

DOVER COLLEGE



Deputy Estates Manager

June 2023

Candidate Information Pack



Wynne Lodge
The School
100 Years

Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

Small is beautiful! The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individual achievement.

We are academically ambitious. We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

We think differently. Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

We offer an all-round education. We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

We are international and local. We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.

Simon Fisher
Headmaster



Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

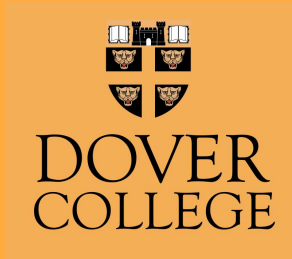
Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).





Deputy Estates Manager

Dover College is a highly successful co-educational, boarding and day school of circa 320 pupils.

We are looking to appoint a diligent and budget conscious Deputy Estates Manager to support the Estates Manager planning proactive and reactive maintenance tasks and to provide Health and Safety advice to all colleagues and to ensure the site is fully compliant with Health and Safety legislation.

The role is part-time (40 hours per week), 52 weeks per year.

We are committed to the safeguarding of children. All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation. References will be taken prior to interview and a DBS check will be conducted on the successful applicant.

Closing date for applications: Friday 2nd June 2023

*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to submit an application as soon as possible.



PREPARED: EB

REF: Deputy Estates Manager

APPROVED: SS/SD

REVISION: 001

DATE: May 2023

JOB PROFILE

REPORTING TO: Estates Manager

PURPOSE OF JOB: To plan proactive and reactive maintenance tasks and to provide Health and Safety advice to all colleagues and to ensure the site is fully compliant with Health and Safety legislation.

KEY RESPONSIBILITIES

- Supervise the the maintenance team to ensure the, repair and refurbishment of the College's estate using the in-house team and external contractors/service contracts as required.
- Assigning maintenance tasks to the team and ensuring that 'maintenance tickets' are responded to and that requests/repairs are prioritised and completed correctly, using internal (including self) and external resources in a timely manner. This will mean updating the Spiceworks tickets system to always keep the internal customer is communicated to at all times.
- In consultation with the Estate Manager, producing, and implementing a Planned Preventative Maintenance (PPM) programme.
- Ordering equipment and supplies through the College's approved suppliers.
- Being the first point of contact to provide problem solving with regards to heating, electrical, infrastructure, etc.
- Maintaining all plant and equipment related to the estate and grounds (such as boilers, water systems, lifts, air conditioning, HVAC, electronic gates, fire safety, gas appliances, electrical, fume cabinets, catering equipment, intruder alarms), and ensuring all appropriate checks, testing and servicing are undertaken by internal or external tradesmen.
- Troubleshooting on technical breakdowns of plant and equipment and liaising with contractors to resolve issues.
- Ensuring compliance of relevant Health and Safety legislation on estate/maintenance matters including COSHH, Risk Assessments, PAT testing, legionella and asbestos. In the absence of the Estates Manager attend the College Health & Safety Committee meetings.

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KEY RESPONSIBILITIES CONTINUED

- Deputise for the Estates Manager in their absence.
- Carry out and record regular condition checks of equipment held by the Estates team and replace when unserviceable in consultation with the Estates Manager.
- Act as the designated Fire Officer in the absence of the Estates Manager as per the College Fire Safety Policy.
- Ensuring the Maintenance Team and any on-site contractors operate within the relevant Health and Safety requirements and College Policy.
- Assist the Estates Manager with completing and updating compliance checks.
- Review and approve risk assessments for the whole school.
- Be the main point of contact for any Health & Safety queries from staff.
- Implement a Health and Safety Information Management System and update regularly.
- Attend site work to ensure safe working from the Estates team and any contractors.
- Arrange external Health & Safety training (first aid, working at height, etc).
- Complete toolbox talks as and when required.
- Comfortable working at height.

KEY RESPONSIBILITIES (CONTINUED)

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To comply with all policies and procedures including, but not limited to, Health Safety and Security; Data Protection legislation and best practice; Freedom of Information legislation and best practice; Child Protection, including DBS and enhanced disclosure requirements and the Equal Opportunities and Diversity Policy;
- Share the College's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school;
- To undertake training as necessary;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by members of the Senior Leadership Team.

PERSON SPECIFICATION

ESSENTIAL

- An aptitude for the skills needed to perform effectively in the role, including ability to follow written instructions;
- A polite and courteous team player with a friendly and flexible approach to work;
- Passion for delivering a high quality standard of work;
- Willingness to learn on the job;
- A commitment to promoting and safeguarding the welfare of pupils;
- Strong IT and written communication skills.

DESIRABLE

- Experience of working in a school environment or office

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