

Estates Manager

The Post

The Queen's School is an independent day school for girls aged from 4 to 18, set on two separate sites in the historic city of Chester.

The Queen's School is seeking an experienced Estates Manager who will take responsibility for managing the estates team and the smooth running of both sites.

If you are seeking a demanding, but rewarding, role in building estate management and have the necessary customer care and leadership skills, we want to hear from you.

Excellent interpersonal and communication skills and a flexible approach are essential to meet the varied demands of a school environment.

Applicants must have a thorough knowledge of managing all aspects of property maintenance and knowledge of health & safety and accident reporting.

Moreover, the successful candidate must be experienced at managing and effectively leading a team of people.

The Department

The Estates Department is comprised of two teams of caretaking, cleaning, maintenance, grounds staff and minibus drivers. Each team has a Site Supervisor and the teams. The Estate Manager will be ultimately responsible for 27 team members.

Salary Range

Salary will be paid on The Queen's School support staff salary scale between scale points 24 to 30 (£23,588.00 to £29,028.00) full-time per annum, dependant on experience.

Working Hours

This is a full-time position, working 37.5 hours per week throughout the year. Consideration will be given to applicants who would prefer some additional leave during the school holidays. Normal working hours will be 8.00am to 4.30pm, Monday to Friday, with an hour break for lunch, although a certain degree of flexibility will be required to successfully fulfil the requirements of the role.

Pension

The school operates a pension scheme in accordance with current legislation.

Annual Leave

Five weeks annual paid holiday, which will be taken predominantly during the school holidays. This increases to six weeks' paid holiday after five years' service.

Interview and Appointment

Please notify the school if you have any disability for which special arrangements need to be made for either the interview or if the position is offered.

Candidates should be aware that the appointment will be subject to an enhanced Disclosure and Barring Service check.

Employers have a legal duty to verify that new employees are eligible to work in this country, under the Immigration Asylum and Nationality Act 2006. Therefore, the successful candidate will be asked to produce their passport and/or visa before commencing work.

It is also our policy to ask to see original certificate(s) of qualification(s) upon acceptance of the post. A photocopy will be retained for our records in both cases.

General

To meet with legal requirements please read a copy of our Safer Recruitment Policy, containing our Employment of Ex-offenders Policy, which can be accessed via our website.

Application

The completed application form and a letter of application, which should be no more than one side of A4, should be addressed to The Director of Finance, Mrs S Lockley, and emailed to recruitment@thequeensschool.co.uk no later than 5.00pm on Monday 21 October 2019.

Interviews will be held week beginning Monday 21 October and Monday 28 October 2019. If you have not heard from us by Monday 4 November 2019, please assume that your application has not been successful in this instance.

It is The Queen's School policy that feedback will not be given following application. Please note that applications will only be accepted on the school's application form.

For further information, please visit our website www.thequeensschool.co.uk

The school is committed to safeguarding and promoting the welfare of our children. Child safety recruitment procedures operate and the post is subject to references and an Enhanced DBS disclosure. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.