JOB TITLE: **DIRECTOR OF ESTATES**

# REIGATE GRAMMAR SCHOOL
## INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**

# REIGATE GRAMMAR SCHOOL

Alderman Henry Smith founded Reigate Grammar School in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, an historic market town in the east of Surrey at the foothills of the North Downs in an area of outstanding natural beauty.

RGS is a leading HMC independent co-educational day school. It is a highly successful, happy and exciting school, which aims to provide a broad and balanced education to boys and girls that will prepare them for the modern world. The school song, *To Be a Pilgrim,* reminds our students that they are on a journey of noble purpose, to have an impact and to make the world a better place. We aim to educate the whole child and offer a broad range of experiences for all. We are an inclusive school and, built upon the vision of our founder, are committed to social mobility and the provision of bursaries through wider access and a supportive Reigatian community.

*"Happy Kids Great Results"* Good Schools Guide 2019

Reigate Grammar School caters for over 1050 students aged 11 to 18. Another 600 students are educated at Reigate St Mary's Preparatory and Choir School and Chinthurst School, RGS's junior and nursery schools – both recently shortlisted for UK Independent Prep School of the Year. RGS offers the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme. RGS has a distinctive educational philosophy and a strong ethos of pastoral care underpinning a well-rounded education. The House system has some clearly defined aims: for everyone to feel part of a team; to allow leadership to be nurtured; talent to shine; confidence to surge; teamwork to flourish; and competitive spirit to develop. In the school's academic culture of intellectual freedom, the structure of the curriculum means that students receive a strong grounding in core subjects but can elect to pursue any area of interest. In the elective curriculum, one student may learn to trade stocks while another deepens their understanding of French literature. It is a challenging and balanced education, equipping students for the opportunities and demands of their future lives and allowing them to explore their personal passions.

The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional': the first co-ed day school to achieve this rare accolade. RGS' approach to teaching and learning melds expert teaching knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning, focusing on the development of global citizens, advanced performers and enterprising learners.

Outcomes at RGS are world-class, with 90% of GCSE entries graded 9–7 in 2025. A Level results remain outstanding, with 95% of entries awarded A*–B. This year, 98% of applicants received offers from top universities, including Oxbridge, Russell Group institutions, and leading medical schools.

Reigate Grammar School has been named The Sunday Times' Independent Secondary School of the Year 2025, following on from being awarded Independent School of the Year 2024 by Education Today. We are also featured in the Tatler School Guide 2025 as one of the top schools in the UK, and were again recognised in the Sunday Times Parent Power league tables as the best co-educational day school in the Southeast.

In addition to academic success, our broader educational impact has been widely acknowledged. In 2025 alone, we were finalists in national awards for Mind & Mental Health, Charitable Work, Diversity, Equality, Inclusion & Justice, and Headteacher of the Year. We were also shortlisted for Independent School of the Year by the TES School Awards 2025.

In 2024, we were proud winners of the Private Education Award for Most Nurturing School, and finalists for Contribution to Social Mobility, Best Learning Support, and Innovation in Education.

Shaun Fenton, Headmaster, recognised as one of the UK's oustanding educational leaders, was elected Chairman of HMC in 2018–2019 and was awarded an OBE by Her Majesty the Queen for Services to Education.

# JOB DESCRIPTION

*Reports to: Group Bursar*

The Director of Estates provides strategic leadership, direction and governance for the Estates function across the RGS Group of Schools. The postholder is responsible for shaping, delivering and continuously evolving a long-term, sustainable estates strategy that supports educational excellence, organisational growth and financial resilience across our school sites.

The role encompasses responsibility for compliance, estates risk management, high-level contracts, and the delivery of major capital projects and refurbishments. The Director of Estates will ensure that all the schools' estates are safe, sustainable, accessible, resilient, and aligned with the schools strategic ambitions.

The role balances strategic foresight with robust assurance, enabling the schools' physical environments to actively support academic, pastoral and co-curricular ambitions. The postholder is also expected to work collaboratively with other senior leaders across the RGS Group of Schools, to ensure cohesive service provision and to contribute positively to the broader leadership of the group

## MAIN DUTIES AND RESPONSIBILITIES

### STRATEGIC LEADERSHIP & DEVELOPMENTS

- Develop the RGS Group of schools Estates Strategy in alignment with the overall strategy.
- Lead the RGS Group of Schools development strategy across sites, covering minor and major capex works which relate to both projects which develop the sites but others which focus on maintenance of the fabric and infrastructure of buildings.
- Prepare written reports for the Group Bursar, Governors and senior leaders regarding the Estates strategy and development plans and other matters.
- Ensure estate services are strategically aligned to emerging and changing priorities and demonstrate best financial value
- Lead and manage the site-based Operations Managers on estates matters, setting clear expectations, performance frameworks and service standards, while avoiding unnecessary centralisation of day-to-day operations.
- Ensure appropriate skills, capacity and succession planning are in place within estates teams.

### COMPLIANCE, RISK MANAGEMENT & CONTROLS

- Lead estates risk management, ensuring resilience to fire, flood, electrical outage, and security incidents.
- Oversight of legal, health & safety, and regulatory compliance across all estates functions, also with a focus on compliance for ISI purposes.
- Provide check and challenge through audits, reporting, and continuous improvement mechanisms.

### CAPITAL PROJECTS

- Lead the strategic planning and delivery of the Group Capital Programme, including new builds, refurbishments and major infrastructure upgrades.
- Prioritise and shape capital investment to maximise educational impact, value for money and long-term sustainability.
- Oversee project governance, approvals and financial controls in partnership with the Group Bursar and Finance Team.
- Ensure capital projects are delivered on time, within budget and to appropriate quality standards.
- Commission and oversee professional teams and external advisors as required.

### ASSET MANAGEMENT & MAINTENANCE STRATEGY

- Establish in conjunction with the site operations managers a long-term asset management and maintenance strategy for the Group estate.
- Ensure robust condition surveying, lifecycle planning and planned preventative maintenance across all sites.
- Provide strategic oversight of systems, plant and infrastructure renewal.
- Ensure estates systems and data support effective decision-making, compliance and financial planning.

### FACILITIES & CONTRACT MANAGEMENT

- Provide strategic oversight of estates contracts, including catering, transport, and cleaning.
- Ensure outsourced and in-house services deliver value for money and enhance the student/staff experience.
- Regularly review key processes and implement improvements identified through audits, customer feedback, and management reports.

# JOB DESCRIPTION CONTINUED

## SUSTAINABILITY, ENERGY & INCLUSION

- Champion environmental sustainability and lead delivery of the Group's carbon reduction and net-zero ambitions.
- Embed sustainability principles into all estates planning, refurbishment and development activity.
- Provide strategic oversight of energy management, data analysis and efficiency initiatives.
- Ensure estates strategies actively promote accessibility, equality, diversity and inclusion.

## FINANCIAL

- In conjunction with the Group Bursar and Director of Finance prepare and be responsible for the annual operating budget.
- Monitor and manage financial performance against budgets, forecast annual outcomes and taking appropriate action where required.
- Regularly review the supplier contracts and ensure a quality, value for money service for the group ensuring a rigorous planned approach to procurement.

## EXPERIENCE & KNOWLEDGE

- Significant senior leadership experience in estates, property or asset management within a complex, multi-site organisation.
- Proven ability to operate strategically while maintaining strong governance and assurance.
- Extensive experience of capital planning, project delivery and financial management.
- Strong knowledge of estates-related statutory compliance and health & safety legislation.
- Experience of managing change, influencing senior stakeholders and working at board or committee level.
- Experience within an educational or not-for-profit setting is desirable.

## SKILLS & PERSONAL ATTRIBUTES

- Strategic, analytical and forward-thinking, with the ability to translate vision into deliverable plans.
- An authoritative yet collaborative leader, able to influence and inspire.
- Excellent communicator, able to produce high-quality reports and present confidently to boards and senior stakeholders.
- Strong judgement and decision-making skills, including risk management and budget oversight.
- Commercially astute, pragmatic and solutions-focused.
- Values-driven, with a commitment to sustainability, inclusion and service excellence.

## QUALIFICATIONS

Relevant professional and academic qualifications in estates, property, construction or facilities management.

# FURTHER INFORMATION

## TERMS AND CONDITIONS

- Non-teaching staff at Reigate Grammar School are remunerated according to our own salary scales. Salary will be commensurate with qualifications and experience.
- Employees are entitled to join the School's Defined Contriubtion Pension Scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

## SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

## EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

## APPLICATIONS

Anderson Quigley is acting as an advisor to Reigate Grammar School. An executive search process is being carried out by Anderson Quigley in addition to the public advertisement.

To apply, please submit a CV and supporting statement. Your CV should include:

- Educational and professional qualifications.
- Full employment history.
- The names and addresses of two referees.

Applicants are also asked to complete the Support Staff Application Form and Supplementary form

The closing date for applications is **Friday 16 January at 9.00am**. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Please submit all your documents through the link below:

http://andersonquigley.com/candidates/ using the reference AQ3440.

Should you wish to discuss the role in strict confidence, please contact our advising consultants at Anderson Quigley: Alasdair Redwood on +44 (0) 7394 012383, alasdair.redwood@andersonquigley.com or Hayley Mintern on +44 (0)7596 954387, hayley.mintern@andersonquigley.com

# SCHOOL LOCATION AND DIRECTIONS

The RGS campus is on its original 1675 site in the historic market town of Reigate within an area of outstanding natural beauty. Adjacent to junction 8 of the M25, the school is also easily accessible from central London by train.

The school benefits from excellent facilities, including:

- A new £8m Sixth Form and Learning Resource Centre at the heart of the campus
- Drama studios and Music school
- Swimming pool
- 32 acres of sports ground with two floodlit all-weather hockey pitches, rugby, cricket and football pitches

The school is currently within the planning phase for the construction and development of a state-of-the-art sports centre on the town centre campus.

## DIRECTIONS:

### By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill.

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| RGS postcode | RH2 0QS |
| RSM postcode | RH2 7RN |

### By rail

The school is approximately ten minutes' walk from Reigate station which is well served by direct trains from London Victoria, East Croydon, Guildford and Dorking. Frequent connections to Redhill station (about one mile away) allow access to Crawley, Horsham and towns to the south along with Nutfield, Godstone and Tonbridge to the east.

## WHAT3WORDS

**Main Reception:** cabin.fire.brave