



ALDERLEY EDGE  
SCHOOL FOR GIRLS

**ESTATES MANAGER  
INFORMATION FOR APPLICANTS**





FANTASTICALLY  
**GREAT WOMEN**  
who changed THE WORLD

is a brilliant first-of-its-kind celebration of the lives and achievements of some of the most remarkable women in history. From ancient times to the present day, these women have shaped the world we live in today. With vibrant illustrations and engaging text, this book is a perfect introduction to the lives of these amazing women.

With beautiful illustrations and engaging text, this book is a perfect introduction to the lives of these amazing women. Follow them and prepare for an adventure of your own.



## **Introduction from our Headmistress**

Welcome to Alderley Edge School for Girls,

AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

We value the successes and achievements of all our girls; both academically and in other contexts, from dance to drama, music to sport. Girls leave as confident, articulate and mature young women who can achieve in the world beyond our school gates.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

AESG is a high-achieving, academic and dynamic school which fosters the well-being of each individual within an exciting, challenging and supportive environment. We recognize commitment, hard work and success, setting the girls the challenges they need to develop their talents to the full.

We are proud of our school and its Christian values, yet respect the beliefs of others in our community. We believe in social justice for all and feel a sense of responsibility for those less fortunate, for whom we provide support, both locally and globally, through our fundraising and community service.

The School has been awarded Apple Distinguished Status and Apple Regional Training

Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.



We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

Nicola Smillie

Nicola Smillie  
Headmistress



# Vision Statement

“Aspire not to have more, but to be more”  
(Archbishop Oscar Romero)

## Our Aims

### Academic

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

### Spirituality

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

### Enrichment

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

### Girls

To create a supportive, nurturing and happy environment underpinned by proactive pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.





## **Current Staffing**

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Nicola Smillie, who was appointed in September 2020. In the Senior School, teaching staff comprise two Deputy Heads and 50 teachers (21 full-time and 29 part-time).

In the Prep School, teaching staff comprise one Deputy Head, an Assistant Head and 10 teachers (6 full-time and 4 part-time), supported by 4 teaching assistants. The Head of EYFS oversees Nursery, Pre-School and Reception.

The support staff are led by the DFO and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

## **Accommodation**

In the last four years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have been re-roofed and the main vehicle entrance and parking facilities have been improved, along with the interior of the School kitchen.





## **The Estates Department**

The Estates Team at AESG consists of four staff. The team is responsible for maintaining the site to a high standard, the security of the site, Health and Safety and Compliance.

The team is managed by the Estates Manager, with a Deputy Estates Manager and two Estates Operatives. All members of the Team are full-time employees and all work to a rota system to enable the school to be open to support lettings and events. The rotas are planned two weeks in advance and can cover Monday to Sunday 6.30am – 9.30pm. It is important that the successful candidate is able to work as part of the team, but also on their own initiative.

The Estates team works collaboratively with the Cleaning Team, the Drivers and the Transport and Lettings Manager to ensure that the evolving needs of the school can be met and that a strategic approach is taken to the management of the estates to:

- support the marketing strategy
- ensure the educational needs and goals are supported
- support the commercial growth of the school
- ensure compliance
- oversee risk management



## **Job Description and Person Specification**

### **Estates Manager**

#### **Role Reporting to: Director of Finance & Operations**

#### **Purpose of role:**

The Estates Manager will line manage the Deputy Estates Manager, Cleaning Supervisor and Transport and Lettings Administrator; managing performance, motivation and development through annual appraisals and regular meetings.

The purpose of this role is to:

- Take responsibility for the management and supervision of the estates, cleaning and transport and lettings teams and the external grounds contractors to ensure high standards, obtaining maximum productivity, efficiency, quality and service while upholding all aspects of compliance and quality standards
- Lead the implementation of an estates strategy and to manage all aspects of the School's building and grounds in terms of the upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements
- Maintain refurbishments and other building advancements in terms of development and procurement and to act as the School's representative with suppliers to the estate, professional advisors (buildings) and contractors
- Ensure the effective operation of bus services to and from the School at the start and end of each school day. These services comprise the use of the School's minibuses on three routes plus two externally operated coach routes
- Lead the Cleaning Team and ensure high standards of cleanliness throughout the School
- Develop and implement a long-term strategy for the commercial aspects of the School.

## **Duties and Responsibilities**

### **Strategic Development**

- To contribute to formulating the School's estates strategy by assisting in the evaluation of site and usage options and proposing creative and inspiring suggestions for improvements
- To implement the estates strategy using physical development plans directing the activities of staff, consultants and contractors where appropriate for the execution of such plans and manage progress with regards to time, quality and cost
- To lead on the implementation of a comprehensive 5-year programme of planned and preventative maintenance
- To assist/manage the design and build of new projects from minor works e.g. refurbishment of office/teaching spaces, to major projects
- To develop strong and positive working relationships with school staff to maximise the potential of the estate and its development
- To provide adequate training, supervision and staff development for all employees within the estates team
- To support the School's Accessibility Plan to enable all members of the school community to use the site.

### **Maintenance of Grounds and Buildings**

- Ensure that the fabric and fixtures and fittings of the estate are maintained to a high standard and meet the School's current and future needs
- Ensure daily and short-term maintenance of all areas of the school. This will involve both reactive maintenance and prioritising a short, medium and long term maintenance programme
- To develop and keep updated the planned and costed annual and five-year rolling maintenance programme
- Be responsible for the maintenance of accurate records, plans, drawings and operation and maintenance manuals relating to the School's buildings, plant and services infrastructure
- To carry out or commission condition surveys every five years on the School's buildings in order to provide advice and to inform the planned maintenance and refurbishment programme
- To manage the School's electronic helpdesk system for reporting repairs and maintenance requests
- Establish the School's needs and priorities; instructing work to be carried out and then monitoring the standards achieved, timeframe, and keeping staff informed of work in progress



- To achieve repairs and maintenance works inhouse on the basis of cost effectiveness and efficiency
- Management of all buildings-related maintenance service contracts
- Organise the site team to carry out repairs, upgrades and maintenance across the school site
- To oversee the setup of School events to a high standard and in a timely manner
- Coordinate the Grounds Maintenance contractors and estates team to ensure the tennis courts, field, playgrounds, gardens and school grounds are maintained to a high standard and that a safe environment is provided
- Responsible for vermin control across the site.

### **Utilities and Estate Services**

- To take responsibility for and ensure all utilities provision, including water, gas and electricity is effectively managed and that usage minimises wastage
- To ensure that boilers, lifts, air-conditioning, ventilation and mechanical equipment is maintained, insured and replaced as and when necessary.

### **Budgets**

- Preparation and submission of annual budgets proposals
- To manage budgets effectively, ensuring all financial policies and procedures are followed diligently
- To oversee the system for the purchase, control and monitoring of materials
- Adhere to the School's financial procedures; including competitive tendering and price comparison processes in order to obtain best value for the School.

### **Health and Safety, Fire Safety and Security of the Estate**

- To promote and encourage a strong Health and Safety Culture
- To maintain oversight of Health & Safety across the school estate, acting as the School's Health and Safety Coordinator for Construction / Building projects, Asbestos Management and Legionella control
- To act as the School's Deputy Fire Officer
- Responsibility for the security of the estate working alongside the senior management in the school to ensure all buildings comply with health and safety regulations
- To act as a key holder and ensure all key holders understand their responsibilities
- To be the first port of call for emergency call outs

- To ensure all fire systems and prevention equipment are properly and appropriately installed and maintained and that all fire alarms and monitoring systems are regularly tested
- To ensure Fire Risk Assessments and all relevant policy and procedures are fully compliant and carried out on a regular basis and that there is a positive relationship with the local Fire Service
- To ensure that all estates staff, cleaning staff, drivers and contractors comply with safeguarding rules and procedures set by the school
- To take responsibility for risk management in the estates department including the development and maintenance of a risk register
- To ensure all school facilities benefit from appropriate intruder alarms and CCTV protection which are properly maintained and monitored and that these and the monitoring systems are regularly tested
- To carry out an annual review to determine that the School properly discharges its duties under its own Health and Safety Policy, the Health and Safety at Work Act, COSHH Regulations and any other statute, regulation or directive
- To lead the promotion and monitoring of safe working practices within the School and to provide regular reports to the Director of Finance & Operations and the Board of Governors when required
- To oversee the training provision for all staff as required on Health and Safety matters including fire safety and asbestos awareness
- To take responsibility for ensuring that risk assessments for the school building, grounds and activities (excluding school trips) are produced and reviewed in accordance with school policy and that action points are followed up as and when appropriate
- Ensure that the estates team produces risk assessments and method statements for communal and/or external grounds and buildings of the school and Estate team/contractors work
- To ensure that all electrical installations comply with the regulations and that periodic testing is completed to schedule and within regulated timeframes
- To maintain the Asbestos Policy and Register and to ensure the school complies with all health and safety and ISI regulations relating to asbestos
- To ensure that all other premises compliance checks are completed as and when required e.g. legionella, PAT testing etc
- Ensure that repairs or maintenance works of a health and safety nature are dealt with as a matter of priority
- To ensure that accident/incident and near miss forms are completed and properly recorded and that appropriate action is taken as and when required
- To have high standards and expectations for all areas of estate management and Health and Safety
- To take an active role on the Health and Safety Committee



- To be a qualified first aider
- To be a Fire Marshall.

## **Compliance**

- Ensure the estates, cleaning and transport departments and the School's obligations with regards to regulatory compliance and best practice are met through testing and certification of services installations and equipment
- Keep up-to-date with knowledge and awareness of compliance and disseminate the information to relevant departments and staff
- Maintain necessary records for inspection and insurance purposes
- To ensure appropriate safeguarding and health and safety compliance and that all risk assessments and contractor safety checks are carried out.

## **Operational Matters**

- To ensure the effective deployment of the estates and cleaning teams to provide the manpower needed to cover the setup, running, cleaning and security requirements for all day-to-day operations, school events and activities and external lettings
- To plan rotas effectively to ensure all events and lettings can be facilitated
- To ensure the effective operation and compliance in relation to the school minibus
- To lead on the development and implementation of standard operating procedures
- To work closely with the lettings and transport administrator to grow the external lettings. This will include managing the estates team to ensure the building is open to facilitate the lettings
- To be responsible for ensuring bins are emptied and waste is removed
- Work with staff and pupils to improve the school's environmental sustainability
- To drive the minibus for trips, pick up, drop off, sporting fixtures and events, as and when required
- Any other duties as may be reasonably requested by the Director of Finance & Operations.

## **General Support for the School**

- Attend school training, events and meetings when required
- Support the School's commitment to safeguarding children and promoting their welfare at a level appropriate to this role
- Contribute positively to the overall ethos/work/aims of AESG

- Participate in training, and undertake any performance development activities as required, including Minibus Driver Assessment Scheme
- Be aware of and responsive to the changing needs of the School and maintain a flexible and pro-active approach to work
- To maintain confidentiality at all times.

Support for other support staff at key times in the year may also be required (eg, school holiday periods).

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.

<b>Person Specification: Estates Manager</b>		
	<b>Essential</b>	<b>Desirable</b>
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
<b>Qualifications</b>	<p>Excellent standard of literacy and numeracy – minimum requirement being GCSE at grades A* - C in Mathematics &amp; English.</p> <p>A relevant professional qualification in construction, construction management, engineering, estates, facilities or property management</p>	<p>Recognised project management qualification</p> <p>Member of relevant professional institution (e.g. RICS, BIFM).</p> <p>Health and Safety qualifications (such as NEBOSH General Certificates or equivalent).</p>
<b>Experience</b>	Experience at a Senior level in operational and facilities management	Experience of working in a school environment



	<p>Experience of managing operational teams</p> <p>Experience of working effectively with staff and management at all levels</p> <p>Experience of liaising effectively with building users, external consultants and external contractors</p> <p>Experience of contract management</p> <p>Experience of basic building maintenance and providing facilities services within business premises</p>	<p>Experience of tendering and procurement</p> <p>Trade background i.e. plumbing, carpentry, building, electrical</p>
<b>Skills and Knowledge</b>	<p>Excellent organisational skills with an ability to plan, prioritise and meet deadlines</p> <p>Ability to establish, maintain, manage, monitor the legal and regulatory records required for the School's facilities</p> <p>Excellent interpersonal skills</p> <p>Excellent oral and written communication skills</p> <p>Good level of IT skills (Microsoft Office products)</p> <p>Project Management Skills</p> <p>Ability and willingness to share knowledge</p> <p>Extensive knowledge of relevant Health and Safety legislation/regulations with</p>	

	<p>proven ability to manage and monitor</p> <p>Ability to work hands on</p>	
<b>Personal competencies and qualities</b>	<p>Ability to communicate at all levels</p> <p>Able to work on own initiative and organise own workload</p> <p>The ability to work as a member of a collaborative team as well as independently</p> <p>Have the capability to remain calm and to cope with the unexpected</p> <p>Competent and personable</p> <p>High degree of personal drive and motivation</p> <p>Willing to be flexible and work outside normal working hours as required</p> <p>Ability to demonstrate initiative and to lead from the front</p> <p>Excellent team player</p> <p>Committed to achieving high standards</p> <p>Committed to keeping abreast of best practice and relevant legislation</p>	
<b>Safeguarding</b>	<p>Full understanding of safeguarding requirements</p>	

	Commitment to implementing whole school policies relating to the safeguarding of children	
<b>Other</b>	A clean driving licence  A willingness to complete MIDAS training	A clean D1 driving licence





## **ADDITIONAL INFORMATION**

### **Salary and Other Benefits**

The position is offered as a permanent role, full time (37.5 hours per week), all year round. The salary for the post is £38,000- £42,000 dependent on relevant experience. Salaries are reviewed annually at the start of the academic year.

There is a 40% discount on School fees for the daughters of full-time members of staff – this discount is pro rata for part-time staff.

The School offers membership of a pension scheme for support staff, with employer contributions of 6% of salary.

Staff may purchase a lunch from the School dining room, and refreshment facilities are available during the day. We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives. There is free parking on site for all staff.

### **Working Hours**

Your normal contractual hours of work are 37.5 hours a week. These hours will be organised according to a rota system covering Monday to Sunday 6.30am – 9.30pm, which will be published two weeks in advance. Due to the nature of your duties unsociable hours and weekends are considered to be normal hours of work and you will be required to work at these times.

Please note that flexibility of working hours will be required at key times of the year to accommodate the requirements of the role.

A paid holiday allowance of 20 days per year plus 8 statutory bank holidays will be given.

Full Terms and Conditions will be defined in the Contract of Employment.

### **Other Information**

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.

All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS Certificate to

the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage.

In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application.

If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The School is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

## **Application Arrangements**

An application for the post should be made by submitting to the Headmistress, either in writing, or by email to [staffrecruitment@aesg.co.uk](mailto:staffrecruitment@aesg.co.uk), the following:

- A fully completed AESG Application Form
- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

**The closing date for receipt of applications is 12 noon, Wednesday 20 March 2024.**

**Interviews will be held in week 25 March 2024.**





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SCHOOL FOR GIRLS

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