



## **JOB DESCRIPTION –Deputy Estates Bursar**

**Responsible to:** Estates Bursar

**Accountable to:** Bursar

### **Relates to**

Teaching and support staff

Pupils

A variety of external contacts including building contractors and sub-contractors, architects, planners, surveyors and engineers

### **Job Summary**

Founded in 1863, St Edward's is an independent, co-educational boarding school situated in North Oxford. The School currently has approximately 680 pupils, of whom the majority are boarders, and around 470 employees. The Estates Department is responsible for the management of the School's estate, for associated operations such as maintenance and for the ongoing development of the estate to create a first-class learning environment.

The School has recently embarked on a number of capital projects including new buildings, renovations and improvements and a Deputy Estates Bursar is required to support and work alongside the Estates Bursar to deliver these projects and to continue the ongoing management of the estate. The role will require working 'in the field' as well as in the Estates office.

### **Main Tasks and Responsibilities**

This is a new position and the duties and responsibilities are expected to develop and expand over time.

- Work with the Estates Bursar to support and facilitate the School's strategic plan for significant development of the School estate
- Review planning, communication and implementation of appropriate works and implement an effective planned works schedule to reduce levels of unplanned maintenance
- Review the methodology and timing of planned works and work directly with the Estates Bursar to review, develop and implement processes for tendering and engaging external contractors and advisers as required
- Build trusted and supportive relationships with colleagues and work with other departments to ensure a high quality, positive service with effective communication and implementation of plans resulting in minimal disruption to the operation of the School
- Work closely with the School's Health and Safety Adviser to ensure compliance with health and safety legislation and best practice requirements related to buildings and operations - this will include preparing risk assessments and processes for external contractors working at the School
- Assume responsibility for the management of external suppliers, contractors and vendors, building relationships to ensure high quality provision and value for money
- Work with the Estates Bursar to make recommendations for expenditure as part of the annual budget and strategic planning process

- Operate within budgetary parameters including the authorisation for payment of all invoices within delegated authority and agreed budgets
- Conduct routine inspections of all buildings, facilities and grounds for upkeep and maintenance purposes raising internal orders as required to rectify or prevent identified issues
- Co-ordinate and oversee the planning and implementation of allocated maintenance and refurbishment projects, ensuring that contractors, suppliers and consultants are appointed efficiently and cost-effectively and that projects are specified correctly and are completed on time and within budget
- Liaise with relevant internal and external parties regarding potential building projects
- Ensure as far as possible that the estate operations are planned to be sustainable and energy efficient
- Assist the Estates Bursar with the management of security matters when required

The above list is not exhaustive and the Deputy Estates Bursar will be expected to carry out other tasks as required to ensure the efficient running of the School.

### **Start date**

We would like the successful applicant to start work as soon as possible.

### **Hours of work**

Basic hours are 40 per week, Monday to Friday. However, a flexible approach to working hours is required and the nature of the job is that there will be periods of intense work followed by less intense periods. Commitments will involve some unsocial working hours, especially at times of key project milestones.

### **Salary**

The salary payable will be in the region of £50,000 per annum.

### **Holiday**

Annual holiday entitlement is 25 days per year, plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The holiday year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. All holiday, unless in exceptional circumstances agreed by the Estates Bursar, should be taken during the School's holiday periods. The School closes over the Christmas/New Year period and employees normally take 5 days' of their holiday entitlement to cover this period. Depending on workload, it may be necessary for the Assistant Estates Bursar to work during some or all of this closure.

### **Pension**

The role is eligible for membership of the School's pension scheme for support staff.

### **Probationary period**

The appointment is subject to a probationary period of three months.

### **Sickness Benefit**

After one year's service has been completed, annual entitlement to sickness benefit will be six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for four weeks.

### **Notice period**

During the probationary period, employment may be terminated by either side with one month's notice. Subsequently, the minimum period of notice required is three months.

### **Miscellaneous**

- Free lunches are available during times when the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use the Oxfordshire Health & Racquets Club (which is situated on the School site) although this is not a contractual entitlement.
- Car parking is available on-site although this is not a contractual entitlement.

### **Confidentiality and data protection**

A strict code of confidentiality must be adhered to at all times.

### **Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must undergo full recruitment checks, including references from previous employers, a health requirement and an enhanced disclosure from the Disclosure & Barring Service.

### **Health and safety**

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the School in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

## **PERSON SPECIFICATION – Deputy Estates Bursar**

### **• Educational Qualifications**

#### **Essential**

- Relevant degree or recognised professional qualification in a building services related discipline or extensive equivalent experience

#### **Desirable**

- Membership of the Royal Institute of Chartered Surveyors (MRICS) or membership of an equivalent professional body
- A qualification or course of study in contract law or relevant working experience

### **• Skills, Abilities and Experience**

#### **Essential**

- Previous experience in a related or similar role
- Significant project management experience with proven skills in the planning, organisation and implementation of projects
- A good understanding of estates engineering (both digital and mechanical), eg heating, electronic and electric systems

- Proven ability to analyse and evaluate technical issues and provide pragmatic and innovative solutions
- The ability to handle a diverse and complex workload
- Demonstrable influencing and negotiation skills
- A working knowledge of property and planning law and regulations, a commitment to keeping abreast with changes in legislation and best practice, with the ability to identify when external advice is necessary
- Good spoken and written English and the ability to communicate clearly
- Excellent IT skills and a basic level of AutoCAD (or similar package) and an interest in developing the use of IT systems within the Estates Department
- A clear commitment to work as a team player at a variety of levels
- A working knowledge of Health and Safety
- A willingness to learn and adapt to changing requirements

**Desirable**

- Previous experience in a related or similar role within an independent school or other educational establishment
- A full driving licence

• **Safeguarding**

- Commitment to the protection of children and young people
- Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures.