



**REDDAM**  
— HOUSE —  
DURBANVILLE

## Job Advert

### Reddam House Durbanville: Estate Manager

South Africa  
Cape Town  
Reddam House Durbanville  
Inspired

<b>Reporting into:</b>	Executive Head
<b>Full Time/Part Time:</b>	Full Time
<b>Fixed Term Contract Length:</b>	N/A
<b>Closing Date for Applications:</b>	<b>30 March 2023</b>
<b>Languages Required</b>	English

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, Reddam House Durbanville forms part of the Inspired Education group. Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic and extra-mural environment from ages 3 months to 18 yrs.

We offer 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. And we believe the Arts are an integral component of premium education.

Our current portfolio of 80+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with ongoing expansion foreseen. This position presents a unique opportunity to join a connected global community.

We take great care when selecting new colleagues to join Inspired Education. We believe true excellence in education is only achieved through an inspiring and passionate team that creates and sustains engaging and inspiring learning environments across our 4 educational pillars of Performing and Creative Arts, Academics, Sport and Service.

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://inspirededu.com)

#### **OUR SCHOOL**

Reddam House Durbanville offers a co-educational, non-denominational, premier, private school environment recognizing, nurturing and developing the individuality of each student placed in our care and encouraging students to maximize their potential. Our school offers a dual curriculum, offering both Cambridge Assessment International and IEB education. Reddam House Durbanville offers a holistic, innovative educational experience, encouraging students to realize their unique gifts, talents and abilities in pursuit of academic excellence. We offer a premium education from 18 months to 19 years old, in the A Level post matric programme. Ideally located in Durbanville,

Reddam House Durbanville seamlessly blends Boarding and Day schooling and takes pride in a bespoke learning approach, safeguarding and dedicated pastoral care. We provide premium education from **1 – 2 years old to A Levels as a post-matric option**, to families living in the leafy suburbs of Durbanville, Vredeloof, Welgedacht, Platteklouf, Blouberg, Tableview, West Beach, Melkbos, Kanonberg & Welgemoed. We offer weekly and termly boarding from Grade 6 – 12, providing a home-away-from-home to students outside South Africa & neighbouring countries, including Botswana, Namibia, Zambia, Zimbabwe, Mozambique and Mauritius. <https://www.durbanville.reddamhouse.com/>

## WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere.
- Excellent resources
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside
- At the leading edge of independent school thinking.
- A culture of excellence;
- Network of opportunities &
- Competitive package.

## ROLE SUMMARY & JOB PURPOSE

- To adopt a holistic view to children in their care, promoting the general progress and well-being of individuals and of any class or group assigned to them.
- To create a positive learning environment and motivate children to achieve their full potential

## 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 responsibility 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 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> <li>Technical requirements:               <ul style="list-style-type: none"> <li>○ Sound knowledge of infrastructure and grounds</li> </ul> </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>• High level of Computing skills</li> </ul>	<ul style="list-style-type: none"> <li>• University degree or diploma</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

- Please send a covering letter and copy of your resumé to the following email address: [barry.nieuwoudt@reddam.house](mailto:barry.nieuwoudt@reddam.house)
- Your resume will be reviewed and if you meet the criteria, we will contact you for an interview.
- 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.

Reddam House, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect the personal information that will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

# **TEMPLATE APPLICATION FORM – SCHOOL STAFF**

## **Introduction**

Inspired is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Please complete the following form as fully as possible. Please attach your CV in addition to the completed application form. The information requested below complies with Inspired's guidance on safer recruiting.

<b>POSITION APPLIED FOR:</b>	
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<b>1. PERSONAL DETAILS</b>	
<b>Title (Dr/Mr/Mrs/Miss/Ms)</b>	
<b>First Name and Surname:</b>	
<b>ID Number:</b>	
<b>Current Address:</b>	
<b>Postcode:</b>	
<b>Previous Address, covering the last five years if different from above</b>	

<b>Home Telephone No:</b>		<b>Work Telephone</b>	
<b>Mobile Telephone No:</b>		<b>Email:</b>	
<b>Do you have Qualified Teacher Status?</b>			
<b>SACE Number:</b>			

<b>2. OTHER INFORMATION</b>	
<b>Are you related to any employee of the School?</b>	
<b>If yes, who?</b>	
<b>Please state where you saw this post advertised</b>	

<b>3. EMPLOYMENT</b>
<p>Please supply a full history in chronological order (with start and end dates) of all previous employment and/or activities since leaving secondary education.</p> <p>Please state the reason for leaving each position in full.</p>

<b>Employer Name &amp; Address</b>	<b>Job Title</b>	<b>Date From/to dd/mm/yy</b>	<b>Current or Final Salary, Reason for Leaving</b>


**4. GAPS IN EMPLOYMENT**

If there are any gaps in your employment history, please give details and dates

**5. REFERENCES**

Please supply the names and contact details of three people who we may contact for references. One of these must be your current/most recent employer. If the employer is a school, it is expected that in most cases the Head Teacher or Deputy Head will be the referee. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friend.**

The School intends to take up references from all shortlisted candidates before the interview where possible. The School reserves the right to take up references from any previous employer.

<b>1. Name</b>		<b>2. Name</b>	
<b>Position</b>		<b>Position</b>	
<b>Address</b>		<b>Address</b>	

<b>Tel No.</b>		<b>Tel No.</b>	
<b>Email.</b>		<b>Email.</b>	
<b>In what capacity do you know the above?</b>		<b>In what capacity do you know the above?</b>	
<b>May we contact prior to interview?</b>		<b>May we contact prior to interview?</b>	
<b>3. Name</b>			
<b>Position</b>		<b>If you were known to either of your referees by another name, please give details:</b>	
<b>Address</b>			
<b>Tel No.</b>			
<b>Email</b>			
<b>In what capacity do you know the above?</b>			

<b>6. DECLARATION</b>	
<p>As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.</p> <p>Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the appropriate responsible person. If you would like to discuss this beforehand, please telephone in confidence to the Head of School.</p> <p>Please disclose any unspent convictions, cautions, reprimands, or warnings.</p> <p>You should be aware that the School will institute its own checks on successful applicants for short listing.</p> <p>Failure to declare any convictions may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.</p> <p>Please delete as appropriate:</p> <p style="text-align: center;"><b>I have nothing to declare                      OR                      I enclose a confidential statement</b></p> <p>I confirm that the information provided by me on this application form is real and correct and gives a fair representation of my qualifications and work experience. I also declare that I have read and understood the data protection clause and I consent to the processing of the personal data provided during the recruitment process and during employment, if I am successful.</p> <p>SIGNATURE <span style="float: right;">DATE</span></p> <p>Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed to be equivalent to submission of a signed version and will constitute confirmation of the declaration</p>	

## INFORMATION ON DATA PROTECTION

The POPIA Act aims to regulate, in harmony with international standards established under the General Data Protection Regulation (EU) 2016/679 (GDPR), the processing of personal information held by public and private bodies in a manner that gives effect to the right to privacy and describes how organization's — including Inspired must collect, handle process, and store personal information.

Inspired informs you that according to the POIPA Act the personal data provided and collected in this application form will be processed and automatically included in our files with the exclusive purpose of managing the personnel selection processes that are carried out. We rely on the lawful basis of legitimate interest.

By completing this application form, you are authorizing the processing of your data for the purposes expressed above. Your data will be kept in our files for the term of 6 (six) months under the required security measures and for the indicated purpose, as well as to properly manage the application to the employment position for which you may be interested and /or for future selection processes that may be adjusted to your profile. Once the purpose has expired, your data will be safely deleted.

You expressly consent to the personal data being transferred to other schools within Inspired that may be interested in your work profile. Said schools may be located in United Kingdom or outside of EU or in any other country, even in those that do not offer a level of protection comparable to our data protection regulations. In these cases, Inspired is fully committed to transfer you data under the appropriate safeguards.

Inspired guarantees the proper use of the information, and especially, the full confidentiality of the personal data contained in our files, as well as full compliance with the obligations regarding the protection of personal data.

In the event of any modification of your personal data, we ask you to notify us in writing with the sole purpose of keeping your job application or curriculum vitae duly updated.

Likewise, we inform you that you can exercise your data protection rights (access, rectification, object, erasure, or get information about other rights), or withdraw your consent at any time, by sending us a written request to the email addresses indicated in the header of this clause.

Finally, we will request from you information and contact details about your previous employers with the aim to get professional references. The applicant undertakes to provide said information with the prior written agreement of such employers, having informed them previously of the following: a) they will provide your personal information only for professional purposes; b) we will process such references exclusively for the aforementioned purposes;) Inspired recognizes to previous employers the exercise of their data protection rights, and they can exercise them by sending us a written request in the above indicated terms.