



# HOLME GRANGE SCHOOL

Heathlands Road, Wokingham, Berkshire, RG40 3AL  
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Independent Co-educational Day School

**Required for Autumn 2022**

## Head of Estates and Facilities

We are seeking to appoint a pragmatic and engaging Head of Estates and Facilities. Reporting to the Head, you will be responsible for leading and developing the estates and facilities team, including estates management, maintenance, grounds, transport, catering and cleaning services. You will work with the senior leadership team of the School and Governors to realise the masterplan reviewing and evaluating present and future projects. This role will take the lead on all estate matters. You will ensure the department takes a proactive approach, while future proofing the estate and setting environmental and sustainability strategy.

The post requires strategic vision, management expertise and practical experience. It will also carry substantial budgetary responsibility. The successful candidate will possess demonstrable experience of leading an estate across a comparable portfolio and will ideally hold a relevant estates, property or facilities qualification (although experience in such matters is more important).

You will be a strong communicator, written and orally, with a proven track-record of producing articulate reports and presentations. You will have the ability to build strong relationships working collaboratively with stakeholders and your in-house team and be prepared to be 'hands on' when required. You will have extensive experience of implementing robust and efficient systems and processes, ensuring operational effectiveness. Additionally, the post holder will be expected to provide effective leadership and management on all Health, Safety & Environmental and ISI regulatory matters.

Holme Grange is a successful, traditional Independent School with a real soul. We aim to stimulate intellectual curiosity and encourage pupils to embrace challenge. We have waiting lists in most year groups. We have high expectations, setting high standards for ourselves and our pupils. Pastoral care is the responsibility of every member of staff and is one of the many strengths of the School.

Having very successfully extended our School's excellent provision to teach to GCSE back in 2015, the School is thriving and Eaton Grange currently operates a four-form entry from Year 7.

We have innovative, forward thinking staff with an understanding of how children learn and continue to learn ourselves. We are looking for someone to join us who is willing to contribute ideas and enthusiasm, to motivate and inspire as we strive to provide the finest education, care and opportunity for our pupils.

**Holme Grange is committed to safeguarding and promoting the welfare of children. Applicants for all jobs will undergo appropriate child-protection screening including checks with past employers and the Disclosure and Barring Service (DBS) check to enhanced level. A Prohibition Check is also carried out. Holme Grange School is an equal opportunities employer.**

Pre-application visits welcomed – please phone to book a time. Full details and application form available at [www.holmegrange.org](http://www.holmegrange.org) or by telephoning 0118 978 1566. Applications will only be accepted by completion of an application form which should be submitted with a hand-written letter of application to the Head – Mrs C Robinson.

**Closing date for applications:** until the position is filled **Interviews:** as soon as possible