



## Estates Manager

Full-time

# Application Pack



**Woking  
College**



## Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1500 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning alongside the widest range of enrichment activities enhancing the cultural capital of our students. Alongside this we place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey but we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We have benefited hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 which enhanced our estate even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, possibly the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

A handwritten signature in black ink, appearing to be 'Brett Freeman'.

Brett Freeman  
Principal



# The Role

This is an exciting opportunity to join our team as we recruit for an Estates Manager with a dual role of ensure the College site, accommodation and facilities are maintained at a fully operational status and managing the College's Health and Safety function, acting as the College's 'Competent Person' and ensuring its statutory duties are met.

The successful candidate will be responsible for leading the site team, managing routine maintenance and will be the lead point of contact for all external suppliers and contractors to the College. This role will require you to coordinate the Health and Safety (including fire safety), First Aid and security requirements for the College.

The successful candidate will be joining a pro-active, hands-on team who work together to ensure the smooth running of the College site. The team currently consists of a Head Caretaker who line manages the site team, of three others, on a day-to-day basis.

We are looking for an exceptional candidate for this key role in the College who should have excellent communication skills and can demonstrate a methodical and organised approach to their work with excellent attention to detail. We expect high performance from all our staff and are looking for an impressive individual who is flexible, has a can-do attitude and can add to the hands-on skillset of the current team. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

**Start Date:** As soon as possible

**Hours:** 37.5 hours per week, full-time (52 weeks per year), plus half an hour unpaid lunch break.  
Working day will be 8am to 5pm (with a one hour lunch break and 2 x 15 min breaks).

**Salary:** £39,575 to £43,444 per annum, inclusive of fringe allowance

**Holidays:** 22 days' holiday, plus 2 additional statutory days per year

## Job Description

**Post Title:** Estates Manager

**Responsible To:** Director of Finance & Estates

**Job Purpose:** To ensure that the College site, accommodation and facilities are maintained at a fully operational status by undertaking a range of operational management duties which enable their smooth operation.

To manage the Colleges Health and Safety function, acting as the College's 'Competent Person' and ensuring its statutory duties are met.

### Estate Management Job Responsibilities:

1. Manage the Estates Helpdesk acting as the key liaison person between College staff and the Estates team – receiving requests for jobs to be done including setting up rooms and moving furniture for events such as exams and open evenings, passing them on to the Estates team and checking that they have been completed.
2. Line management of the site team.
3. Manage routine maintenance, including identification of works, arranging appropriate action involving the site team or external contractors, including negotiation of prices and supervision/checking of works and, where necessary, delegating basic maintenance handyman repairs to the site team as required.



*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.*



4. Maintain the EVERY system and use it to monitor and plan all regular and annual contractual and statutory obligations such as water checks, electrical safety checks and other maintenance contracts.
5. Management of contractors, including ensuring their compliance with Health & Safety and DBS requirements at the start of the contract or works, with an annual review for longer term contractors, to include risk assessments, obtaining method statements and ensure all suppliers have up to date public liability insurance.
6. To be responsible for procuring goods and services in line with College Financial Regulations and procedures:
  - Carry out research to ensure that best value for money is obtained
  - Making purchasing recommendations to the Director of Finance and Estates
  - Raising the necessary purchase orders
  - Ensuring that the goods or services are satisfactorily delivered and taking remedial action if necessary
7. To manage all aspects of site security by:
  - Ensuring the intruder alarm system and security lighting are serviced and maintained
  - Managing the contracted-out weekend and bank holiday site security arrangements
  - Ensuring out-of-hours weekday security cover by the Site Team in the event of an emergency call-out.
8. Management of the College grounds including car parking, road safety signs, white-lining, trees, gates, fencing, drains, roadways, footpaths and snow clearance/gritting.
9. To be responsible to the Director of Finance and Estates for the daily monitoring of the College cleaning contract and all other aspects of cleaning.
10. To manage the day-to-day operational requirements of organisations and clubs who hire the College's Facilities.
11. Environmental and sustainability management including efficient use of utilities and sustainable waste management.
12. Keep an accurate and up-to-date inventory list of all College assets and to amend as required.
13. Maintain the College battle box (for use in an emergency).
14. Work with the Director of Finance and Estates to maintain a repository of estates documentation, including maintenance and servicing programs and Health and Safety policies and procedures.
15. Co-ordination of security, parking and other estates aspects in connection with College Open Evenings and other events during the year.
16. The post-holder will be required to provide out-of-hours cover (evenings/weekends) as part of the Estates Team to respond to emergency call-outs. The post-holder will also be required to be a key holder and be on call. Time off will be given for additional hours worked.

#### **Health and Safety Officer Responsibilities:**

1. To monitor and audit the successful implementation of health and safety legislation and policies applicable to the College.
2. To support and arrange annual health and safety training for all staff.
3. Risk Assessments
  - To arrange risk assessments as requested.
  - To ensure all annual College risk assessments are updated and a record is maintained.
  - To action any risks identified through the risk assessment process
4. First Aid
  - To review each year the first aid kits throughout the College, ensuring supplies are replenished.
  - To maintain the First Aid Staff qualification register, notifying staff when their qualification needs renewing, to support and arrange retraining as appropriate.
5. To liaise with the H&S Consultant and/or external agencies on the development of health and safety policies and procedures where necessary.

6. To report any relevant incidents to RIDDOR.
7. To develop, apply and monitor appropriate reporting and recording procedures necessary to support the policies, including the reporting and recording of accidents and “near misses”.
8. Fire Safety
  - Organise the annual Fire Risk Assessment
  - Organise the annual testing of all fire extinguishers and fire alarms
  - Action and rectify any fire risks, replacement extinguishers identified
  - Update the College emergency evacuation procedure annually, including reallocating staff responsibilities where required
  - To organise College emergency evacuation drills, and to ensure that all staff are aware of the proper procedures.
  - Liaise with students and staff re evacuation procedure for students with impaired mobility
  - To maintain the College Fire logbook
9. Environmental Management
  - To manage the provision of recycling and confidential waste throughout the College
  - To organise any pest control requirements
  - To ensure the College’s Asbestos register is up to date, and any required actions are implemented.
10. Should any major incident occur (e.g. flood, fire, gas leak), work alongside the Director of Finance and Estates to organise necessary repairs, obtain advice from the H&S Consultant and/or external agencies.
11. To accompany/assist any external agencies on any health and safety inspection of the College, and to report any recommendations back to management.
12. To Chair and run monthly Health and Safety committee meetings.
13. Advise the Director of Finance and Estates of any H&S matters, which require auctioning, as they arise.

## Other

1. To act at all times in accordance with the College's Health & Safety, Safeguarding and Equality & Diversity Policies.
2. To take part in the training programs provided by the College and agree to the process of professional reviews.
3. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.



# Person Specification

Qualifications	
Good general level of education to A Level or equivalent	Essential
IOSH Health and Safety qualification, or willingness to work towards	Essential
First Aid qualification or willingness to work towards	Essential
Experience	
Experience of managing staff and contractors, ideally in a facilities, engineering, construction or similar environment.	Essential
An understanding of health & safety, (including fire safety) and security	Essential
Personal Skills and Qualities	
Excellent interpersonal skills and be able to communicate effectively with staff, students, parents, visitors, contractors and anyone else whom they may have contact with	Essential
Ability to effectively organise and manage own workload and that of others	Essential
Able to work effectively as part of a team	Essential
Have high levels of personal integrity, reliability, and trustworthiness	Essential
Ambition and enthusiasm and a “can do” attitude	Essential
Able to enjoy working in an environment with 16-19 years olds and being part of the College community	Essential
The following would also be desirable:	
Appropriate professional or ‘trade’ qualification	Desirable
Experience of working in a school, college, university, or similar environment	Desirable



# Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

*“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”*

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.

- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere

## S7 Consortium:

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

## Benefits include:

- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Free on-site parking, including EV charging points
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club; menopause group; group for parents/carers of children with mental health concerns; carers for elderly parents
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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# Application & Selection

Application forms are available to download from our website: [www.woking.ac.uk/about/staff-vacancies/](https://www.woking.ac.uk/about/staff-vacancies/) Please note that CVs will not be accepted on their own.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): [recruitment@woking.ac.uk](mailto:recruitment@woking.ac.uk)

**Closing date:** 9am, Tuesday 21 January 2025

**Interviews:** to be held on Monday 27 January 2025

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- Guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Role-related task
- Meet the team

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2024
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>

