

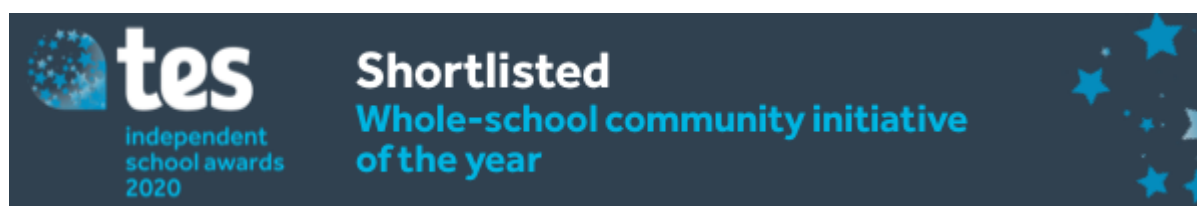
Recruitment Pack



Head of Estates September 2022

Beech Hall is a unique independent school of approximately 200 pupils in which staff truly inspire the wide-ranging achievements and talents of every single pupil.

What could you bring to Beech Hall?



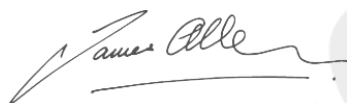
An Introduction to Beech Hall

Beech Hall is a non-selective independent school for boys and girls aged six months to sixteen years. Situated in a beautiful sixteen-acre site in the heart of Cheshire, housing two listed buildings, playing fields and a popular outdoor swimming pool, we are proud to be able to provide a truly child-centred approach to education, ensuring that every single pupil is happy and therefore achieves and thrives – in the widest sense of the word. Beech Hall is part of the Chatsworth Schools Group, and embodies Chatsworth Schools' values of integrity, resilience and passion every day. For nearly 100 years, Beech Hall has prepared young people for tomorrow's world with compassion, courage and a community spirit.

Small classes and a focus on the individual child mean that quality teaching and learning lead to success. However, we believe opportunities beyond the classroom curriculum are just as important as we seek to provide a truly unique and enriching curriculum for every pupil. A balanced focus on academic attainment, sporting opportunities, emphasising individual strengths and celebrating traditional values are at the core of everything that is important to us at Beech Hall.

The staff at Beech Hall have the highest standards of expectation for our children and the quality to which we believe they are entitled. This means that processes to ensure individual happiness and achievement are rigorous, and opportunities for pupils to participate in the widest variety of ways are multiple and varied. Communication remains a three-way process throughout our children's education, ensuring that the child, their parents and staff work collaboratively to achieve happiness and success.

Candidates are encouraged to make an appointment to look around our school. I shall look forward to welcoming you to Beech Hall School.



James D Allen
Headmaster

Recent Awards:

- Independent Schools of the Year 2022 for Sporting Achievement – Currently shortlisted
- Muddy Stilettos Best Schools Award Finalist – Most Inventive Sports Programme 2022
- Mayor of Macclesfield Young Person's Civic Award 2022
- Carnegie Centre of Excellence School Mental Health Gold Award 2021
- Independent Schools Association Highly Commended – Senior School of the Year 2021
- Independent Schools Association Finalist – Outstanding Sport (Small School) 2020
- TES Finalist – Whole-school Community Initiative of the Year 2019
- Independent Schools Association Finalist – Excellence in Extracurricular Activities 2019
- Independent Schools Association Finalist – Outstanding Provision in Learning Support 2018
- Independent Schools Association Winner – Excellence & Innovation in Partnerships 2017
- Independent Schools Association Finalist – Excellence in Extracurricular Activities 2017

Beech Hall School agreed values, beliefs and behaviours

At Beech Hall our shared values – for both pupils and colleagues – are based on and extended from the Olympic and Paralympic Values. Based on the values, beliefs and behaviours that we all strive to demonstrate in how we **show** ourselves to other people, how we **grow** as individuals, and how we **connect** with those around us. These values underpin everything that we do, how we behave and the attitudes that we attempt to demonstrate on a daily and repetitive basis.

Pupils throughout the school are rewarded with stickers in these values, and these contribute towards the Olympic Passport of Olympic Passport Premium. Reinforced by postcards home, these are an integral part of the wider process of rewards at Beech Hall.

Show



Grow



Connect



Job Description: Head of Estates Required for September 2022

Job Title	Head of Estates		
Appointed by	Headmaster		
Reports to	Director of Finance & Operations		
Position	Full time position		
Salary	Up to £27k per annum		
Type of Contract	Permanent		
Deadline for applications	5 th August	Shortlisting	8 th August
Interviews	16 th /17 th August	Start date	1 st September 2022 or as soon possible thereafter
Summary of the role	<p>An exciting opportunity has arisen to lead the estates team. The Head of Estates is responsible for planning, managing and implementing a comprehensive maintenance programme across the school. The post holder will proactively manage a team to ensure the security, cleanliness, maintenance and health and safety of the school and site. The post holder will report to the Director of Finance & Operations (DFO), ensure compliance with legislation and policy, and assist the DFO in developing the school facilities.</p>		
Key responsibilities	<ul style="list-style-type: none"> • Provide high-quality management of the school's estates to ensure the security, cleanliness, maintenance and health and safety of the school and grounds including the management of the school's outdoor swimming pool • Manage the estates team including monitoring performance, undertaking appraisals and identifying professional development for individuals and the team, staff absence reporting, conducting return to work interviews and discipline procedures • Ensure that there is always sufficient staff on-site to provide for the day-to-day requirements and respond to any estates matters arising and utility provision • The Head of Estates is responsible for planning, managing and implementing a comprehensive maintenance programme across the entire school. • The post holder will report to the DFO, ensure compliance with legislation and policy, and assist the DFO in developing school facilities. • Maintain excellent electronic records, as required proactively research updates and relevant changes to legislation and good practice and advise of actions arising • Be an alarm contact person responsible for back-up/support and helping with out-of-hours problems, alarms etc when required 		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior member of staff to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post-holder.

All staff are expected to attend staff briefings before school and staff meetings after school.

Person Specification: Head of Estates

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Good general standard of education to 'A' level / NVQ level 3 standard or equivalent or substantial successful experience in a similar role Full clean UK driving licence 	<ul style="list-style-type: none"> Qualified in a trade i.e. plumber, electrician, carpentry, decorating Accredited Health and Safety Competent Person, or working towards NEBOSH Certificate/Diploma First Aid at Work Pool Management Current enhanced DBS
Experience	<ul style="list-style-type: none"> Experience of working in a similar environment Experience of caretaking or premises management or building management DIY/handyman skills Taken responsibility for security of building 	<ul style="list-style-type: none"> Experience or knowledge of working with listed buildings Driving school minibuses/people carriers
Knowledge & skills	<ul style="list-style-type: none"> Knowledge of security systems Knowledge or experience of operating a fire panel Knowledge of Call-point testing Knowledge of emergency lighting testing To be able to carry out general repairs without guidance To have at least a basic level of IT skills Ability to lift and carry items Ability to follow and comply with instructions on equipment and/or materials usage Willingness to work as part of a team Ability to manage time effectively and work to deadlines Ability to manage own work effectively Able to use own initiative 	<ul style="list-style-type: none"> A working knowledge of the Health and Safety at Work Act (preferably NEBOSH qualified), Hygiene Regulations and other legislation relevant to the role



	<ul style="list-style-type: none"> Ability to carry out health and safety checks and maintain relevant records 	
Personal	<ul style="list-style-type: none"> Hardworking, conscientious and able to take responsibility Able to juggle a varied workload Display the highest levels of integrity Outstanding inter-personal skills Team focused: shares knowledge and information with other staff members to promote good practice Shows a flexible approach, willing to adapt and respond to priorities Seeks out additional duties and uses own initiative Good communication and persuasion skills Have an excellent punctuality and attendance record Able to confidently role model the school's values A sense of humour 	<ul style="list-style-type: none"> An understanding of safeguarding and its importance within the school environment Proven leadership skills
Attitudes	<ul style="list-style-type: none"> That put children at the heart of everything that we do, and have a natural aptitude and care for children A positive 'can do' attitude A sense of pride and ownership and a willingness to go the extra mile 	

What can you expect from Beech Hall School?

- A beautiful school set in 16 acres of land, with a mix of traditional and modern teaching facilities
- Competitive salary with 33 days (inc. bank holidays) annual leave
- Continuing professional development
- Twice-weekly morning staff briefings in which pupils are at the heart of discussion
- Excellent transport links to both Manchester and London
- Receptive and supportive Senior Leadership Team
- Friendly and supportive colleagues
- Open and positive working environment in which hard work and commitment are valued the highest degree
- Free use of the school's multi-gym and swimming pool
- Lunch and tea/coffee
- On-site parking
- Company pension
- Fee remission



How to apply

- Send either your completed application form to the Virginia Parkes, together with a covering letter by the deadline on page 4
- Ensure your covering letter demonstrates why you want this position, why you would like to work at Beech Hall
- You are encouraged to make an appointment to view the school, or to have an initial conversation with the Director of Finance and Operations on the telephone

Requests for an application form should be made to the Virginia Parkes
vparkes@beechhallschool.org or by telephoning 01625 422 192.

