

NOTRE
DAME
SCHOOL



PREMISES MANAGER

Candidate Information Pack

Permanent
Full-Time, All Year Round
Required ASAP



Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-around education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland Forest School.

Notre Dame School is proud to have been shortlisted for the TES Independent Senior School of the Year Award 2023.



“Accompanying young people in their efforts to build their lives for today and tomorrow.”





Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

Notre Dame School is the only one in the UK.

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today**, and we strive to live up to her indomitable spirit and drive and remain committed to her mission statement:

“*No one is educated in isolation; it is the whole community that educates.*”

St Jeanne de Lestonnac – Foundress

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*Pupils display genuine
kindness and respect
for one another.*”

Independent School Inspections - ISI





The Role

The function of the post

Our Premises Manager is responsible for the strategic management and development of the Facilities and Estate, as well as the day-to-day operational management and security of the School site.

They will ensure all health and safety legislation is complied with, in line with recommended codes of practice, and will be responsible for ensuring statutory compliance.

They ensure the School runs efficiently and remains clean, tidy, and well-presented, as per the School's requirements, and provide a safe and secure site for all users.

They will have the crucial role of maintaining high standards on the site and of effectively using resources to enhance the learning environment for students and staff. This includes managing cost-effective procurement for utilities and outsourced services (e.g., building and equipment service agreements, cleaning, catering, and transport).

They will oversee our event planning and coordinate support for school events to ensure they run efficiently and effectively, including facilities, insurance, and health and safety.

They will also have direct line management and development of the Estates team (grounds, caretaking, maintenance, and minibs drivers), close liaison with academic and support staff, and management of the external lettings programme and the use of the School facilities.

Main Duties & Responsibilities

Planning

- Preparation and maintenance of a detailed rolling 3-year, fully costed building plan linked to the School strategic plan (with an indicative look ahead to potential projects on a 5-10 year timescale) for approval by the Finance and Business Committee. To include the external and internal fabric and finishes, mechanical and electrical services and infrastructure, obtaining advice from consultants, where appropriate.

Building Projects

- Coordinate and oversee the planning and implementation of maintenance and refurbishment projects, ensuring that consultants, suppliers, and contractors are procured efficiently and cost-effectively, and the projects are appropriately specified and completed on time and on budget.
- Liaise with relevant parties regarding potential building projects.
- To act as the School's representative for capital projects, taking instructions from the Senior Management and the Finance and Business Committee, assisting in the appraisal, appointment and monitoring of external consultants and contractors. This includes preparing and checking specifications and drawings to ensure the correct technical solutions are adopted and monitoring the works on-site.

Utilities and Insurance

- Ensure utility supplies and waste management services are procured on a cost-effective basis and that utility use and waste levels are closely monitored.
- Work with staff and students to improve the School's environmental sustainability (in terms of carbon emissions, levels of energy and waste consumption and waste management).
- Oversee insurance concerning the buildings and operations in liaison with the Bursary.

Budget/Financial

- To operate within budgetary parameters, including authorising all invoices with agreed budgets to the Finance Manager for payment.

Procurement/Contracts

- Develop a standardised contract procurement strategy and policy, including a Service Level Agreement and KPI that support tendering.
- Negotiation of scope and cost of variations to any of the contracts and submissions of paper to the Executive Team for approval.
- Create a log of preferred suppliers and standard colours/materials used and maintain a detailed record of project costs vs budget to enable effective project review and a starting point for estimates for future projects.
- To implement Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) into appropriate facilities functions.
- Ensure all contractors on site are fully compliant, appropriately registered and qualified for the work they have been engaged to carry out.
- Manage contract cleaning agreements.
- Ensure that building and equipment service agreements are managed, suppliers meet the expected standards, logs are maintained, and value for money is obtained.

Risk Management

- Responsible for risk management in the School, including disaster and business continuity planning, including managing the development and maintenance of a risk register for Estates.

Maintenance

- Proactively review the site, identifying and resolving issues promptly and prioritising and responding to the matters raised by staff.
- Through line management of the Estates team, ensure preventative maintenance and repair of the School site is carried out and progress monitored.
- Maintenance of the swimming pool
- Ensure that the School's gardens and grounds are maintained to a high standard and are safe.

Main Duties & Responsibilities

Health and Safety

- Ensure compliance with all Health and safety legislation within all facility and estate functions, fully brief, and attend Health & Safety Committee meetings.
- Implementing recommendations, preparing, and reviewing risk assessments. This includes coordinating the site's rolling programme of Risk Assessment review in conjunction with the Compliance Officer and reporting back to the Health and Safety Committee as part of their rolling review process.
- As designated Fire Officer, maintain and review fire risk assessment and ensure fire drills, equipment checking and training logs are planned and managed appropriately.
- Check the site regularly for any potential Health and Safety issues. Take corrective action where necessary.
- Effective control and management in line with current legislation of all plants, equipment, and systems (fire, water, electrical, asbestos, etc.)
- Work with the school's compliance manager to ensure the school is compliant and ready for inspection.
- Be aware of the school's duty of care to staff, students, and visitors and always comply with all health and safety policies.

Security

- Oversee the operation and maintenance of School Security for a safe and secure School environment through adequate security provision.
- Ensure a robust and comprehensive system is in place for crisis management (e.g., fire alarms, security altercations, environmental alerts, etc.). Coordinate out-of-hours attendance in response to emergencies, fire, and intruder alarms.

School Vehicles

- Management and maintenance of vehicle fleets, including servicing, checking and record keeping associated with the School minibus to ensure they are carried out to the required standard
- Relief Driver for the School minibus if the main driver is unavailable, subject to the provision of appropriate training.

Management and development of the Estates Team

Develop a standardised contract procurement strategy and policy, including a Service Level Agreement and KPI that support tendering.

- Negotiation of scope and cost of variations to any of the contracts and submissions of paper to the Executive Team for approval.
- Create a log of preferred suppliers and standard colours/materials used and maintain a detailed record of project costs vs. budget to enable effective project review and a starting point for estimates for future projects.
- To implement Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) into appropriate facilities functions.
- Ensure all contractors on site are fully compliant, appropriately registered and qualified for the work they have been engaged to carry out.
- Manage contract cleaning agreements.
- Ensure buildings and equipment service agreements are managed, suppliers meet the expected standards, logs are maintained, and value for money is obtained.

Events

- Overseeing event planning and coordination events to ensure they run efficiently and effectively, including facilities, insurance, health and safety aspects.
- Coordination of resources for school events

Miscellaneous

- There will also be, on occasion, times when the employee will be required to work in the evening or the weekend for special functions.
- Keep up-to-date with legislation and best practice changes and update systems and processes accordingly. Advise the School on the implications of such developments.
- Oversee routine functions such as mail delivery and collection, car parking, etc.

Main Duties & Responsibilities

Managing and developing the external lettings programme and use of the School facilities

- To be responsible for liaison with Senior Management regarding letting and using school facilities to outside organisations and school staff and developing all school facilities for out-of-school use with particular reference to the local community.
- Oversee the out-of-hours lettings; ensure clients' needs are balanced with the need of the School.
- Work with the School and Theatre manager to promote the School's facilities and increase school lettings, including developing and maintaining promotional material and protocols for the use of the facilities.
- Maintain a Lettings diary and ensure all external users adhere to the School Lettings policy, have the appropriate insurance, etc.
- Co-ordinate invoicing and collection of revenues.

Health and Safety

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

The Person

- A confident and driven-to-succeed Estates person who excels in a School Estate environment
- An ability to consistently maintain confidentiality and discretion, an aptitude for estate management, and a willingness to learn about new systems & ways of working.
- Must have extensive knowledge of project management and up-to-date sector information.
- Must enjoy working collaboratively as a part of a team and working with professionalism and integrity.
- An excellent working knowledge of the Microsoft suite of programs is advantageous
- An ability to motivate and manage teams thriving for continuous improvement across all areas of responsibility
- An ability to prioritise conflicting deadlines whilst ensuring seamless provision of service
- Significant school estate experience is advantageous
- Accredited Health & Safety Competent Person status (or working towards NEBOSH certificate/diploma)
- Significant experience in managing staff, including performance development
- Proven procurement, contract negotiation and project management experience in large-scale capital projects from inception to completion
- Proven track record of developing and delivering estate and facilities strategies
- Senior-level experience in estates and facilities management, including managing assets, services and budgets
- Substantial experience in financial planning and budget management
- Valid, clean driving license, including D1 is advantageous

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"The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world."

Independent School Inspections – ISI



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Benefits of Service

Hours of work

Permanent

Full time – 40 Hours per week

All year round

Must be flexible; there are some elements of weekend, evening or late-night working.

Remuneration

NJC42-45

£48,330 - £51,894

Benefits

The School has high expectations of its staff and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Staff wellbeing programme, including 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking
- School nurse during term time



Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice, Safeguarding Policy, Safer Recruitment Policy, Keeping Children Safe in Education and Equal Opportunities Policy.**

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

For any queries, please contact HR at recruitment@notredame.co.uk or call 01932 589480.

Apply Now:

Please complete the online application form available on our website at:

[Work With Us | Notre Dame School](#)

Closing Date

05 December 2025

As successful candidates are sourced and apply.

We reserve the right to interview, as suitable candidates are sourced

Start Date

ASAP