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| **ESTATES MANAGER**  Closing Date: Midday, 16th December 2020  Interview Date: To be confirmed  Job Start Date: Immediate start subject to notice period and recruitment checks  Contract/Hours of work: Permanent, 52 weeks  Salary up to £28K experience dependent  Hours of Work: 37.5 hours per week  Rookwood School is a successful non-selective co-educational Independent school for children from age 2 to 18.  With overall responsibility for facilities management, maintenance and refurbishment, grounds maintenance, security, health and safety compliance, the Estates Manager will oversee the Estates team and all contractors ensuring that work is carried out efficiently, effectively, within budget and to the highest of standards. The Estates Manager must establish and review systems and working practices that ensure compliance with all relevant statutory regulations and recognised best practice. A competent project manager, the successful candidate will be able to manage a varied and demanding workload.  The Estates Manager will report to the Bursar with overall accountability to the School’s Headmaster. In order to be successful in this role, you will be self-motivated and enthusiastic, demonstrating outstanding interpersonal, communication and organisational skills and a ‘growth mindset’. You are most likely to have relevant practical estates management experience including dealing with contractors, external suppliers and leading on building projects. You will have experience of implementing health and safety legislation and regulation. You will possess a good working knowledge of Microsoft Office applications and excellent oral and written communication skills. Underpinning your professional expertise, you will be a confident person with a friendly, helpful and proactive 'can do' attitude willing to carry out tasks independently and as part of the Estates team when required.  In return, we offer you:   * A challenging but rewarding role * A competitive salary based on skills and experience including occupational pension contributions * A professional, hardworking and supportive team of staff * 28 days holiday increasing to 33 after five years * Opportunities for further professional development * Employee Assistance Provision * Access to reduced educational fees for qualifying children * Free hot/cold lunch during school term time * A caring and supportive working environment within a vibrant and successful school community   For further information visit [www.rookwoodschool.org](http://www.rookwoodschool.org). Applications are to be sent to [recruitment@rookwoodschool.org](mailto:recruitment@rookwoodschool.org) or posted to: Human Resources, Rookwood School, Weyhill Road, Andover, SP10 3AL.  **The advert may close prior to the stated date and interviews will take place as soon as a suitable field of candidates is obtained therefore early submission of applications is recommended.**  *This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role.* |  |