

## Job Description

### Title: Estate Manager

<b>Line Manager/Reporting into:</b>	Executive Headmaster
<b>Full Time/Part Time:</b>	Full Time
<b>Closing Date for Applications:</b>	<b>31<sup>st</sup> May 2022</b>
<b>Languages Required</b>	English
<b>Location</b>	Cape Town, Durbanville



Inspired is seeking to appoint an **Estate Manager** to join us on a **Full Time** basis.

#### “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its' founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://www.inspirededu.com)

#### WHY APPLY

##### “Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

## WHAT WE OFFER

- The opportunity to add real value from day one
- Strong growth opportunities
- Being part of a global professional community
- A collaborative team and environment
- A culture of excellence
- A rapidly growing business
- The opportunity to be at leading edge of educational development practice
- Competitive package

## ROLE SUMMARY & JOB PURPOSE

An exciting opportunity in an expanding schooling environment, this full time role will be responsible for contributing to and leading the implementation of a comprehensive estates strategy for Reddam House Durbanville. Working in partnership with the Executive Headmaster and the schools' senior management team, to manage all aspects of the estate, properties and infrastructure including service staff, upkeep, care, maintenance, security, health and safety and facilities management in line with statutory and regulatory requirements.

For this role, we are looking for a dynamic person with ambition, leadership and organisational skills. The ideal candidate will have at least 3+ years of proven experience in Estate and/or Facilities Management, be someone who has a keen attention to detail and the flexibility to switch focus at a moment's notice, whilst managing multiple aspects of the day – to day operation.

## ROLE RESPONSIBILITIES

This position will be responsible for the following:

- Meeting with the schools' management on a weekly basis to discuss plans, events and general estate requirements
- Ensure that all buildings, infrastructure and grounds are well cared for, maintained, secured and are in line with statutory and regulatory requirements
- Manage the daily operations of the estate including service staff, schedules, upkeep and bookings
- Allocate job cards and responsibilities, supervise work in progress and sign off on all completed tasks
- Audit buildings and facilities on a regular basis and compile records of inspections
- Manage all cleaning, maintenance, repairs and renovations to the estate and grounds
- Arrange all outsourced maintenance and repairs
- Secure Service Level Agreements as required
- Monitor 3<sup>rd</sup> Parties onsite to ensure satisfaction with works completed and compliance with OHS requirements
- Arrange for and record the servicing of all equipment, plant, machinery, systems and vehicles as required
- Act as a second contact for Armed Response and onsite Service Providers
- Facilitate Function and Events setup up
- Liaise with various role players and relevant staff to ensure the smooth running of events and functions
- Assist with the evaluation and performance review of service staff

- Manage all administrative functions relevant to the departments requirements
- Ensure that all appropriate and relevant information is communicated to staff

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed by Senior Management.

## WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
<b>Inspired Required Standards</b>	<ul style="list-style-type: none"> <li>• Excellent preparation and planning</li> <li>• Experience of working within a strongly regulated environment</li> <li>• A depth of understanding in the relevant field</li> <li>• Strong experience of assessment, reporting and building thorough action plans</li> <li>• Highly effective team player</li> </ul> <p>Technical requirements:</p> <ul style="list-style-type: none"> <li>○ Sound knowledge of infrastructure and grounds</li> </ul>	
<b>Skills and previous experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 3+ years' experience</li> <li>• Speaks English</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in property management, project management or similar</li> <li>• Technical knowledge and capabilities</li> <li>• Basic Afrikaans</li> </ul>
<b>Qualifications and Accreditations</b>		<ul style="list-style-type: none"> <li>• University degree or diploma</li> <li>• High level of Computing skills</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Self-motivated attitude to problem solving</li> <li>• Good organisation skills and ability to prioritise</li> <li>• Excellent time management and multitasking abilities</li> <li>• Highly motivated to achieve goals and ability to motivate others to do the same</li> </ul>	<ul style="list-style-type: none"> <li>• Outstanding interpersonal skills</li> <li>• Demonstrated success in managing teams</li> </ul>

## HOW TO APPLY

To apply for this post, please send an email to [dean.anthony@inspirededu.com](mailto:dean.anthony@inspirededu.com) attaching a supporting statement addressing why you are the right person for this role and attaching an up to date CV.

Due to the current COVID environment, interviews are likely to take place via Skype, MS Teams or another virtual platform.

All applicants will be expected to provide some if not all of the following (i) a supporting statement clearly outlining why they are interested in the position and school (ii) a CV with their details and history of employment and achievements (iii) at least two referees from a recent/current appointment

## SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

## EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.