



Abbey Court School

ABBEY COURT SCHOOL

‘We grow people’



Estates Manager



ASDAN
Registered Centre

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October 2025

Dear Applicant

ESTATES MANAGER

Thank you for your interest in the role of Estates Manager, here at Abbey Court School.

This information booklet provides details about both the school and the position in question, including the job description and person specification.

This advert closes on **21 November 2025**.

Please note that we will follow up on references in advance of interview.

Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

Our school and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. Any offer made will be subject to satisfactory references and medical clearance. In line with KCSIE 2025 guidance, as part of the shortlisting process, the school reserves the right to research shortlisted candidates on social media and the internet as part of our due diligence. The recruitment panel may take this information into consideration during the recruitment process. Any information will be treated as confidential and will only be used in relation for the post for which you have applied.

To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (<http://www.abbeycourt.medway.sch.uk/384/safeguarding>).

I look forward to receiving your completed application.

Yours sincerely



Ms Vicky Aspin
Headteacher



WORKING AS AN ESTATES MANAGER AT ABBEY COURT SCHOOL

Abbey Court has been rated 'outstanding' by Ofsted at the last four successive inspections.

Abbey Court School is a special needs school catering for pupils aged 3 to 19. All pupils have either severe learning difficulties (SLD), or profound and multiple learning difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites; nursery, primary and secondary school in Cliffe Road, Strood, and further education department in Rede Court Road, Strood. The Medway Towns has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

Please see pages 8 and 9 for Leadership/Senior Management Team organisation structures.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice, pupils who are keen to learn, and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school motto, 'We grow people' applies not only to pupils, but to staff too.

Visit our website and view our recruitment video at....

<https://www.abbeycourt.medway.sch.uk/1308/working-at-abbey-court-school>

Days and Hours

37 hour/week, 52 weeks/year. Details of working week to be at the discretion of the Headteacher. Working hours maybe subject to variation and call-out at weekends and unsocial hours will be necessary from time to time.

Salary

The successful candidate will be employed on Medway Scale B2 (£37,280 to £46,142 per annum).

Holidays

Please note that all holiday leave must be discussed and agreed by the Headteacher. The majority of holiday leave should be taken during school breaks to ensure minimal disruption to school life.

Continuous Professional Development

In addition to a comprehensive induction programme, professional development and training will be provided to develop specialised skills associated with working with the pupils at Abbey Court School.

Start Date

It is hoped that the successful candidate will be able to take up post as soon as possible after appointment, on completion of all checking requirements.



The Governing Body

The Headteacher has responsibility for running the school supported by the leadership and senior management teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school. Appointment to post will be based on the following checks:-

- ⇒ Enhanced DBS certificate
- ⇒ Medical clearance
- ⇒ 2 x satisfactory references





School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to “have a go”, “fail safely” and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and every member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community’s perceptions of the school and its pupils and what they are really like.

- To enable our pupils to develop into good citizens and to participate actively in their local communities, finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.



JOB DESCRIPTION

HOURS: 37 hour/week, 52 weeks/year. Details of working week to be at the discretion of the Headteacher. Working hours maybe subject to variation and call-out at weekends and unsocial hours will be necessary from time to time.

SALARY SCALE: Medway Scale B2.

LOCATION: To work across both school sites.

REPORTS TO:

1. Headteacher, who has overall responsibility for the school.
2. Health and Safety Lead

RESPONSIBILITIES AND DUTIES

To lead and manage the estates and facilities across all school sites, ensuring a safe, secure, clean, and welcoming environment that supports the learning and wellbeing of pupils with severe and profound learning difficulties. The role includes oversight of specialist facilities such as hydrotherapy pools, the school farm, and a fleet of school vehicles, and requires a proactive, flexible, and highly organised approach.



GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
5. To assist in the provision of a high quality educational experience for all children.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Strategic Estates Management

- Develop and implement a comprehensive estates strategy aligned with the school's educational and therapeutic goals.



- Provide leadership and oversight of all planned, preventative, and reactive maintenance and improvement works across the school's estate.
- Ensure all maintenance activities are delivered to a high standard and in full compliance with health and safety legislation and statutory requirements.
- Use training, qualifications, skills, and expertise to advise the Headteacher and Health & Safety Lead on how best to move forward with site issues and project plans.

Operational Oversight

- Ensure the school environment across all sites is consistently safe, clean, and welcoming for pupils, staff, and visitors.
- Monitor and maintain high standards of site presentation, hygiene, and functionality.
- Respond promptly to issues affecting the operational integrity of the school, ensuring minimal disruption to learning and care.

Facilities Oversight

- Ensure the safe operation and maintenance of two hydrotherapy pools, including water quality, plant equipment, and specialist safety protocols.
- Support the Farm Manager with general premises management as appropriate and as agreed by the Headteacher.



- Oversee the maintenance and clean presentation of the school's fleet of vehicles, ensuring they are roadworthy, safe, and appropriately scheduled for servicing and cleaning.
- Maintain all buildings, grounds, and outdoor learning environments to a high standard.

Health, Safety & Compliance

- Work collaboratively with the school's Health & Safety Lead to ensure all health and safety compliance is organised and managed to a high standard.
- Contribute to risk assessments using professional expertise, site knowledge, and practical experience.

Ensure full compliance with statutory obligations including:
COSHH (Control of Substances Hazardous to Health)

Working at Heights Regulations

Legionella control and water hygiene management

Asbestos management and monitoring

- Lead emergency planning and site security protocols across all locations.



Site Security

- Be the designated primary key holder responsible for maintaining secure access to the premises and ensuring that all key management protocols are followed.
- Oversee the security of all school sites, ensuring appropriate systems and procedures are in place to safeguard pupils, staff, and property.
- Monitor and maintain security infrastructure including access control, CCTV, fencing, and alarm systems.
- Respond to and investigate security incidents, liaising with emergency services and senior leadership as required.
- Ensure staff are trained in site security procedures and contribute to a culture of vigilance and safety.

Emergency Response & Incident Management

- Serve as the lead responder for estates-related emergencies, including fire, flood, power outages, and security breaches.
- In partnership with the Health and Safety Lead, coordinate site evacuations and lockdown procedures in collaboration with senior leadership and emergency services.
- Maintain and regularly test emergency systems (e.g., alarms, lighting, communication protocols).
- Ensure all staff are familiar with emergency procedures and contribute to regular drills and scenario planning.



- Provide rapid response and support during incidents to minimise disruption and ensure pupil and staff safety.

Team Leadership & Line Management

- Line manage a team of caretakers and school-employed cleaners across all sites.
- Take a leading role in the performance management and training of the site and cleaning teams.
- Provide clear direction, support, and development opportunities to ensure high standards of cleanliness, maintenance, and site presentation.
- Organise staff rotas and foster a positive and collaborative working environment.

Contractor & Stakeholder Management

- Coordinate and supervise external contractors, ensuring quality of work and adherence to safeguarding policies.
- Regularly review contracts and service agreements to ensure they meet the school's needs and deliver value for money.
- Monitor the quality of service delivery and address any performance issues promptly.
- Develop and maintain strong relationships with local authorities, suppliers, and service providers.
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Budget & Resource Management

- Manage the estates budget effectively, ensuring value for money and cost control.
- Procure equipment, materials, and services in line with school financial procedures.
- Maintain accurate records of maintenance schedules, inspections, compliance documentation, and contract performance.

Professional Development

- Demonstrate a willingness to engage with training and development opportunities to ensure qualifications, skills, and knowledge remain relevant and up to date.
- Keep abreast of changes in legislation, best practice, and innovations in estates and facilities management.

PERSON SPECIFICATION

Essential

- Proven experience in estates or facilities management, ideally within an educational or healthcare setting.
- Strong knowledge of health and safety legislation and building compliance.
- Experience managing specialist facilities (e.g., pools and therapy spaces).
- Experience in emergency response planning and incident management.
- Demonstrated ability to lead and manage site-based teams including caretakers and cleaners.
- Experience overseeing planned, preventative, and reactive maintenance programmes.
- Experience in contract management and service quality monitoring.
- Experience managing site security systems and protocols.
- Experience contributing to risk assessments and compliance planning.
- Knowledge and practical experience of COSHH, working at heights, legionella, and asbestos management.
- Ability to advise senior leaders using professional knowledge and expertise.
- Excellent organisational, communication, and leadership skills.
- Commitment to maintaining high standards in cleanliness, safety, and site presentation.
- Willingness to undertake training to maintain and enhance professional qualifications.
- Ability to work flexibly across multiple sites.
- Strong interpersonal skills with the ability to work collaboratively and effectively as part of a wider school team.

Desirable

- IOSH/NEBOSH qualification or equivalent.
- GCSEs or equivalent qualifications.
- Experience working with children or vulnerable groups.
- Knowledge of SEND environments and therapeutic facilities.



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Cliffe Road
Strood
Kent
ME2 3DL

Further Education
Rede Court Road
Strood
Kent
ME2 3SP

Tel: 01634 338220

Website: www.abbeycourt.medway.sch.uk

E-mail: recruitment@abbeycourt.medway.sch.uk



**“I am incredibly
overwhelmed with
the amount of
training offered at
Abbey Court School.”**

**“Team work,
training and
quality of resources
are strengths.”**

**“The moment I
stepped inside the
school, the
atmosphere was
positive.”**

Staff Survey

