



COWORTH FLEXLANDS
Prep School & Nursery

Inspiring Minds, Nurturing Spirit

COWORTH FLEXLANDS PREP SCHOOL AND NURSERY

Estates Manager

Head's Welcome

Thank you for your interest in joining Coworth Flexlands School. I hope this information pack gives you a clear sense of the role and an insight into what it is like to be part of our School community.

At Coworth Flexlands School, every child is valued and supported by our team of dedicated staff. We are privileged to have a fantastic team who are not only passionate about education, but also committed to our motto of Inspiring Minds and Nurturing Spirit. We celebrate every pupil's achievement, encourage them to explore new challenges, strive for excellence, and remain confident in who they are.

You will find a strong sense of community here, every member of staff plays an essential role in our success. We work hard to provide a friendly, thriving working environment, with generous benefits, excellent professional development, and the opportunity to make a meaningful difference.

If you have any questions, please do not hesitate to contact us, as we will be delighted to help. I would invite you to explore our website for more about our vision, values, and life at Coworth Flexlands. I hope you feel inspired to apply, and we look forward to welcoming you to our School.

Miss Nicola Cowell
Head



About the School

Coworth Flexlands is a co-educational Independent Prep School and Nursery for children aged from 2 ½ years to 11 years, located in 13 acres of beautiful grounds, where you will discover a happy, high achieving school.

Coworth Park School was established in 1962 by the Sisters of the Resurrection. In 2004, the school merged with Flexlands School Chobham, and became known as Coworth Flexlands. Flexlands was an Independent girls School, taken over by two sisters Ann and Katherine Mais in 1935. Coworth Flexlands became fully Co-Educational in 2023.

Coworth Flexlands joined United Learning in 2018. This is a national educational charity consisting of 30 Independent Schools and Academies, that aims to provide excellent education to bring out the Best in Everyone. Our subject specialists, group-wide intranet, our own curriculum and online learning portal all help us to share knowledge and resources, to simplify work processes and manage workload for an improved work-life balance.

Our aim is to develop pupils into fulfilled, happy and successful individuals that take skills with them that last a lifetime. Pupils are placed at the heart of the school, ensuring every opportunity is given to achieve our approach of Inspiring Minds and Nurturing Spirit.

Every pupil grows potential at a pace that is right for them. Through highly specialised teaching, led by staff who are passionate and knowledgeable about their curriculum area, talents are nurtured and pupils are encouraged to follow their passions. The ethos of our school is built upon a successful history, as well as aspiration and energy for the future.

We are a school where Happiness Gets Results! Pupils leave as happy, confident and curious learners, ready to embrace new opportunities and make the most of the world ahead of them.



Employee Benefits

By joining us, you will become part of one of 14 United Learning Independent Schools, with the highest expectations in all areas to bring out the Best in Everyone. You will be joining a supportive and collaborative community, playing a key role in the success of our School. We actively encourage all staff to engage in the wider life of the School, with numerous opportunities to take part in events and activities, alongside colleagues, parents and members of the wider community.

As well as receiving the following employee benefits, you will be part of a workplace that values professional growth, teamwork and a shared commitment to excellence.



FREE MEALS

daily lunches provided



PARKING

free onsite parking



LOCATION

well connected, with access to the M3, and M25



EMPLOYEE REFERRAL SCHEME

bonus for successful referrals



DISCOUNTS

250+ discounts through Westfield Rewards, and Cycle to Work and Car Leasing schemes



PROFESSIONAL DEVELOPMENT

opportunities for career development and progression



PROFESSIONAL NETWORKS

connection with other colleagues in similar roles



ANNUAL REVIEW PROCESS

tailored programme for professional development



DISCOUNTED SCHOOL FEES

school fee discount for staff with children



PENSION

employer contributory schemes



WORKING ENVIRONMENT

friendly, supportive environment, with ongoing governors



HEALTH & WELLBEING

Employee Assistance Programme offering confidential counselling and online GPs

Application Process

All of our jobs are advertised on our website under the Current Vacancies Page, and the United Learning Hub. The application form, as opposed to curriculum vitae (CV), is used to ensure that information is presented in a standardised format, and that only the details we require are provided. This ensures all applicants are treated fairly and equally.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. These sections consist of:

- Current Employment
- Employment History
- Education
- Professional and Vocational Qualifications
- Personal Statement
- Referees (references may be undertaken prior to interview. If you do not wish for your references to be called for at this stage, please make that clear on the reference section of your application form)
- Personal Relationships with anyone employed with United Learning
- Applicant Monitoring Form (Please note this information will be removed from your application, and is not used as part of the selection process)
- Confidential Disclosure
- Declaration Agreement

For any queries regarding your application, please call 01276 855707, or email HR@coworthflexlands.co.uk.

We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their application as soon as possible.

Coworth Flexlands School is committed to safeguarding and promoting the welfare of children, and expect all staff to share this commitment, and adhere to the School's Safeguarding and Child Protection Policies at all times. An enhanced DBS check and online social media screening is required, alongside other pre-employment checks for all successful candidates.

United Learning values diversity and inclusion, and is committed to creating and sustaining a more diverse workforce.

Key Role Responsibilities

Job Title	Estates Manager
Start Date	To be agreed, but as soon as possible
Contract Type	Permanent
Salary	Competitive
Hours	22.5 hours per week, term time plus 4 weeks
Reporting To	Business Manager

JOB DESCRIPTION & ROLE RESPONSIBILITIES

The main duties and responsibilities of the Estates Manager are as follows (this list is not exhaustive):

- Responsibility for developing and delivering our Estate's strategic plan, in conjunction with our Central Team, ensuring optimum use of resources and its operations, quality of facilities and future sustainability.
- To be responsible, in conjunction with the School Business Manager and the Central team, for delivering the School's capital development and refurbishment programme, and project manage development of the site.
- Develop, implement and maintain a comprehensive programme of planned and preventative maintenance.
- To liaise with the School Business Manager on all building-related matters, including health and safety and environmental matters.
- Identify and prioritise key health and safety risks and compliance issues affecting the School, and develop an action plan to manage these risks. Reporting back to the Business Manager on steps and progress.
- Implement effective health and safety practices and procedures, ensuring all staff and contractors working on site adhere to these standards at all times. This will include fire safety, water hygiene, asbestos management, gas safety and electrical testing.
- Attend Governors' Health and Safety Committee termly meetings.

- Ensure full compliance with all Independent School Standards (ISI) as related to the role including, but not limited to, health and safety, security, and fire precautions.
- Prepare, control and monitor capital and revenue budgets, working closely with the School Business Manager.
- Develop a strategic plan for increasing commercial letting opportunities and ensuring a robust framework is in place to facilitate this operationally.
- Oversee Insurance and driver checks relating to the School Minibuses, liaising with the School Business Manager
- Represent and report on the School's Estate developments and effectively liaise with relevant stakeholders.
- Build open, trusted and supportive relationships with all stakeholders, particularly Teachers, School Office staff and SLT, ensuring Estates provision stays aligned to stakeholders' strategic plans and meets the school's operational needs.
- Lead and manage the Maintenance Team to ensure the delivery of high quality and effective services.
- Establish a performance management culture with a clear focus on effective staff appraisal.
- Have oversight of the School's catering facilities (currently contract caterers).
- Foster effective and healthy relationships with local residents, planning authorities and other external agencies to ensure the School's plans can be executed successfully.
- Manage external suppliers, contractors and vendors, building relationships to ensure high quality provision and value for money.
- Be responsible for the School's fire evacuation and emergency facilities and plans including, in conjunction with the Senior Leadership Team, crisis management and continuity planning. Coordinate an 'out of hours' attendance response to emergency situations.
- Be a presence on site throughout the year, including School Holidays and occasional evenings and weekends.
- Undertake any other appropriate duties as requested by the Headteacher, Governors or School Business Manager.

PERSON SPECIFICATION

ESSENTIAL:

- Substantial experience at a senior level of successfully managing a significant estate and of leading a team of staff.
- Relevant professional qualification or equivalent experience and evidence of continuing professional development.
- Demonstrate an excellent track record of successful leadership combined with excellent project management skills and a proven track record of managing change.
- Highly numerate with the ability to manage and monitor budgets.
- Experienced in designing and delivering small, medium and large capital projects on time and within budget.
- Flexibility to vary working days and times according to the needs of the job. Willingness to be 'on call'.
- Excellent communication and influencing skills, with the ability to liaise with contractors, staff, pupils and visitors to the School.
- Proven track record in managing staff with evidence of achieving improvements in the flexibility, teamwork, productivity and morale of the team.
- Significant experience in managing facility operations and maintenance services and providing value for money solutions.
- Clear commitment to working as a team player at various levels.
- Comfortable with the need to operate in a fast changing and uncertain environment.
- Tact and the ability to work under pressure. Able to tackle issues and make difficult decisions as required in both staff and non-staff related matters.
- Substantial experience of building effective relationships with suppliers and contractors.
- Excellent organisation and planning skills. Able to work unsupervised, use own initiative and manage time effectively.
- Sound IT skills – Word, Excel and other systems and databases as appropriate.
- Able to support the Christian ethos of the school
- GCSE Maths and English

DESIRABLE:

- A professional qualification in building, estates, facilities, H&S or related area.
- Creative approach to problem solving.
- The School supports ongoing development and training as appropriate
- IOSH/NEBOSH Health & Safety qualification.



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