



ST PAUL'S  
GIRLS' SCHOOL



ESTATES AND MAINTENANCE MANAGER  
CANDIDATE PACK



# CONTENTS

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- 03 WELCOME FROM THE HIGH MISTRESS**
- 04 AN INTRODUCTION TO ST PAUL'S GIRLS' SCHOOL**
- 06 ROLE DESCRIPTION**
- 09 PERSON SPECIFICATION**
- 10 FURTHER INFORMATION AND HOW TO APPLY**





## WELCOME FROM THE HIGH MISTRESS

St Paul's Girls' School (SPGS) is an extraordinary school. Not only does it regularly achieve the best GCSE and A level results in the country, but it has a truly distinctive ethos, focused on nurturing creativity, curiosity, and a love of academic discovery. Ours is a school full of opportunity where students are encouraged to take responsibility, to get involved and to broaden their horizons. They are actively engaged in service to the community and local partnerships abound. Friendships made at SPGS last a lifetime.

The education we offer is classical yet forward-looking, encouraging students to take risks, think ambitiously and play a leading role in the world beyond school. It is no coincidence, therefore, that amongst our alumnae we count leading scientists, journalists, artists and politicians. One of our earliest students was Rosalind Franklin, whose brilliant pioneering work was pivotal to the understanding of DNA.

The co-curricular programme at SPGS is wide ranging and ambitious. Music plays a central role. The composer of *The Planets*, Gustav Holst, was Director of Music at the school for over 30 years, and his legacy continues. Likewise, the quality of drama and art is very high indeed and we believe this is crucial to a rich education. Sport features strongly too, with an emphasis on wellbeing and teamwork. Most important of all, however, is our belief that all students should receive the kindest and most individual of pastoral care, and this feature is fundamental to our school.

SPGS remains the most dynamic school I have ever had the pleasure to work for and I hope that you will consider joining us.

Sarah Fletcher





## AN INTRODUCTION TO SPGS

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*St Paul's Girls' School is an historic and highly successful day school in west London, welcoming students aged 11 to 18. It was founded in 1904 by the Worshipful Company of Mercers as one of the first purpose-built schools for girls and was designed by the architect Gerald Horsley. It is one of the country's leading independent secondary day schools for girls and is a lively academic community with excellent facilities for all subjects.*

There are approximately 800 students on roll, coming from a wide range of feeder schools across both the state and independent sector and there is a thriving sixth form of about 230 students.

Entry to the school at 11+ is by competitive exams held in January and at 16+ in November, and there is heavy demand for each place. Public exam results are consistently outstanding and about 40% of all students every year move on to Oxford and Cambridge. Increasing numbers also go on to higher education at Ivy League colleges in the United States. Aspirations and achievements in many areas go well beyond what one would normally expect from a school, making SPGS a very exciting and stimulating place in which to work.

The emphasis on liberal learning established by the first High Mistress, Frances Gray, finds expression today in an academically adventurous curriculum, which encourages intellectual freedom, discovery, and the joy of scholarship.

Pastoral care is excellent, and all students are placed in small tutor groups to ensure the highest standards of personal attention and development. There is a vibrant co-curricular life and a busy programme of partnership and service activities, which demonstrate the importance of collaboration, diversity and inclusion, and which empower students to make a difference in the world beyond school.

We have an excellent reputation for the creative and performing arts, with students contributing to an exciting programme of musical and dramatic performances and art exhibitions. Our co-curricular programme is full and varied, offering innumerable opportunities for students to develop their individual interests and skills, from debating to fencing, chess to Fem Soc. We have an active and popular society focused on sustainability, which works closely with the school to raise awareness of environmental issues and to reduce our carbon footprint, a project to which we are deeply committed.

The school is well accustomed to sporting success, with hundreds of fixtures played throughout the year and opportunities for all ages and talents. Our pitches, tennis and netball courts, sports hall and pavilion are close by, offering some of the best sporting facilities a central London school could wish for.



# AN INTRODUCTION TO SPGS

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Diversity and inclusion sit at the heart of the school. We believe passionately that it is our moral imperative to contribute to social mobility through education and to work to reduce the attainment gap, which, the EPI reported, has stopped closing for the first time in a decade. Our bursary programme currently provides financial support to 11% of students, and we are at the beginning of an exciting journey to increase that figure significantly. Our bursary students enrich our school community beyond measure, bringing with them differing world views and lived experiences that contribute to a wonderfully diverse student body. This ambitious target will position SPGS as the leader in bursary provision in the UK amongst independent all-girls schools.

We recently established the Paulina Foundation, a separate entity through which fundraising for bursaries, partnerships and buildings takes place. We are launching our 'Opening Doors' campaign with significant targets to ensure that we are able to meet our goals and make an SPGS education accessible to any student who meets the academic criteria.

Our partnerships programme has grown considerably in recent years. We work extensively with primary schools, secondary schools and the local community to widen educational opportunities by sharing our facilities and expertise and to provide mechanisms by which we can learn from each other. Our staff and students are engaged in numerous projects, from our Primary Hub where students mentor primary students, to our Friday service programme, which sees our Y12 students off timetable for an afternoon a week to pursue service activities.

Additionally, our collaboration with St Paul's School continues to grow, with an increasing number of opportunities for all staff to get involved.

We are committed to providing a cutting edge, relevant and future proof education for our students. To that end, the school has invested significantly in a programme of building works and refurbishment, including a new Centre for Design & Innovation (CDI), which will house our computer science and creative technology department, alongside sculpture, art and design.

The development of new technologies will impact every career and every aspect of our lives; the creative industries are the fastest growing sector of the UK economy, accounting for 1 in 6 jobs in the UK. It is essential, therefore, that we ensure our students are fully equipped with the skills, knowledge and expertise they need to navigate a digital world with confidence and that we prepare them for the careers of tomorrow.

This is an exciting period for the school as we build on the extraordinary foundations of the past to ensure the education we provide is forward-looking and responsive to future needs.



# ROLE DESCRIPTION

We are looking to appoint an Estates and Maintenance Manager to join the school's estates team. The team is responsible for all the maintenance, management and regulatory compliance of school buildings and grounds.

The Estates and Maintenance Manager will have a passion for providing first-class, safe and professional working environments. The successful applicant must have the experience and skills to proactively and reactively manage a diverse portfolio of buildings. They must also have strong interpersonal and communication skills with the ability to lead and organise a team to provide an outstanding level of customer service to the school. They must be organised, reliable and resourceful, have excellent attention to detail and the ability to balance a range of tasks effectively.

St Paul's Girls' School is split over three sites: the main school site including its listed buildings, the swimming pool, and within easy walking distance the playing field and netball/tennis courts, The school also has some residential properties in close proximity to the main site. We are undergoing a significant estates development programme, the first phase of which has been completed with a new sixth form and classroom building, drama studio, a new sports pavilion and maintenance building. We are now in the next phase of the construction programme which extends over the next three years and includes a new teaching building to be delivered in 2024. Further projects are planned to commence in the coming months. This is therefore an exciting time to join the team and the Estates and Maintenance Manager will support the Head of Estates in contributing to the projects to ensure that school requirements are met and disruption during the build phase minimised.

## Main Duties and Responsibilities

### Line Manager

- The line manager for the Estates and Maintenance Manager is the Head of Estates who is responsible to the Director of Operations.

**The main responsibilities of this role are, but not limited to:**

### Building Services and Compliance

- Management of day-to-day building services operations including the efficient running, repairs, inspection, servicing and record keeping of the items in the table below, the list is not exhaustive and presents the diverse range of services within the school
- Organise fire, asbestos and Legionella risk assessments and programme and monitor remedial actions
- Ensure building services contractors work safely on site and in line with school policy
- Plan and manage programmes of all planned preventative maintenance to ensure the sites are well presented, safe and functioning at all times and assets are protected
- Manage internal stakeholder interactions pertaining to any works

|                           |                                 |  |                              |                  |
|---------------------------|---------------------------------|--|------------------------------|------------------|
| HVAC                      | Intruder alarms                 | Access control arrangements                | Fire alarms                  | CCTV             |
| Passenger and other lifts | Drainage                        | Electric supply/safety                     | Gas supply/safety            | Water supply     |
| Pest control              | Automated doors                 | BMS  | Duct work                    | Sports equipment |
| Fall arrest systems       | Fire appliances and suppression | Fume Cupboards                             | Ground/Air source heat pumps | Air conditioning |
| Swimming Pool             | Gutters/roofs                   | Lightning protection                       | Fixed electric testing       | PAT Testing      |
| Water hygiene             | Kitchen fire shutters/extract   | Lighting (Internal & External & Emergency) | LEV                          | Boilers          |
| Asbestos Management       | Play equipment                  | F-gas regulations                          | LOLER                        | Pressure systems |





## ROLE DESCRIPTION

### Contract Manager

- Ensure new minor works and servicing contractors complete pre-qualification questionnaires
- Manage minor works and servicing contractors, ensuring health and safety and safeguarding requirements are met
- Maintain cost controls and identify variations to specifications and quality
- Control and execute maintenance contracts for the equipment owned or rented by the school including firefighting and alarm systems, etc.
- Update annual insurance records for contractors engaged by the school
- Ensure safeguarding records are kept up to date

### Management

- Foster a positive working culture, providing effective management to the Maintenance and Caretaking teams with the aim of developing an efficient and flexible team that maintains a strong focus on customer service and delivery
- Line manage the Maintenance team that currently consists of the following:
  - Deputy Maintenance Manager (electrical biased)
  - 2 x Maintenance Operatives - Specialist (carpentry and plumbing biased)
  - 1 x Maintenance Operative - General (part time)
  - 1 x Estates Administrator (part time)

- Line Manager to the Senior Caretaker and responsible for:
  - Ensuring the caretaking team is able to perform its duties for the upkeep of the estate including security, duty cover, H&S checks, event set up
- Ensure that team members have the skills and resources to undertake their duties effectively and that there is commitment to professional development across the team
- Ensure that any performance matters are addressed in a timely and effective way
- Ensure robust arrangements are in place to respond effectively to maintenance and security issues, emergencies or other callouts on a 24/7 basis throughout the entire year
- Ensure that arrangements are in place to enable emergency repairs to heating, electricity and water supplies as well as security and fire safety systems throughout the year to ensure the school is operational at all times, including the team being able to respond to out of hours calls that cannot be dealt with by the duty caretaker

### Swimming Pool

- Responsible for the provision of a safe and attractive swimming pool facility for use by the school community and other authorised groups through the efficient management of the swimming pool plant including a strict regime of water quality testing
- Undertake training to ensure best practice is followed
- Ensure all swimming pool operating procedures are up to date and followed



### **Security**

- Ensure that the school's security systems are well maintained, up to date and in liaison with the Director of IT and the Head of Estates, that upgrade to systems are planned for: this includes the access control system, CCTV and key suiting

### **Sustainability & Utilities**

Support the delivery of the school's sustainability targets and action plan by:

- Increasing micro-generation and green technology on site year-on-year
- Leading on sustainability related installations as agreed with the Head of Estates
- Contributing to initiatives to reduce the draw of gas, electric and water each year
- Overseeing metering and record keeping of utility use and generation
- Informing work programmes via payback calculations and understanding operational need
- Communicating advancements to the school community
- Ratifying utility invoices, recognising trends and hosting meter readings

### **Budget Control**

- Manage and report on budgets within set financial controls
- Assist the Head of Estates with the preparation of budgets for future expenditure required, e.g. boiler replacement programme
- Raising and approving POs, and ratifying invoices for completed works
- Ensure best value for the school at all times

### **Project Manager**

- As agreed with the Head of Estates and in accordance with the agreed plan of works, tender, award and manage minor project contracts to include liaising with school stakeholders prior and during works, liaising with professional consultants as required, monitoring budgets and supervision of contractors on site
- Manage and monitor servicing contracts to ensure value, quality and cost
- Assist with the major capital projects of the Building Masterplan through responding to design team questions/requests for information and liaising with on-site contractors on services and access

### **Health and Safety**

- Ensure compliance with health and safety legislation and school policies including that relating to risk assessments, contractor safety checks, fire risk assessments and fire safety checks, asbestos management and statutory inspection of plant. Seek advice from the school's external health and safety consultant, fire risk assessor and other professional advisers when necessary
- Respond to and monitor any actions required as a result of health and safety audits, the fire risk assessment and other inspections
- Act as a senior responsible person for the work of the maintenance team and caretaking team, directing and measuring health and safety performance and proactively reporting any deficiencies to the Head of Estates or Director of Operations
- Contribute to whole school health and safety and in particular by ensuring that buildings are safe and secure at all times and by adhering to health and safety legislation, Independent Schools Regulations and DfE guidelines for the health and wellbeing of staff, students and visitors
- Ensure that contractors operate safely in accordance with health and safety legislation and school policy, regulations and directives and operate within the Permit to Work procedures
- Represent the team at termly health and safety committee meetings and provide advice on health and safety matters as they relate to maintenance and estates
- Act as a school first aider and undertake training as required to ensure that qualifications remain up to date

### **Other**

- Model the highest professional standards in all aspects of the role, leading by example, working at all times to the standards set out in the staff code of conduct and other school policies
- Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality
- Maintain positive, professional relationships with teachers, other internal stakeholders, staff, students and parents/carers
- Participate in induction training, staff review processes and CPD opportunities
- A range of relevant training will be provided to ensure that the successful applicant retains up to date skills and knowledge as appropriate to the role and to working in a school environment
- Undertake any other reasonable tasks as requested by the Head of Estates, Director of Operations or Bursar







# PERSON SPECIFICATION

## Operational Excellence (Essential)

- Relevant building related qualification or accreditation in property-related matters
- A wide understanding of the building industry including knowledge of materials, trades, and methods
- Health and Safety qualification relevant to building works/estates management (IOSH or NEBOSH)
- Understanding of and experience in implementing Health and Safety requirements including fire safety
- Experience with Building Management Systems
- Prior schools experience or of working in an occupied site with significant operational restrictions
- Experience of managing an estate with a varied building stock
- Project management experience of running minor capital works concurrently and within tight timeframes.
- Strong demonstrable experience in site management.
- Ability to work without supervision, in an organised manner with energy and enthusiasm, whilst being part of a wider team
- Ability to produce and interpret relevant financial information, including the preparation of effective budgets and monitoring expenditures against them
- Effective procurement and contract negotiating skills and experience
- Fluent and accurate written and spoken English
- Excellent ICT skills

## Operational Excellence (Desirable)

- Full, clean UK driving license
- Knowledge of managing swimming pool plant and systems

## Personal Behaviours (Essential)

- Excellent problem solver
- Ability to communicate complex issues and options to a non-technical audience
- Collegiate and collaborative.
- Calm under pressure; fair and unflappable
- Excellent time and deadline management
- Committed to operating as part of the school community
- Committed to safeguarding and promoting the welfare of children and young people
- Strong interpersonal skills

## Leadership and Management (Essential)

- Prior experience of leading teams
- The ability to lead and manage people to work towards a common goal.
- Able to provide focus and direction
- Ability to coach and mentor direct reports
- The ability to show an interest in the welfare, happiness and professional development of those under your leadership

This job description is not exhaustive and variations to duties may from time to time be required.





## FURTHER INFORMATION AND HOW TO APPLY

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### **Terms and Conditions of the post**

St Paul's Girls' School offers a competitive salary dependent on qualifications and relevant experience. 25 days annual leave plus bank holidays. Free lunches, tea and coffee. Contributory pension scheme. Use of sports facilities e.g. the gym, during allocated staff times. Successful candidates for posts here are required to complete a medical declaration and undergo the normal DBS checks.

### **Application and interview procedures**

St Paul's Girls' School has appointed recruitment specialist Anderson Quigley to support this appointment.

For an informal conversation about the role, please contact Samantha Bryan-Ross, [samantha.bryan-ross@andersonquigley.com](mailto:samantha.bryan-ross@andersonquigley.com) / 07510 384 713. Applications should consist of a CV and cover letter. Please use your own words when writing your supporting statement. While we are a digitally forward-looking school, we are mindful of the importance of authenticity in education and would far prefer to hear your unique voice through any application you may choose to make.

### **Disclosure and Barring Service (DBS) and overseas police checks**

St Paul's is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of 3 months or more during the past 10 years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

### **Safeguarding guidelines**

St Paul's Girls' School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). We expect all staff to share this commitment.

St Paul's Girls' School welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We seek to offer fair and inclusive employment policies, interview and arrangements that avoid bias and support all applicants and staff equally.





# ST PAUL'S

GIRLS' SCHOOL

**Contact Anderson Quigley to find out more**

Samantha Bryan-Ross

Senior Consultant

[samantha.bryan-ross@andersonquigley.com](mailto:samantha.bryan-ross@andersonquigley.com)

07510 384 713

[www.andersonquigley.com](http://www.andersonquigley.com)