



# IPSWICH SCHOOL

## **ESTATES TEAM SITE MANAGER (live in)**

**Full-time, permanent, mainly evenings, weekends and out of hours on call**

### **THE SCHOOL**

Ipswich School has been listed as one of the top 130 schools in the country and is one of the foremost independent schools in East Anglia. We were established prior to 1399, moving to our present site in 1852. The school is co-educational with pupils aged between 3 months and 18 years.

We have a variety of buildings across a number of sites. The Senior School building on Henley Road is Grade II listed with formal grounds to the frontage. More recent additions include a state-of-the-art Music School located within the Senior School grounds, astro-turf sports pitches at our Sports Centre in Rushmere, and Anglesea Heights, a former hospital site adjacent to the Senior School, which was partially refurbished to provide boarding accommodation in 2020.

Our sites are:

- Senior School (Henley Road)
- Upper Prep School (Ivry Street)
- Lower Prep School (Anglesea Road)
- Westwood Boarding House (Constitution Hill)
- Notcutt Sports Fields (off The Grove, Henley Road)
- Ipswich School Sports Centre (ISSC) (Rushmere St Andrew)
- The Lodge Day Nursery (Ivry Street)
- Ivry House (Ivry Street)
- Anglesea Heights.

### **THE ESTATES TEAM AT IPSWICH SCHOOL**

The School benefits from a dedicated team of Estates staff who work to maintain and continually improve the School's buildings and grounds. The Estates team comprises; a grounds team, who maintain the School's gardens and sports pitches; a dedicated Estates Facilities and Maintenance team, who carry out general repairs and work with contractors to complete building projects, (and who work to support staff and pupils throughout the year); and a large cleaning team.

## **THE POST**

We are seeking a proactive, friendly, and technically skilled professional to act as the primary site lead and deputy to the Estates Manager during out-of-hours operations. This role is critical to the smooth running and safety of the School across all its sites.

The successful candidate must be a self-starter and highly organised, capable of working on their own initiative and making high-stakes operational decisions independently when the Estates Manager is off-site. Live-in accommodation is provided on the main Henley Road site to support the rapid-response, leadership, and effective undertaking of this role. The role is varied and interesting and is crucial to the smooth running of the School.

## **DUTIES AND RESPONSIBILITIES:**

The main requirements of the role, which are flexible in line with the requirements of the role and the needs of the School are to:

### **Operational Leadership & Autonomy**

**Acting Authority:** Formally deputises for the Estates Manager outside of core hours, serving as the primary point of contact and decision-maker for all site-related matters.

**Independent Decision Making:** Exercise high levels of autonomy to assess emergency situations, determine necessary actions, and deploy resources or external contractors without immediate supervision.

**Incident Management:** Act as the Incident Lead for all out-of-hours call-outs. Ensure the appropriate rectification of issues (e.g., alarms, heating systems) and communicate all actions and follow-up work to the Estates Manager at the start of the next business day.

### **Security**

- **Primary Keyholder:** Act as the named keyholder and liaison for emergency services (Police, Fire) and alarm monitoring companies.
- **Site Integrity:** Ensure the total security of buildings and grounds from 4:00 pm weekdays and throughout weekends, including locking/unlocking doors and gates.
- **Vigilance:** Maintain a "walk-the-floor" mentality to identify issues; remain vigilant regarding strangers, challenging them or asking them to leave if necessary.
- **Staff Support:** Act as the primary point of contact to assist other members of staff working on-site out-of-hours.

### **Technical Maintenance and Compliance**

- **Heating & Mechanical Systems:** Ensure technical competence in managing and troubleshooting commercial boilers and heating systems to maintain consistent service for the school.
- **Statutory Testing & Compliance:** Take responsibility for rigorous Statutory Testing schedules:
  - **PA Testing:** Manage the Portable Appliance Testing inventory, records, and schedule across the Estates.
  - **Fire Safety:** Conduct and record Weekly Fire Alarm Testing reporting any faults identified.
  - **Statutory Testing:** Provide additional support ensuring all testing regimes are completed as per the schedule with any issues being identified and reported.
  - **PPM:** Manage and oversee Planned Preventative Maintenance (PPM) as directed, reviewing and reporting progress weekly to the Estates Manager.
- **Fabric Maintenance:** Assist with the maintenance of the School's buildings to an excellent standard.
- **External Contractors:** Facilitate and supervise external contractors' access to the site, monitoring work standards and reporting any issues.
- **Cleaning:** Assist with maintaining cleanliness standards throughout the Estate as required.

### Events and Lettings

- **Stakeholder Liaison:** Provide a professional and welcoming environment, acting as the main point of contact for external hirers and staff during evening and weekend events.
- **Event Support:** Assist with preparations for school functions, including car park marshalling, setting up equipment/furniture, and cleaning areas (performance spaces, gyms, etc.) to ensure they are ready for school the following day.
- **Business Development:** Suggest and implement initiatives/business plans to increase summer facility usage and income generation while liaising with local governing bodies and community groups.

### General Duties

- **Estate Appearance:** Assist with maintaining the general appearance of the Estate to a high standard; both inside and outside.
- **Porterage:** Move furniture or other items as required.
- **Inventory & Stock:** Devise and manage monthly inventories; request replenishment stock through the Estates Order form.
- **Health & Safety:** Comply with Health and Safety at Work regulations, ensuring all staff, contractors, and visitors act safely. Ensure all accidents/incidents are recorded and reported correctly.

This list is not exhaustive and duties may be changed or added to as determined from time to time and will be reviewed annually.

## ACCOUNTABLE TO

You will be responsible to the Estates Manager who is ultimately responsible to the Director of Estates. On a day to day basis the role will involve close liaison with members of the Estates Senior Management team, Estates team and other members of teaching and support staff across all sites. You will also deal with external suppliers, contractors and hirers.



## PERSON SPECIFICATION

We are looking for someone who will contribute positively to the Ipswich School community. You will need to demonstrate the following key skills and have appropriate experience to effectively fulfil the responsibilities of this role, in particular:

Essential Skills/Experience	Highly desirable
<p><b>Practical Skills</b> A good level of basic DIY skills to contribute positively to the maintenance, repair and general upkeep of the School's estate</p>	<p>Relevant experience, qualifications or accreditations in one or more of the key practical skills listed; plumbing, carpentry and woodworking, painting and decorating, locksmithing, glazing, general building/maintenance.</p>
<p><b>Site Security</b> Experience of having responsibility for maintaining site security and dealing appropriately with emergencies</p>	

<p><b>Physical Fitness</b> You must be able to undertake all elements of the role as outlined in this job description, including lifting and carrying items</p>	
<p><b>Computer</b> Good knowledge of Google Drive, Google Sheets, Google Docs and Gmail.</p>	
<p><b>Time management</b> The ability to work to agreed deadlines, show initiative and be forward-thinking and be able to manage your own workload effectively</p>	
<p><b>Skills Development</b> The willingness and ability to learn new skills and undertake development/training activities and gain qualifications/experience to enable progression in the role</p>	
<p><b>Health and Safety</b> Knowledge and experience of Health and Safety regulations relevant to a maintenance role, including the ability to follow and comply with instructions relating to equipment and/or materials</p>	<p>Qualification/training certificates relating to H&amp;S.</p> <p>Relevant training relating to the role, including First Aid at Work, Manual Handling, use of ladders etc.</p>
<p><b>Communication and Customer Service Skills</b> Good communication skills, and a warm, friendly approach.</p>	
<p><b>Team Working</b> Team working experience, with a positive mind set and a 'can-do' approach, together with the drive and enthusiasm to explore best practice and seek continual improvements.</p>	
<p><b>Driving Licence</b> A clean, valid driving licence.</p>	
<p><b>Safeguarding Children</b> The ability to support the School's Child Protection and Safeguarding Children Policies and Procedures</p>	



## **HOURS OF WORK**

### **Working Hours**

- Important Note: due to the nature of this role, flexibility with working hours is essential and you will be expected to work the hours that are required to fully discharge the responsibilities of this 'live-in' role. In view of this, your working hours may be subject to change each week to meet the needs of the School. However, it is anticipated that the working hours will be spread across 6 days over a 7 day week. A rest day will be included on any day Monday - Friday. Monday - Friday will include predominantly evening working until 10.30pm. In addition you should expect to work from 4.00 pm to 10.00 pm on Saturdays, and 9.00 am to 6.00 pm on Sundays.
- You will be a named keyholder and liaison person for outside organisations, such as the police, fire service and alarm companies in relation to intruders on site, alarm call-outs and other incidents involving the emergency services which may occur outside of the working hours outlined above.

### **Salary and Remuneration**

- You are required to reside in a school property for the proper performance of your duties. Accommodation is provided by way of a service occupancy agreement. The property comprises a three bedroomed cottage located on the school site with access onto Henley Road. The

property is within a short walking distance of Christchurch Park. Council tax and utility bills are paid by the School. Personal use of heat and lighting is reportable by way of P11d each tax year.

- Salaries are paid monthly in arrears on the last working day of each month by BACS. Pay is reviewed annually on 1 September (and/or in April in line with the review of the National Living Wage)
- The remuneration package for this post totals £28,572 per annum. The value of the accommodation offered is calculated to be in the region of £4,050 per annum so the actual salary payable will be £24,522 per annum. This will be paid equally over twelve months each academic year. The value of the accommodation, and salary arrangements will be reviewed annually, with the first review for this post being in September 2026. The position is classified as a Support Staff position for pay and pension purposes.
- You will be entitled to 20 working days' paid holiday per year, plus public holidays. The holiday year runs from 1 September to 31 August. One extra day's holiday may be taken for each completed 2 years' of service, up to a maximum of 5 extra days. This brings the total holiday allowance up to 25 days after 10 years' service. Annual Leave should be spread across the year with no more than 4 weekends to be taken off.
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme (with 10% employer contributions), and you will benefit from 3x salary death in service cover.
- After 3+ years' service with the School you will be entitled to generous fee remission.
- Uniforms are provided and should be kept clean and tidy and worn at all times.
- PPE clothing is supplied and is to be worn at all times when completing hazardous works.
- Staff are able to use the School swimming pool and fitness gym free of charge (in compliance with appropriate rules and regulations).
- The School runs an appraisal scheme for its support staff to assist in the review and development of their role and you will participate in this scheme. Any additional training requirements would be assessed as part of this process. The school may fund the undertaking of external qualifications as appropriate.
- Meals (breakfast, lunch and dinner) are included when on duty in this role, in the main dining hall during term time only, when the kitchen is in operation.

We would encourage you to download the full job description for this role from our website: <https://www.ipswich.school/vacancies>. Please apply using our application form. We cannot accept a CV in place of a fully completed application form for a role that involves working in a school environment.

Completed application forms should be returned **by noon Monday 23 March 2026** to: the Director of HR, Ipswich School, 25 Henley Road, Ipswich, IPI 3SG or email [hr@ipswich.school](mailto:hr@ipswich.school)

Candidates shortlisted for interview will be advised as soon as possible after the closing date and **interviews are likely to be week commencing Monday 30 March 2026**, when we will also ask candidates to undergo a competency assessment.

*Ipswich School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the job, including checks with past employers and an Enhanced Disclosure via the Disclosure and Barring Service*