



Wakefield Grammar
School Foundation

YOU'LL LIKE THE WAY WE

WORK TOGETHER



ESTATES
OPERATIONS
MANAGER



Information for
Candidates

August 2025

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For further information about the Foundation please visit the website at www.wgsf.org.uk



An Introduction

Wakefield Grammar School Foundation is one of the country's leading families of independent day schools.

WGSF is conveniently located with easy access to the West Yorkshire motorway network and within walking distance of Wakefield city centre. Wakefield Westgate train station is a short 10 minute walk with regular services from Leeds, Doncaster, Sheffield, Huddersfield and London. Additionally, there are dedicated school bus services from Barnsley, Huddersfield, Pontefract and the east of Leeds.

In total the Foundation has around 1,600 pupils and around 400 employees covering both teaching and support staff. Governance comes from a governing body comprising of 11 Governors with a broad range of skills and experience. The Governing board provides robust and conservative governance through a well established committee structure. Total income for the Foundation is around £24m annually, making the Foundation one of the largest groups of independent schools in the region.

The Foundation's Aim

The Foundation has a vision of enabling long lasting contributions to society through a shared joy for learning.

The Foundation is committed to providing education in a supportive, engaging and inclusive environment that inspires individuals to develop their abilities, strengthen their character and fulfil their potential.

The Foundation will maximise the potential and educational opportunity for all those with the academic ability to access the curriculum by encouraging the pursuit of excellence, providing high quality teaching, outstanding pastoral care and an extensive range of co-curricular activities. They will embrace as wide a cross section of the community as possible and support students irrespective of their social or economic background.

At Wakefield Grammar School Foundation we know diversity fosters creativity and innovation. We are committed to quality of opportunity, to being fair and inclusive, and to being a place where all belong.



The Role

Wakefield Grammar School Foundation is seeking a proactive and experienced **Estates Operations Manager** to oversee the day-to-day operations of our large and varied estate in the heart of Wakefield. The role includes managing maintenance, security, compliance, and cleaning across multiple historic and modern school facilities.

Key Responsibilities:

- Lead daily operations and maintenance across Foundation sites
- Manage caretaking, cleaning, grounds, and joinery teams
- Maintain statutory compliance and safety systems (fire, legionella, etc.)
- Run the Estates Helpdesk and maintain accurate records
- Manage contractors and support small-scale projects
- Oversee budgets and procurement within assigned areas

What We're Looking For:

- At least 2 years of experience in facilities or estates management
- Strong leadership and communication skills
- Sound understanding of H&S, fire safety, and maintenance planning
- IOSH/NEBOSH or FM-related qualifications (desirable)
- Experience in education or similar sectors (preferred)

This is a hands-on management opportunity to support the operations of a prestigious educational Foundation

Closing date: 9.00 am on 11th September 2025.

Further details and information on how to apply can be obtained from the recruitment section of our website www.wgsf.org.uk/employment-opportunities/ or by emailing the HR Department at hr@wgsf.net



Job Description

Reporting to: Facilities Manager
Responsible for: Cleaning Team, Head Caretaker

Purpose of the role:

The Estates Operations Manager will lead the day-to-day operations and deployment of Caretaking, Cleaning and Maintenance Staff across all school sites.

Main Duties and Responsibilities:

- Management of day to day cleaning, pool and caretaker operations
- Management of staffing rotas and tasking of teams to ensure that the operational estates needs of the school and trading subsidiary are met
- Recruitment, development and management of staff (porters, cleaners)
- Operational standards monitoring (cleaning performance) and Pool Standards
- Provision of management information, including payroll information, on a timely basis as required
- Ordering, distribution and management of team equipment and consumables ensuring value for money and efficient stock control
- Close liaison with the Head of Estates, Facilities Manager and Facilities Coordinator to ensure joined up efficient and effective estates management
- Health and safety, safeguarding compliance of team

Person Specification

The following person specification indicates areas of qualification and training, experience, knowledge and understanding, skills, behaviours and additional requirements. (E) are essential and (D) are desirable. These will all be measured by application form, interview or certification

Experience

- At least 2 years' experience as a manager of an operational premises support team (E)
- Experience of delivering cleaning or caretaking services on a comparable scale (E)
- Facilities Management experience in a School or College setting (E)
- Helpdesk operations experience (D)
- Educational sector experience (D)

Knowledge

- Good working knowledge of health and safety as it relates to cleaning and caretaking (E)
- Knowledge of swimming pool operating standards (D)
- Knowledge of safeguarding and child protection aspects of site and facilities management (D)

Skills and competencies

- Good communication skills (E)
- A track record of effective operational line management (E)
- The ability to plan and allocate resources and to react as appropriate to contingencies (E)
- Confident with general IT and Software applications (E)

Behaviours

- Personal integrity honesty and reliability (E)
- An evidenced commitment to inclusion (E)
- Tenacity and resilience (E)

Terms of Appointment

Contract

This is a permanent position. The appointment is subject to the satisfactory completion of a probationary period of 6 months.

Appointment Date

To commence as soon as possible

Hours of Work

Full Time- 37.5 hours per week

Salary

£35, 724 pa

Pension Scheme

We offer a defined contribution pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

Parking

Free on site car parking

Lunches

Subsidised school lunches (term time only).

Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Discounted Shopping
- Health Cash Plan
- Eldercare Concierge
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation
- A dedicated, well qualified and experienced teaching team, SLT and middle leaders
- A board of Governors who are passionate about the school and bring a wide range of expertise
- A School with Strong community Links and a supportive parent body

Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.

How to apply

Further details and information on how to apply can be obtained from our website www.wgsf.org.uk or by contacting the HR department at hr@wgsf.net.

The closing date for applications is 9.00 am on Thursday 11 September 2025 .

Interviews are expected to be held w/c 15 September 2025.

