

Candidate pack

Group Head of Estates

Stowe



Our Vision and Ethos

We are Change Makers

Our goal is to inspire pupils and colleagues to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.



Dr Anthony Wallersteiner
Head of The Stowe Group

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support colleagues. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and colleagues have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

“Our goal is to inspire pupils and colleagues to be Change Makers who will shape positive futures.”

THE *Stowe* GROUP

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire. Across the four schools, The Stowe Group can offer education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The Schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.



Stowe



SWANBOURNE HOUSE
BUCKINGHAMSHIRE




ASHFOLD
SCHOOL



WINCHESTER
HOUSE 



Job details

Appointment of: Group Head of Estates

Department: Estates

Hours of work: 37.5 hours (with occasional out of hours work)

Accountable to: Group Director of Estates, Maintenance, Grounds & Support Services

Job Grade: 2

Location: Stowe School (with travel across School sites)

"The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support colleagues"

Purpose of the role

To undertake the operational management, maintenance and monitoring of The Stowe School buildings to ensure that they are maintained, operated and improved to meet management and statutory requirements and support to the Group Prep Schools to achieve the same.

To project manage, oversee and contract administer minor construction projects across the Stowe Group.

To be the main point of contact for all asbestos related matters across the Stowe Group.

To have management connection to the Group Transport Manager for the delivery of the Estate vehicles fleet management services.

To have dotted line management connection to the Prep School Estates Managers and Heads for estate management support.



Key tasks

General

- To oversee and ensure the correct operational management, maintenance and monitoring of the Stowe School building fabric and building services.
 - The building fabric includes roofs, walls, floors, ceilings, stairs, voids, decoration, finishes, emergency access systems and external areas (excluding Grounds).
 - The building services include heating, ventilation, air conditioning, electrical and lighting, lifts, plumbing, water supplies, drainage and sewage.
- To oversee and ensure the correct operational management, maintenance and monitoring; also design; and statutory compliance of fire safety matters at Stowe School.
 - Fire safety matters include fire alarms, smoke detection, fire suppression systems, firefighting equipment.
 - Statutory compliance includes the Fire Safety Act, Building Regulations and the Building Safety Act.
- To assist the Group Director of Estates and the Estates Management Team to ensure that the upkeep and statutory compliance of all buildings and infrastructure in and around the school and any other properties that the school may have at their disposal, are fully maintained and that all deliverables are met.
- To support the Group Director of Estates in the interaction with stakeholders and interested third parties, including the local authority, the National Trust and other third parties in a collaborative manner, attend meetings with the same as required

- To manage the Stowe Estates Maintenance Team, to ensure that the Stowe Estate is kept fully maintained to a high level of presentation and statutory compliance, and that all works are cost effective and undertaken within agreed programmes.
- To be an active member of the Estates Team and the Stowe Community.

Management

- To directly manage and support the Group Building Manager, the Group Building Services Manager in the delivery of the above.
- To note the repairs identified on the works portal, and in conjunction with the Group Building Manager, the Group Building Services Manager and the Estates Maintenance Team ensure that works are prioritised and completed in a timely manner.
- Ensure that risk assessments are kept up to date and relevant, and that the risk assessment process is fully adhered to.
- To be the responsible person to manage the delivery of all fire safety related matters, including the fire door audit and remedial works programme, the maintenance and upkeep of all fire safety systems and any fire safety projects, and ensure that records are fully maintained, and remedial actions undertaken, this will be assisted by the Group Building Manager and Group Building Services Manager as appropriate.
- Undertake appraisals, set and review objectives for direct reports and provide assistance to them for the delivery of the same to the Estates Maintenance Team.

Management continued

- Manage any arising performance and conduct issues with the Estates Maintenance Team, provide support to the Managers for the same.
- Oversee the training matrix for the Estates Maintenance Team, review all training needs and assist the Estates Team Managers to ensure that training requirements are maintained.
- Assist the Estates Team Managers in ensuring that the legal provisions relating to Health and Safety at work are properly adhered to, including the safe storage of any flammable/toxic substances on site.
- To assist the Housekeeping and Staff Accommodation Manager with the management of the Stowe Residential Accommodation Portfolio, including carrying out tenancy inspections, assist the Estates Team Managers in managing repairs and remedial works, and work with group stakeholders to ensure that landlord responsibilities are met.
- Undertake building condition surveys and the develop planned preventative maintenance schedules. Oversee the implementation of the same.
- To oversee the Out of Hours, Call Out Schedule and support the Estates Managers in the delivery of the same.
- Carry out building and health and safety inspections and provide reports as required.
- Develop Term Contracts, procurement and analysis of the same, and undertake annual reviews of the same to ensure relevance and best value.



Management continued

- To work with the Group Health and Safety Manager & Compliance Manager, and any other relevant teams to ensure that projects deliverables are met and that the buildings are kept fully maintained and statutorily compliant.
- Ensure that all statutory inspection, processes and procedures are undertaken by the team and correctly recorded.
- Ensure that building statutory compliance and best practice is always fully maintained.
- To ensure that all works undertaken by the in- house maintenance teams or external contractors is undertaken in accordance with all relevant legislation, British Standards and guidance and ensure that all health and safety policies and procedures are followed by the in- house maintenance teams or external contractors.
- To ensure that the Estates Maintenance Team are fully compliant with all asbestos management processes and procedures.
- To use as effectively as possible ICT and be open to developing new ICT strategies to improve efficiency.
- To attend weekly Heads of Department Meetings and Operational Meetings as arising, provide reports for the same as required, and deputise for the Group Director of Estates when requested.
- To propose and drive efficiencies and improvements.
- With assistance from the Group Maintenance Team Managers propose technical solutions for energy efficiency and improvements to the current buildings.
- To deputise for the Group Director of Estates at meetings as required, including as Chair for the Heads of Department meetings.

- To provide managerial cover for the Group Director of Estates for holidays and sickness.
- To attend Operational Meetings as arising, provide reports for the same as required.

Projects

- Prepare Planning, Listed Building Consent and Building Control applications for minor projects and achieve approval of the same.
- Work with external stakeholders in the preparation and achievement of Listed Building Consent applications for complex projects.
- To manage small and medium development projects and deliver projects on time, to budget and in accordance with the CDM Regulations and other relevant standards and legislation.
- To undertake stakeholder engagement, the preparation of feasibility studies and project plans, designs, funding requests, and tender documentation, including Preliminaries, Preambles, Scope of Works/ Designs and tender invitations. Request quotations and prepare tender analysis reports.
- Appoint external contractors and / or develop an in-house project team. Contract administer works in accordance with the JCT Minor or Intermediate Form of Contract, ensuring statutory compliance, build quality and programme adherence. Undertake project preparation and progress meetings and prepare minutes of the same. Have financial accountability for projects, manage budgets, agree Final Account and undertake valuations. Keep electronic records, programmes and trackers of all processes and actions

Projects continued

- Ensure full adherence with the CDM Regulations 2015, and any subsequent health and safety legislative changes. Undertake the role of Principal Designer and/or Principal Contractor, prepare Pre-Construction Information Packs and Construction Phase Plans as required.
- Liaise with external contractors, review and assess Risk Assessments and Method Statements for contractors, request and respond to changes and updates.
- To assist the Group Project Manager with major development projects.

Financial

- Oversee and manage budgets as directed by The Group Director of Estates and provide financial reports as requested.
- Have financial accountability for delegated projects, manage budgets, agree Final Account and undertake valuations. Keep electronic records, programmes and trackers of all processes and actions.
- Ensure that allocated budget is used effectively across the financial year, and that any potential overspend is notified to the Group Director of Estates in good time.
- Provide financial reports for ELT and Governor meetings as required.

Prep Schools

- To communicate and visit each Prep School within The Stowe Group on a regular basis to provide support and assistance in the delivery of estates management.

- To provide advice, undertake feasibility studies, prepare specifications and tenders, contract manage, and project manage minor repair, refurbishment and improvement projects within the Prep Schools, as requested by the Prep Schools or the Group Director of Estates
- Assess opportunities for Group building contracts and purchasing and negotiate and manage the procurement of Group contracts.
- Ensure the Group policies and procedures are implemented and maintained for the areas of responsibility, including Health and Safety and compliance processes and procedures.
- Develop collaborative working practices across The Stowe Group for the areas of responsibility.
- Attend and assist the Group Director of Estates with the Prep School Estates Forum to devise methods for information sharing and the development of Group Best Practice processes
- Attend Prep School collaboration meetings and Chair internal forums as required.
- Carry out audits and assess methods to improve efficiency across the Group for the areas of responsibility as required.
- Be the point of contact for the Prep School Estates Managers for all aspects of Group Building Management.
- Provide Estates advice and support to the Prep School Heads as required.
- To have dotted line management connection to the Prep School Estates Managers and Heads.

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- Provide Estates advice and support to the Prep School Heads as required.
- To have dotted line management connection to the Prep School Estates Managers and Heads.

Asbestos Management

- To be the Group main point of contact and lead responsible person for all asbestos related information, advice and support.
- At Stowe School be the designated responsible person for the safe management of asbestos and manage and oversee all asbestos related works, ensuring statutory compliance and communicate with stakeholders.

At the Prep Schools:

- Support the designated responsible person for the safe management of asbestos at each school
- Provide support and advice to ensure that they are aware of their statutory responsibilities for the management and upkeep of asbestos records and provide assistance for the same.
- Oversee all asbestos related works to ensure statutory compliance.
- Manage asbestos related works, ensuring statutory compliance and communicate with stakeholders as requested by the Prep Schools or the Group Director of Estates
- At Stowe School in conjunction with the Group Health and Safety & Compliance Manager ensure that the asbestos management plan and records are kept up to date. Manage the annual asbestos re-inspection programme and ensure that remedial recommendations are noted and actioned as appropriate, ensuring statutory compliance in all respects.
- In conjunction with the Group Health and Safety & Compliance Manager review and develop enhanced asbestos management processes and procedures.

Transport

- To be the Stowe School Estates department main point of contact to the Group transport team for the delivery of the fleet management of the Estates vehicles. Note the Group Transport Manager is the responsible person for the delivery of this service.
- To work closely with the Group Transport Manager and transport team in respect of the estates vehicles provision and upkeep.
- Provide support to the Stowe Estates team for fleet management requests and needs.
- Provide direction to the Group Transport Manager for the delivery of the fleet management service to the Estates team.
- To have dotted line management connection to the Group Transport Manager.

Ancillary

- Undertake any other work as reasonably requested by the Head, or the Group Director of Estates.
- To report to and support the Group Director of Estates to ensure that the Stowe Estate is maintained to a very high standard, and to provide high quality services to all members of the Stowe Group Community.
- To carry out all work in a professional manner, fully in accordance with the appropriate standards and legislation, and to engage with all stakeholders in a professional and collaborative manner.
- To deliver a first class and responsive service to the school and the prep schools wherever possible.

Ancillary continued

- To follow all health and safety instructions for work activities and for using vehicles, plant and equipment if required, report any health and safety concerns or faults immediately to the designated manager.
 - To promote a culture of Safety First in all respects.
 - Ensure that building statutory compliance and best practice is always fully maintained.
 - Partake in staff investigation and disciplinary cases as requested by the Director of Estates and the People Team.
 - To provide written reports to the Group Director of Estates, School Governors and ELT members as required.
 - Enrol on the company Grey Fleet and use a company pool vehicle if available, or personal vehicle, provide insurance business cover for the latter. Comply with Stowe driving policies.
 - To follow all health and safety instructions for work activities and for using vehicles, plant and equipment if required, report any health and safety concerns or faults immediately to the designated manager. Drive the Stowe vehicles as required and adhere to the driving policy.
 - To be available on an ad hoc basis for out of hours support to the Estates Maintenance team.
 - To ensure that the Estates team are always presentable and project a professional image.
 - To be aware of, and comply with, the policies and procedures relating to safeguarding, health and safety and security.
- Stowe Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she comes into contact will be to adhere to and always ensure compliance with the Stowe Group's Child Protection Policy Statement.
 - If while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head or the Designated Safeguarding Lead.
 - Carry out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Person specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	• Educated to degree level or similar in a relevant discipline. • Qualified to work in the UK. • A full, clean driving licence.	• RICS qualified. • Building Services Engineering. • Fire Safety. • Health & Safety. • Asbestos awareness. • Legionella awareness.
Specialist Skills and Experience	• Good building technical knowledge. • Previous experience in estate / building management. • Previous experience of leading a team. • Ability to diagnosis defects, specify repairs and project manage construction works. • Proven track record of budget management. • Ability to work in a fast-paced environment and to multi-task. • Ability to communicate effectively with stakeholders. • Knowledgeable of Health and Safety regulations, including asbestos management, CDM regulations and the Building Safety Act, as pertinent to the areas of responsibility. • Proven ability to work to high standards. • Good written and reporting skills.	• Previous experience working in a similar position in a school or similar. • Previous experience supporting a school or similar in delivering building maintenance. • Building Services design and diagnosis skills and experience. • Experience of management and delivering building services systems.
Personal Qualities	• Good organisational skills with the ability to prioritise, plan, and organise your own workloads effectively to achieve objectives. • Be able to work without supervision but also know your own limitations. • Hard working, punctual and reliable. • Diplomatic and tactful. • Fluency in written and spoken English.	• Physically fit to meet the demands of the Estate size.

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

Date Agreed: March 2026





Enhanced holiday entitlement

Your contract will provide details of the exact holiday entitlement you will receive



Free School Meals

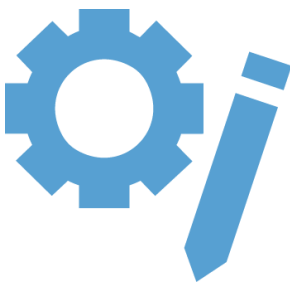
For colleagues working six hours or more during term time



Cycle2work scheme

(National Minimum Wage rules may impact eligibility)

Colleague benefits



Learning and development opportunities



Discounted School Fees

At Stowe Group schools

Access to the Stowe Library

Plus a range of online digital magazines and publications



Free annual flu vaccine



£89 Annual Golf Membership

For you and immediate family (applies to permanent colleagues only)



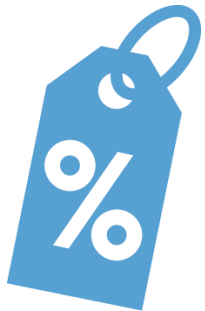
Volunteer leave

Up to 2 days paid leave for volunteering



Employee wellbeing programme

Including free access to counselling services, physiotherapy and more



Shopping discounts

Through the 'Discounts for Teachers' website



Free refreshments



Wraparound childcare

Free wraparound childcare available for all colleagues at Prep Schools



Free gym and swimming pool use

For you and your family (Stowe colleagues only, specific times apply.)
Free Yoga classes at Stowe.



We are change makers

THE *Stowe*
GROUP

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Stowe School 01280 818

SECURITY

BARBARIAN