



WYCOMBE
ABBEY

Deputy Estates
Manager

Start Date: As Soon as Possible

Information for Applicants



Consider Wycombe Abbey

Wycombe Abbey is an exceptional place; we operate as a modern full boarding school for around 650 girls, and we are committed to the development of each one. We have over 125 years of experience in educating young women and our vision remains to provide our pupils with a world class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

We are a welcoming and vibrant community for all staff. Our school is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. We offer superb modern facilities, including a sports centre, a performing arts centre, a wide range of teaching facilities and 11 boarding houses. We are constantly improving our site and, through our new visionary masterplan, we will see the creation of a truly world-class campus over the next decade.

Wycombe Abbey's outstanding reputation for excellence is built on the dedication and skills of the people that work at the School. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for, their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a wide variety of opportunities to develop professionally within a supportive team and wonderful working environment. Please do watch the video to hear more from the staff themselves about working at the School.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company.

Thank you for your interest in joining Wycombe Abbey. We hope that you will find the information in this pack useful, and we look forward to hearing from you if you feel that this post may suit your skills and experience.

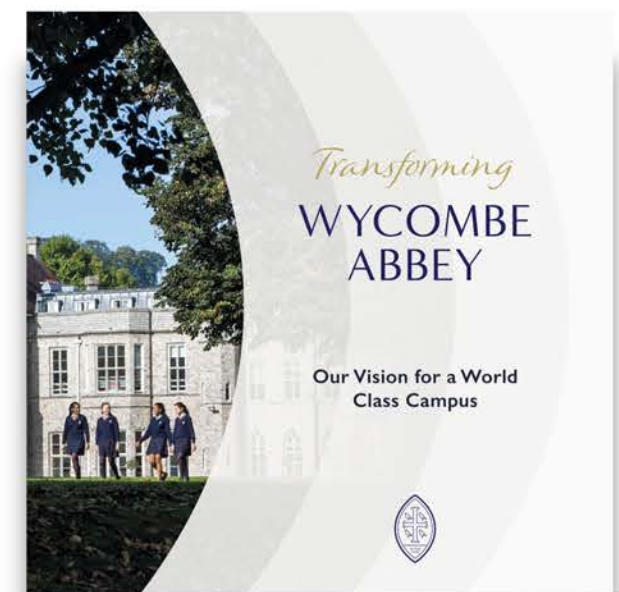
Mrs Jo Duncan
Headmistress



[Watch our film to hear why you should consider working at Wycombe Abbey.](#)



[Read our Strategic Direction](#)



[Read about our Masterplan](#)



Our Values

Our values are the principles that guide the way we interact with other individuals and groups and are especially important in a boarding community like ours.

These are the values that shape our school.

Trust – we foster strong relationships built on trust through good communication, willingness to listen and honesty.

Encouragement – we promote a positive atmosphere where all members of the community are supported to develop and fulfil their potential.

Mutual Respect – we seek to understand and embrace differences in people, ideas and experiences with tolerance and understanding.

Dynamism – we are a forward-thinking school that nurtures the leaders of tomorrow for a global workplace.

Excellence – we believe in the importance of striving to be exceptional in whatever we do through the setting of ambitious goals and taking ownership of our decisions and actions.

Balance – we understand the importance of supporting staff and pupils to thrive by maintaining a healthy mind and body.

Innovation – we are excited about creating the future through being open-minded, curious and embracing change.

Service – we recognise the great rewards that individuals reap in helping, supporting and giving to others both within the School community and beyond it.



Working at Wycombe Abbey

Wycombe Abbey is an exceptional place to work. Set in 170 acres of beautiful Buckinghamshire parkland, the School aims to encourage all staff to develop their talents within an inspiring, fulfilling and caring community.

In total, approximately 420 teaching and support staff are employed at the School on either a full or part-time basis. Each year a number of newly qualified, and in some cases unqualified, recent graduates join the staff body. There is proactive support for all new members of staff, who are guided through their first year at School by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead.

Staff wellbeing is a key focus for the School with the Headmistress taking a lead role in this area. Our core values of trust, encouragement and mutual respect shape our interactions with each other and those outside the School.

Professional development is highly valued at Wycombe Abbey and all staff are encouraged to participate in a vibrant and robust professional development programme offering a range of opportunities including inspirational speakers, workshops, accredited courses, conferences, coaching and mentoring.

All staff at Wycombe Abbey are encouraged to embrace and be part of boarding school life and are linked to a boarding house when they join. Staff are welcome to participate in House activities, such as trips and events and all are invited to school events throughout the year.

We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

Benefits of Working at Wycombe Abbey

- A focus on staff wellbeing with a dedicated Wellbeing Committee chaired by the Headmistress. Events and activities include regular get togethers, a walking club and book-swap.
- Free parking provided on-site.
- Free use of the Sports Centre including swimming pool, gym and courts/pitches.
- All eligible staff enrolled automatically to the School's Defined Contribution pension scheme.
- Invitations to school productions and concerts throughout the year.
- Salary sacrifice on electric vehicles.
- Free eye tests.
- Easy access to London (24 minutes to Marylebone), the Chiltern Hills and attractive towns such as Marlow, Henley-on-Thames and Beaconsfield. Heathrow is also just 20 miles away plus good transport links to other London airports.
- Provision of meals and refreshments all year.
- Generous training and development scheme with regular whole staff in-house and external training.
- Opportunities to visit Wycombe Abbey sister schools in Asia.
- Free will writing.
- Use of the School Library to borrow books.
- Access to the Employee Assistance Programme.
- Cycle to work scheme.

University Destinations and Results

Wycombe Abbey has a long tradition of academic success. The learning environment is supportive, yet challenging, and our teaching specialists communicate a genuine love of their subject, encouraging all our pupils to pursue an intellectual curiosity beyond the curriculum.



Examination Results
and University Destinations

2023

[Click to see results and destinations](#)



The Role: Deputy Estates Manager

Wycombe Abbey seeks to appoint a Deputy Estates Manager to support and deputise for the Estates Manager in the day-to-day running of the Estates Department. The Deputy Estates Manager will ensure effective and efficient delivery of services to keep the School a safe and secure environment.

Reports to:

Estates Manager.

Responsible for:

Facilities Team (including Assistant Facilities Manager, electricians, heating engineers, plumbers, carpenters and general maintenance staff).

Contract:

Full-time, permanent contract.

Hours of Work:

40 hours per week, 52 weeks per year. This job involves full-time working hours including some early mornings, evenings, weekends.

Salary:

£45,000 - £50,000 per annum, depending on skills and experience.

Accommodation:

The post-holder is provided with School accommodation 'for the better performance of their duties'.

Key Responsibilities

Maintenance of School Facilities

- Manage the planned maintenance, routine maintenance and defect repair programmes.
- Plan, implement and deliver minor works projects as approved by the Estates Manager.
- Ensure that the Statutory Inspections Schedule is maintained and is complied with.
- Ensure maintenance, servicing and, where necessary, improvement of all plant facilities, including heating, ventilation and kitchen plant, and all mechanical, electrical and piped services and drainage.
- Oversee the maintenance, operation and development of the School's BMS system to ensure that mechanical and electrical systems are operating as effectively and efficiently as possible.
- Manage and monitor utility consumption across the estate, collaborating with the School's service providers or their agents to reduce consumption and develop green energy solutions.
- Oversee the management of the Estates Helpdesk system, ensuring that day-to-day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions are recorded and reported in a timely manner.



The Role: Deputy Estates Manager

Key Responsibilities Continued

Management and Development of the Facilities Team

- Responsible for the line management of the Facilities Team.
- Create and maintain a 'one team' flexible, multi-skilled, customer-focused and continuous improvement culture in the Estates Department.
- Manage the day-to-day operation of the site, ensuring adequate cover is provided between 7:00am and 6:00pm.
- Manage the 'Duty Maintenance Operator' (DMO) rota system to ensure a 24/7 response is available for Emergency Call Outs.
- Manage the recruitment and induction of the Facilities Team in conjunction with the Estates Manager.
- Manage performance, discipline, motivation and development of staff through annual appraisals and weekly communication meetings.
- Ensure all facilities staff have measurable objectives and appropriate training and development in place.

Budget Responsibilities

- Assist the Estates Manager to develop effective financial planning and budget control for all maintenance activities.
- Ensure Purchase Orders are raised, reviewed and approved accordingly for all products and services as required.
- Work with the Estates Finance Administrator to ensure that up to date financial records are maintained for all assigned budget codes and associated forecasts are as accurate as possible.

Fire, Security and Access Systems

- Ensure the core security systems (including Intruder Alarm, Fire Alarm, and Access Controls) are fully operational and organise any necessary servicing or repair work.
- Support the Estates Manager in any emergency or potentially dangerous occurrence, including 'at the scene' briefing of the emergency services and outside agencies if required.

Furniture and Equipment

- Ensure that all furniture and equipment is well-maintained and serviceable, and that up-to-date inventories are kept.
- Arrange the procurement of new furniture and equipment, liaising with the Estates Manager where necessary.

Contract Management

- Actively manage and monitor core service and supply contracts, with regular tendering as appropriate, to ensure that the School receives services at the required standard and at competitive rates.
- Actively manage and monitor all maintenance contractors working on the School estate in accordance with the School's Contractor Management Policy, including ensuring that any contractor engaged by the School is meeting all necessary health, safety and safeguarding requirements.
- Monitor, assess and review contractual obligations for designated outsourced School services.



The Role: Deputy Estates Manager

Key Responsibilities Continued

Waste Disposal and Recycling

- Oversee waste management contracts to ensure all waste is being removed on a regular basis so as not to become hazardous and is disposed of legitimately.
- Ensure the waste disposal areas are maintained in a neat and tidy manner and that sufficient dustbins and recycling bins are available throughout the estate.

Health and Safety

- Be responsible for the health, safety and welfare of the Facilities Team, including ensuring that they operate in a safe manner and their areas of work do not present hazards to staff and pupils.
- Assist the Estates Manager in ensuring all staff receive appropriate health and safety training.
- Ensure risk assessments are in place for all activities of the Facilities Team.
- Work with the Estates Manager and Head of Compliance to ensure all statutory and regulatory health and safety and Estates compliance requirements are met, recorded and tracked appropriately.

Transport

- Oversee the management of the School's vehicle fleet, including maintenance checks, servicing, inspections, licencing and cleaning.

General

- Deputise for the Estates Manager when he is off-site or on annual leave.
- Ensure that all maintenance services are provided to the highest specification and meet the requirements of the School, its staff, pupils and visitors, taking into account relevant health and safety standards.
- Provide the necessary support for the teaching and support staff to ensure the smooth operation of the site and the facilities on a day-to-day basis, including events and operational set-ups.
- Maintain timely and appropriate communications with staff and other stakeholders to ensure they are fully informed of maintenance activities and progress towards resolving help requests.
- Meet with key stakeholders (eg Housemistresses, Heads of Department and Senior Management) on a regular basis to ensure they understand current works and future plans, and to gather feedback on issues or performance.
- Take part in staff training as may be agreed.
- Be contactable at all times during the working day and when on duty by telephone.
- Promote the safeguarding and welfare of the pupils and young people as set out in the School's Safeguarding and Child Protection policy.
- Undertake any such other tasks relevant to the work or needs of the School as these needs arise and as may be reasonably requested.



The Role: Deputy Estates Manager

Person Specification

Specialist Knowledge and Experience

- Deep technical knowledge of facilities management, maintenance and repair.
- An excellent understanding of Health and Safety in the Workplace, with an appropriate H&S qualification.
- Knowledge and understanding of all legislation relating to estates, facilities and building maintenance (including building regulations).
- Good working knowledge of Building Management Systems.
- Experience of financial management, budgetary control, procurement and negotiation.
- Experience of managing an operation with numerous staff across a number of teams.
- Developed project management skills.
- Previous experience of working in a boarding school or residential environment is desirable.
- Thorough working knowledge of Microsoft 365 (particularly Teams, Word, Excel and Outlook).

Leadership

- Excellent interpersonal skills to promote good working relationships between Estates staff, external consultants and contractors and the School community.
- Able to lead by example and demonstrate authority, respect and trustworthiness.
- High standards of discipline and integrity.
- Able to exercise total discretion and uphold confidentiality.
- Experience of undertaking annual staff appraisals.
- Able to supervise allocation of workload and to monitor efficient and effective use of resources.

Safeguarding

Wycombe Abbey is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring check.

Attention to Detail

- Able to deliver a high standard of administrative work.

Teamworking

- Able to develop effective and supportive relationships with colleagues, both internal and external and both in terms of social interaction and positive support with team workload.

Customer Focus

- Able to build rapport easily, put the customer first and work hard to meet their needs.

Communication

- Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience.
- Pro-active in advising colleagues of the status of tasks and due key information.
- A confident communicator, able to instruct the Estates and Facilities Teams/services contractors in the allocation and monitoring of their work as required.

Organisation

- Able to organise time effectively, creating work schedules, prioritising workload and meeting deadlines.
- Able to use initiative and to work unsupervised.

Flexibility

- Able to successfully adapt to changing demands and conditions.
- Practical and pragmatic; prepared to work outdoors on occasions.



Terms of Appointment

A formal contract of employment will be drawn up on appointment.

- Contract
 - This is a full-time, permanent contract.
- Appointment Date
 - As soon as possible.
- Salary
 - £45,000 - £50,000 per annum, depending on skills and experience.
- Pension Scheme
 - The School offers membership of the School's Defined Contribution Pension Scheme.
- Death in Service Cover
 - Life cover at 4 x annual salary.
- Equal Opportunities
 - It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.
- Safeguarding
 - All staff share responsibility for promoting and safeguarding the welfare of pupils and must adhere to, and comply with, the School's Safeguarding and Child Protection Policy at all times.
- Pre-Employment Checks
 - The appointment is subject to an Enhanced Disclosure and Barring check.



Wycombe Abbey Community

Wycombe Abbey is a welcoming and vibrant community of 420 teaching and support staff.

Our School is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. There is easy access to London, the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby.

There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding primary, prep, and secondary (including grammar) schools in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to other London airports..

There is a range of committees that staff can join including Staff Wellbeing, Equity, Diversity and Inclusion, CPD and others. The Staff Wellbeing Committee organises staff wellbeing and social events on a regular basis, which are well attended.



Follow us on social media:
@WycombeAbbey



Closing date: 25 October 2024
Interviews: 31 October 2024

To apply, please fill in an online application
by clicking Apply Now.

We are an equal opportunities employer.
Registered Charity No. 310638

[Apply Now](#)



If you have any questions, please do not hesitate to contact
the HR Team on 01494 895575
or hr@wycombeabbey.com.