



BENENDEN  
A COMPLETE  
EDUCATION

# Inspiring future thinkers and leaders for 100 years



## HEAD OF PROPERTY & CAPITAL INVESTMENT PROGRAMMES

## **Job Description: HEAD OF PROPERTY & CAPITAL INVESTMENT PROGRAMMES**

### **Working Within the School**

The post-holder will promote and safeguard the welfare of children with whom they come into contact. They must ensure compliance with the School's Child Protection Policy Statement at all times. This appointment will be subject to enhanced Disclosure and Barring Service checks. The Benenden Family of Schools is committed to equal opportunities and equal pay for all employees.

The Head of Property & Capital Investment Programmes is responsible to the Chief Operating Officer for the Benenden family of schools, and ultimately to the Headmistress and Estates Sub Committee of the Governing Council.

### **The Position**

The Head of Property & Capital Investment Programmes will be a group role, leading on estates across the Benenden family of schools, with direct accountability to the Chief Operating Officer and thereby to the Headmistress and senior leadership team and governing council for the strategic development of the facilities and environment of both schools, in line with the school's strategy and development plans.

Benenden School is planning for significant investment in coming years to further develop the estate in support of the aim to deliver 'A Complete Education' to all girls. The successful candidate will be tasked with developing the Estates Master Plan which, in conjunction with the Environmental Master Plan, will inform the investment plan for the next 15-20 years.

The Master Plan will be a multiphase, site wide development of the School estate, including, but not limited to, refurbishment of boarding houses, refurbishment of SPLASH (sports centre and swimming pool) and additional staff housing. Other major refurbishment projects will be necessary for existing, heritage and listed buildings, including the main Hemsted building.

Orwell Park School requires similar investment in the boarding and school facilities and will also require a master plan that informs investments for the next 15-20 years.

Both schools require the development of an environmental master plan that protects and enhances our combined 360 acres of parkland, woodland, meadows, lakes and gills and places our extraordinary environmental heritage at the centre of our students' lived experience and education.

This position offers the successful candidate an opportunity to leave their mark on our historic landscape and the opportunity to shape and deliver an exciting range of projects over the next 15 to 20 years, for the benefit of the Schools and the experience of its pupils.

### **The Estates Team**

Our Estates teams are responsible for providing a broad range of services to the Schools which include capital projects, planned, preventive and reactive maintenance, major and minor projects, estates compliance (including Health and Safety), contractor management and oversight and direction of the grounds management (outsourced).

The Head of Property and Capital Investment Programmes will have two direct reports in Benenden School and an [indirect] report at OPS. At Benenden, there will be a Head of Estates, with accountability for the running of the facilities and associated capital projects; and a Head of Environmental Estates, who is expert in grounds and parkland management.

At OPS, the Head of Estates reports directly into the schools deputy head for operations, and will have dotted line indirect report into the Head of Property and Capital Investment Programmes.

## Key Responsibilities & Duties

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

## Main Duties & Responsibilities

- Group lead for the estates function across the Benenden family of schools.
- Working with the Governing Council and Senior Leadership Team, develop and implement strategic master plans for the built and environment estates of the Benenden family of Schools, which should be sympathetic to the historical and listed status of parts of the site, and to our environmental heritage and biodiversity.
- In Benenden School, working with the Head of Estates:
  - manage all aspects of running the School estate and its facilities.
  - develop and manage planned maintenance programmes for the School's estate alongside day-to-day maintenance requests.
  - deliver major and routine improvement projects to maintain and enhance the school's built environment.
  - ensure that all planned works (including smaller projects) that are necessary for the general upkeep of the Benenden estate are efficiently coordinated with the capital construction programme and estates master plan.
  - ensure that all works undertaken by the Estates Department take due account of Benenden's historic and heritage environment and ecology, and that where appropriate they comply with listed building regulations and best building conservation practice and best in class sustainability and environmental standards.
- In Benenden School, working with the Head of the Environmental Estates:
  - Manage all aspects of running the outdoor sports facilities, woodland, gills, meadows and water features.
  - Develop and manage planned maintenance programmes for the school's sports facilities and parkland.
  - Manage the farm tenancy for the wider farmland.
  - Identify and apply for grant funding from government agencies to support the school's environmental sustainability goals.
  - Delivery major and routine improvement projects and enhance the school's sports facilities and parkland.
- Accountable for School compliance with ISI and CLEAPSS guidance and with HSE and all other forms of legislation and regulation that apply to the school estate.
- Maintain, develop and enhance strong relationship with strategic stakeholders, including Local Authority Planners, Heritage teams and Historic England.
- Accountable for major procurement and purchasing activities, e.g. strategic building and maintenance contracts or major project contracts.
- For major investments, oversee the selection, appointment and management of consultants and conduct the process of contractor pre-qualification, selection and appointment in accordance with robust tendering policies and procedures; thereafter, devise realistic targets and the requisite control systems, monitor progress and chair project team meetings.
- Provide advice and support to the SLT, Estates Committee and Governing Council, including relevant management information and performance reports.
- Ensure relations are maintained at the highest possible standard on all occasions with students and parents and with internal customers, such as Heads of Department and Boarding House teams.

- Working with colleagues to promote and maintain high standards of professionalism in the operations, maintenance and development of facilities of the School and drive a 'right first time' culture.
- Positively promoting the School on all appropriate occasions.
- Actively contribute as required during the schools' occasions/functions when the assistance of all departments is required and to participate in the life of the School as required by the Head and Chief Operating Officer.

### **Leadership, Staff and Contractor Management**

- As part of the Group leadership of the Benenden family of schools, occupy a senior and strategic leadership position in school.
- Responsible for an immediate team including the Head of Estates, Head of Environmental Estate and the OPS Head of Estates, and a wider team comprising maintenance experts, engineers, grounds experts, decorators, cleaners, site workers, carpenters and other skilled colleagues.
- Strategic leadership, recruitment, development, training and performance management of the Estates team, taking remedial action as supported by people services where necessary.
- Developing and implementing processes and continuing improvement strategies that develop staff, services, and quality, promoting efficient and effective use of resources.
- Accountable to ensure that all colleagues and contractors are engaged and managed within the context of the School's Safeguarding, Health and Safety and financial policies and procedures.

### **Capital Projects**

- Develop a programme of capital investment projects to develop and maintain the site facilities and parkland for decades to come and in line with the school strategic and development plan.
- Oversee the implementation of major investment projects from initial feasibility study through business case, specification, commissioning, delivery and after action review.
- Maintaining excellent working relations with strategic internal customers, and with students and parents to ensure that completed works meet the specified user needs and required standards.
- Accountable for ensuring that all works comply with relevant statutes, regulations and industry best practices

### **Risk Management & Compliance**

- In conjunction with the Chief Operating Officer as Chair of the Health and Safety Committee, lead the School's Health and Safety culture, policies and plans.
- Accountable for the interpretation and compliance with the relevant statutory provisions of the Health & Safety at Work Act 1974 and associated regulations including monitoring of new developments. Advise the Chief Operating Officer on appropriate arrangements for preventative and protective measures necessary to comply with the relevant statutory provisions.
- Accountable for the system of risk assessments that are undertaken as appropriate across the School.
- Compile termly Compliance Reports for the SLT and Governing Council.

### **Energy & Sustainability**

- Champion a culture of environmental awareness within the Estates Department ensuring that environmental considerations form part of all refurbishments and enhancements.
- Working with the Head of Environmental Estates:
  - ensure that the outstanding levels of biodiversity across the Parkland of the schools are protected and enhanced as part of a 30+ year programme of investment and improvement.
  - access funding to ensure that the school's programme of environmental improvements receives the necessary grants from government bodies.

- support efforts to ensure that sustainability and our environmental estate is placed at the centre of relevant syllabi, co-curricular activities, weekend programme, elective programme and other school activities
- Accountable for developing and overseeing the schools' energy and sustainability strategies, that maximises resilience, reduces inefficient energy use and increases use of renewable energies, reducing cost and risk and improving the lived experience of students.

### Financial

- Prepare, manage and monitor the operating and capital annual budgets, taking corrective action where actual spend exceeds budget estimates, and ensuring that all expenditure meets the optimal standard of Value for Money.
- Oversee financial performance for the entire estate against targets, forecasting annual outcomes and taking appropriate action where required.

### Other

- Be an active and collegiate member of the operational leadership community, role modelling outstanding leadership behaviours.
- Actively contribute as required during the Schools' occasions/functions when the assistance of all departments is required and to participate in the life of the School as required by the Head or Chief Operating Officer.
- Undertake such other comparable duties as detailed by the Head or Chief Operating Officer.

### Head of Property and Capital Investment Programmes

The successful candidate should meet the following criteria:

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Appropriate qualifications within the construction/property industry or estate management.</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a relevant professional body.</li> </ul>
<b>Skills, abilities and experience</b>	<ul style="list-style-type: none"> <li>• Proven successful leadership experience in a senior operational position, managing, organising, and motivating multi-disciplinary teams, including successfully managing change.</li> <li>• Proven experience in managing strategic relationships with senior stakeholders and operating at governing council/board level.</li> <li>• Demonstrable experience in financial and budget management.</li> <li>• Proven ability to present at and contribute to senior meetings (both orally and through high quality written reports).</li> <li>• Substantial experience and knowledge of major capital contract and tender</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in an educational setting is desirable.</li> </ul>

	<p>procedures, methodologies and legal frameworks.</p> <ul style="list-style-type: none"> <li>• Strong experience of leading health and safety regulation within a complex organisation.</li> <li>• Strong IT skills with the ability to use and manage ICT systems and resources effectively.</li> <li>• A very good understanding of property related statutory compliance requirements and legislation including but not limited to Asbestos, Legionella, Electrical Safety, Gas Safety, PUWER, Lifts and Building Regulations and Listed and Heritage Buildings.</li> </ul>	
<p><b>Personal attributes</b></p>	<ul style="list-style-type: none"> <li>• An outstanding senior leader who can create safe environments where teams can excel and who can inspire trust and motivate and develop teams.</li> <li>• An excellent communicator with immediate impact, both in writing and orally.</li> <li>• Able to formulate ideas and solutions and present them effectively at board level.</li> <li>• Outstanding skills of persuasion, negotiation and influencing others.</li> <li>• Able to work under pressure, managing competing priorities and producing and delivering pragmatic solutions.</li> <li>• Diplomatic, tactful, and open-minded and able to work collaboratively.</li> <li>• Confident, firm when required and willing to take difficult decisions.</li> <li>• Leads by example, sets high standards and has high expectations.</li> <li>• Committed to continuous self-development.</li> <li>• A customer service focus with an ability to form strong and productive working relationships with a wide range of colleagues.</li> <li>• A positive “can-do” attitude, looking to find creative solutions where appropriate.</li> </ul>	

## TERMS AND CONDITIONS

### Contract

This is a full-time, all-year position.

### Hours

40 hours per week, Monday-Friday 8:00am - 5:00pm (1-hour unpaid lunch break).

### Salary

Salary for this role will be £77,846.40 per annum dependent on qualifications and experience.

### Place of Work and Travel

Your principle place of work will be at Benenden School but the School may request you to undertake travel within the UK as may be necessary to fulfil your responsibilities. You will be reimbursed for any travel and accommodation as required when travelling on Benenden School business

Benenden enjoys a beautiful and historic 250-acre parkland setting in the Weald of Kent. Living, learning, sporting and leisure facilities are clustered around the originally 19th Century mansion which adds to Benenden's sense of close community and enables students to get the most out of the wide variety of activities on offer every day.

Over the last 20 years over £50 million has been invested in improving every facet of living and learning at Benenden: widening the curriculum, extending activities outside the classroom and investing and improving facilities. This has included a new All-Weather Pitch and Sports Pavilion and Staff Housing. The new School Hall and Music School were completed for our Centenary Year and provide world-class performance, recital and practice areas for our musicians. And we are currently investing in a £multi-million complete refurbishment of the roof on the Grade II listed mansion at the heart of our school to rejuvenate this iconic building for generations to come.

### Information about Orwell Park School

Orwell Park School recently joined the Benenden Family of schools. Nestled on the banks of the River Orwell, OPS is centred around a beautiful Grade I listed manor house. The grounds extend to 110 acres and include riverbank, woodland and extensive sports facilities.

### Pension

As per government legislation, you will be automatically enrolled into the School pension if you meet the eligibility criteria.

### Fee Remission

Members of staff receive a discount on the fees if their daughters are accepted into the School.

### Holiday

Holiday entitlement is 5 weeks plus statutory Bank Holidays to be taken in agreement with the Chief Operating Officer. The holiday year runs from September-August, in line with the academic year. Any Bank Holiday will normally be worked when the School is in full session. Holidays should be taken during the School holidays. The School closes between Christmas and New Year.

### **Fitness Centre Membership**

All staff are eligible for free membership of the Fitness Centre, including the swimming pool.

### **Learning and Development**

The School aims to support individuals in their employment by the provision of appropriate opportunities for learning and development.

### **Pre-Employment Checks**

Any offer of employment will be subject to a minimum of two references satisfactory to the School, then a successful outcome of a medical questionnaire, checks of qualifications, right to work and identification. An offer of employment will also be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) check.

### **Confidentiality**

This position requires a high level of discretion. The School's business is confidential.

## Benenden School

Benenden has been one of the leading day and boarding schools in Britain for more than 100 years. We were founded in 1923 and are situated in 250 acres of attractive parkland in Kent. There are around 550 students in the school, aged 11-18, with approximately 190 of those in the Sixth Form. Benenden is at the forefront of girls' education in the UK, with recent innovations including; an Elective programme, Professional Skills Programme, and exciting new Creative Technology initiatives. This is a full-time all-year position.

Meals are provided for staff whilst on duty. The School's leisure facilities, including a fitness gym and swimming pool, are available for staff to use.

## Working in Kent

Our location offers the opportunity to experience the beautiful Kent countryside, whilst being only an hour from London by train. Working for Benenden School means you can be assured of being close to rich medieval heritage, nestled alongside a thriving local community of creative and inspiring individuals.

## Person Specification

Offers of jobs at Benenden will usually depend on the applicant's application form, references and performance over the interview process. For some posts, particular qualifications or skills are required. However, all those who are offered a post at Benenden are expected to be:

- Responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or come into contact with.
- Supportive of and committed to the School's policies on Child Protection.
- Supportive of the School's policies on Equal Opportunities.
- Mindful of their personal responsibilities relating to Safety, Health and the Environment.
- Mindful of the need to treat all sensitive information relating to pupils, fellow employees, and the business of the School as confidential.
- Mindful of the need to behave appropriately and professionally at all times with pupils, their parents, peers and other staff.
- Accepting of the need to follow all other school policies and procedures as appropriate and relevant to their post.



Benenden School is committed to a policy of inclusion that sees the diverse population of its staff, students and governors as one of its greatest strengths. To ensure that everyone can thrive and meet their full potential, it is essential that inclusion and equality of opportunity be at the heart of our ethos. We value diversity and are intentionally inclusive in our behaviours and culture.