



Job Title	Estate Supervisor
Responsible to	Head of Estates and Operations

Role Overview

This role plays a crucial part in managing the maintenance operations across the whole school site, which consists of buildings ranging from Grade II listed to new builds. This position is responsible for the day-to-day line management of the Estate team, planning and coordination of scheduled, preventative and reactive maintenance, both with the in-house team and external contractors when appropriate.

The post holder will also be responsible for developing and moving forward maintenance schedules and providing project support and managing project workflow when necessary. They will be responsible for improving team and resource efficiency, as well as being expected to partake in 'hands on' maintenance tasks themselves. They will participate in the department rota to cover weekend support and call-out duties when necessary.

The Estate Supervisor will coordinate the Estates team to assist other departments within the school when required, such as for events and logistical support and any other duties/tasks that the school requires to operate efficiently and effectively.

Responsibilities and Duties

- Have a practical working knowledge of basic plumbing, electrical and mechanical systems to support first-line maintenance and to liaise effectively with specialist contractors when required
- Undertake or supervise general building and repair work where appropriate, including basic carpentry, bricklaying, and decorating tasks
- Assist with small-scale refurbishment or improvement projects, ensuring works are completed safely, on time and to the required standard
- Support the planning and delivery of larger estate projects, working with external contractors and consultants as directed by the Head of Estates and Operations
- Ensure the Estate department maintains high standards of general upkeep and routine maintenance across all buildings and associated areas of the school, by carrying out regular inspections and audits
- Coordinate and ensure that all statutory, mandatory and internal servicing and maintenance tasks are carried out in accordance with current regulations and compliance

- Alongside the Head of Estates and Operations, manage the operational budget for the department, and assist with implementing effective cost control measures and procurement
- Manage the support for events and logistics across the site and liaise with other departments to ensure smooth operation and delivery of school and commercial events when required
- Attend meetings and communicate relevant information when appropriate to and from the department and to other support HoDs as required
- React to emergency situations and ensure that they are dealt with in a safe and timely manner
- Perform troubleshooting exercises to solve any arising problems
- Oversee delegation of daily tasks and maintenance requests to appropriate team members within Estates
- Ensure the schools safe systems of work are followed and health and safety procedures are implemented at all times
- Prepare weekly schedules for the Estate team members
- Oversee servicing contractors whilst on site and with the support of the Estate office ensure all documentation (DBS and insurances) are in place
- Support Estate work in other ILG schools if/when the need arises
- Carry out administrative tasks as required

Additional Duties

With training, the Estate Supervisor may need to take responsibility for maintaining the swimming pool and associated plant room during the school holiday periods. This will include carrying out regular water testing, monitoring and adjusting chemical levels, and ensuring the safe and efficient operation of all pool systems in line with health and safety standards. Full training and guidance will be provided to ensure compliance with school and regulatory requirements.

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Relevant experience within the building or maintenance industry and a good understanding of multiple trades
- Good leadership and managerial skills
- Responsible and professional approach to all areas of work in a polite and friendly manner
- Good written and verbal communication skills with others
- Confidence in working alone or with other team members
- Patience and ability to remain calm in pressurised situations
- Good organisation skills and current knowledge of safe working practices
- Understand of budgetary requirements
- Valid driving licence
- Good sense of humour

Desirable

- Previous management or supervisory experience
- Good IT skills and experience of working with Excel or Google documents
- Holds qualifications in a relevant trade, ie, City & Guilds
- Previous experience of working in an educational environment

Additional Information

- This is an all year round contract, not term time only
- The hours to be worked are 40 contractual hours per week, Monday to Friday with a one hour unpaid break each day. Due to the nature of the role, some out of hours working will be required
- Holiday entitlement will be 22 days per year (1 January to 31 December), plus 8 bank holidays. You may be required to work any public holiday when the School is open, for which time off will be given. The School reserves the right to designate up to 5 days per holiday year in order to facilitate School closure
- Benefits include a free lunchtime meal when available, free membership of the Clayesmore Sports Centre, death in service and pension benefits
- Membership of the Clayesmore Society and associated member benefits

Date prepared : October 2025

Prepared by : Head of Estates and Operations / Head of HR

Clayesmore 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 for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.