



WESTMINSTER SCHOOL

**Estates Supervisor
From September 2020**

Westminster School

Westminster School is a selective day and boarding school for boys aged 13 to 18 and girls aged 16 to 18. There are approximately 760 pupils in all: 360 (boys only) in the Lower School (Years 9 to 11); and a co-educational (one third girls, two thirds boys) Upper School (Years 12 and 13) of 400. One quarter of the pupils board, and the School is structured and run as a boarding school, with an extended day and week and a strong House-based system of pastoral welfare, for boarding and day pupils alike. Westminster is an ancient school, whose origins can be traced to a charity school established by the Benedictine monks of Westminster Abbey. Its continuous existence is certain from the early 14th century. Henry VIII personally ensured the School's survival by statute and Elizabeth I, who confirmed royal patronage in 1560, is celebrated as the School's foundress. Westminster is rare amongst long-established schools in remaining on its original site in the centre of London. Its proximity to Parliament and Westminster Abbey, and the use of the Abbey for its chapel, together with the stimulating diversity of the South Bank and West End, account in part for its special atmosphere and outlook.

Westminster Under School is a selective day school for boys aged 7 to 13 and is based a short walk away from Westminster Great School. There are approximately 285 pupils in the Under School and 760 pupils in the Great School. One quarter of the pupils board and the Great School is structured and run as a boarding school, with an extended day and week and a strong House-based system of pastoral welfare, for boarding and day pupils alike.

The Post

We are looking to recruit a talented, enthusiastic and dynamic person to join our Estates Team, all of whom work closely and collaboratively in a busy educational environment catering for both day and boarding pupils. .

The Estates Supervisor will need to have a construction / electrical / mechanical and sound Health and Safety background. With a hands-on approach, the Estates Supervisor is responsible for supervising the in-house team, to provide a reactive and planned approach to maintaining the large estate. Attention to detail and accurate record keeping, to ensure compliance at all times, is essential. There will be some weekend working during term time and the Estates Supervisor will be expected to attend key school events.

This is an important, demanding and rewarding role for a person looking to develop their career in a facilities / estates environment.

Responsibilities

- Assisting the Director of Estates in all aspects of running and maintaining the School's estate and its associated facilities.
- Taking a lead role in supervising the day-to-day maintenance of the Estate.
- Supervising the Estates Team on a day-to day basis, taking the lead in:
 - allocating works orders from the bespoke Docket system;
 - overseeing to report works from the bespoke Docket system;
 - supervising contractors appointed to carry out works around the Estate;
 - ordering of stock and parts, ensuring value for money at all times;
 - monitoring the Docket system and ensuring completion of jobs;
 - taking a hands-on approach to resolving issues.
- Ensuring planned preventative maintenance (PPM) is carried out as required, utilising either in-house maintenance staff or external contractors, in consultation with the Director of Estates, and carrying out checks to ensure compliance.
- Maintaining the Building Management System (Trend).
- Monitoring of contractor performance to ensure quality of work, compliance with Health and Safety and completion of works on time. Ensuring all RAMS and permits to work are in place and correct before the commencement of work. Carrying out Health and Safety checks, ensuring compliance and accurate records are maintained.
- Using technical knowledge to assist with the completion of maintenance tasks.
- Updating all compliance manuals on a monthly basis, ensuring accuracy and attention to detail.
- Responding to out-of-hours emergencies, attending the site and calling in relevant staff or contractors as required.
- Deputising for the Director of Estates in their absence.
- Any other duties as may be reasonably required by the Director of Estates.

Experience and Qualifications

- Formal qualification in a recognised construction or electrical or mechanical trade is essential.
- Experience of working with critical building systems (fire alarms, BMS, access control, AHU's, HRU's, air con systems) is desirable.
- Health and Safety qualification and membership to a technical body is desirable.
- Good communication skills are essential.
- Good record keeping and attention to detail is essential.
- Experience of working in an educational / boarding establishment is advantageous.

The successful candidate will be required to adopt and maintain a can-do approach to your workload, and be contactable and willing to attend out-of-hours callouts.

Working within the School

The postholder is responsible for promoting and safeguarding the welfare of the school community and must, therefore, adhere to the School's Safeguarding policies at all times. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of pupils or staff at the School, they must report any concerns immediately.

Person Specification

Offers of jobs at Westminster School usually depend on the applicant's letter of application, application form, references and performance over the interview process. For some posts, particular qualifications and / or skills are required. In addition, all those who are offered a post at Westminster School are expected to be:

- responsible for promoting and safeguarding the welfare of the school community.
- supportive of and committed to the School's policies on Child Protection.
- supportive of the School's policies on Equal Opportunities.
- mindful of their personal responsibilities relating to safety, health and the environment.
- mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential.
- mindful of the need to behave appropriately and professionally at all times with pupils, their parents, peers and other staff.
- accepting of the need to follow all other school policies and procedures, as appropriate and relevant to their post.

Terms and Conditions

This is a full-time position with some weekend working. The hours of work will be as such that are necessary to perform the duties of the role, but core hours are 8.30am to 5.30pm, Monday to Friday. The postholder will be required to attend key school events.

The holiday year runs from 1 August to 31 July (inclusive) and the entitlement is 25 working days plus normal statutory and Bank Holidays. Any Bank Holiday will normally be worked when the School is in full session and time off taken in lieu. Holidays should be taken during the school holidays, at a time to suit the workload and agreed in advance with the Director of Estates.

The salary for the position will be c. £40,000, payable in 12 equal, monthly instalments pa. Pay is reviewed annually.

As per government legislation, the successful candidate will be automatically enrolled into the School's pension scheme, if they meet the eligibility criteria.

Meals are provided to staff whilst on duty. The School's leisure facilities, including a fitness gym, are available for staff to use at certain times.

The Application

To apply, please send a letter of application and a completed application form together with a detailed *curriculum vitae*, to Joanne O'Connell, Director of HR, via e-mail: recruitment@westminster.org.uk by midday on Friday 17 July.

We reserve the right to interview and appoint prior to the closing date for applications, so an early application is encouraged.

Westminster School 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 and the Disclosure and Barring Service.