



WESTONBIRT
— SCHOOL —



HEAD OF ESTATES

CANDIDATE PACK

OVERVIEW

The Head of Estates provides strategic and operational leadership for the Westonbirt School Estate. Reporting to the Director of Estates and Services, the role ensures the estate, grounds and buildings are safe, compliant, well-maintained and support all the school's educational and commercial activities. The post holder leads maintenance and grounds teams, promoting a proactive, professional and pupil-centred service culture focused on efficiency, quality and continuous improvement.

HOURS, SALARY & BENEFITS

Hours: Permanent, full time role. 40 hours per week

Salary: £50,000 - £60,000 pa dependent on experience and skills

Benefits:

- 5% employer pension
- EV scheme with Octopus
- Cycle to work scheme and shopping discount card
- Means tested staff discount
- Free lunch if working in one of our schools
- 25 days holiday + bank holidays pa
- Access to the group's counselling scheme
- Free on site parking
- Personal accident at work cover
- Access to fully funded apprenticeships
- Discretionary Christmas stand down

APPLICATION & IMPORTANT INFO

Please submit an application [via eteach](#)

For a conversation about the role, or if you need an adjustments for the application or interview process, contact:

**Michelle Andrews -
HR@westonbirtschool.uk**

Wishford Education is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

MAIN RESPONSIBILITIES

Estate Management

- Lead the day-to-day management of the school estate, ensuring planned, preventative and reactive maintenance is delivered efficiently and to a high standard.
- Act as a key point of contact for estate-related matters, ensuring clear communication and timely responses by the estates team.
- Manage Estates budgets, ensuring value for money, effective procurement and appropriate lifecycle planning.
- Plan, prioritise, schedule and monitor estate works to ensure timely and effective completion.
- Maintain accurate estate records, including building information, asset registers, plans and tenancy details.
- Liaise with internal stakeholders, including the Group IT Team, to coordinate estate-related projects and upgrades.

Leadership and Management

- Line manages the Maintenance Team and Grounds Team, providing clear leadership, support and development.
- Foster a positive, solution-focused culture that promotes accountability, professionalism and teamwork.
- Work closely with the Director of Estates and Services to set priorities, plan workloads and deliver strategic and operational objectives.
- Lead operational projects and undertake other reasonable duties as directed.

Maintenance

- Develop, implement and review a long-term maintenance and asset management strategy aligned to operational, educational and estate objectives.
- Oversee the operation and maintenance of all building services, plant and infrastructure, ensuring statutory compliance and best practice.
- Coordinate mandatory testing, inspections, servicing and remedial works in collaboration with the Compliance Officer.
- Lead responses to maintenance emergencies, critical incidents and adverse weather events to ensure safety and continuity of operations.
- Balance reactive and planned maintenance to minimise disruption, manage risk and extend asset life.
- Manage contractor performance and maintenance budgets to ensure quality, compliance and value for money.

Grounds and Sports Pitches

- Oversee the management and development of all grounds, landscaped areas and sports pitches, ensuring they are safe, well-presented and fit for purpose year-round.
- Implement long-term grounds and pitch management plans aligned with sporting and estate strategies.
- Ensure sports pitches and outdoor facilities meet required performance and safety standards for curricular, co-curricular, competitive and commercial use.
- Lead grounds improvement projects and promote sustainable and environmentally responsible practices, including biodiversity and water management.
- Oversee tree safety inspections and associated works.

MAIN RESPONSIBILITIES CONT.

Project Management

- Deliver approved capital and improvement projects on time, within budget and to agreed standards.
- Prepare specifications, obtain quotations and coordinate works in collaboration with the Head of Group Estates.
- Drive improvements in energy efficiency and environmental performance across the estate.

Health & Safety

- Ensure all estate operations comply with statutory, regulatory and health & safety requirements.
- Encourage and maintain a robust culture of safeguarding, health and safety, as well as wellbeing throughout all estate operations.
- Attend and contribute to Health & Safety Committee meetings.
- Ensure estates staff receive appropriate training in health & safety, fire safety, environmental health and safeguarding.

PERSON SPECIFICATION

Experience

- Proven experience in estates, facilities or operational management.
- Strong facilities management experience (essential).
- Knowledge of health and safety legislation and compliance (NEBOSH desirable).
- Experience of working with listed buildings (desirable).

Skills & Personal Attributes

- Excellent communication and interpersonal skills with the ability to build effective relationships.
- Strong planning, organisational and prioritisation skills.
- Proactive, flexible and resilient approach with a commitment to continuous improvement.
- High standards of integrity, professionalism and reliability.
- Positive, service-driven mindset with the ability to lead and motivate teams

