding of good customer care procedures.

	A genuine interest in the provision of a good suppprt service for the school and wider community. Flexibility and adaptability. Punctuality and reliability. Diligence and discretion.	
Special Circumstances	Occasional attendance at meetings outside normal hours. Occassional call out out of hours as a school keyholder. Occassional support within the animal unit on site for feeding or monitoring stock.	