



Seckford Foundation

a foundation for life



Work With Us
Head of Estates
Application Pack

Head of Estates

£52,000 - £58,650 depending on experience

37.5 hours per week, full-time

We are looking for a Head of Estates to join the Seckford Foundation, working across one of Suffolk's most beautiful and diverse portfolios. Spanning over 60 acres and encompassing Woodbridge Prep and Senior Schools, Seckford Theatre, Seckford Care, which includes a range of historic and modern properties, this is a rare opportunity to be part of shaping the future of a prestigious and community-focused organisation. You will be at the heart of delivering operational excellence across Maintenance, Grounds, and cleaning teams, ensuring every site is safe, efficient, and visually outstanding.

This high-impact leadership role calls for a dynamic, hands-on professional who thrives in a fast-paced environment and is passionate about delivering exceptional service to a wide range of stakeholders. With a strong emphasis on actively listening to, considering, and implementing perspectives from across the Seckford Foundation to ensure inclusive and effective decision making.

If you're ready to make a lasting difference in a role where no two days are the same, we'd love to hear from you. To apply for this role, please click on the link and complete the application form. A CV and covering letter will not suffice.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Closing date: 8th July 2025

Interviews W/C: 14th July 2025

We reserve the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.

The Seckford Foundation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).



Job Description

Job Title: Head of Estates	
Department: Operations	
Hours: 37.5 hours per week, full-time	Accountable to: Director of Operations
<p>Job Purpose:</p> <p>The Head of Estates will play a critical leadership role in delivering operational excellence across the Maintenance, Grounds and Cleaning departments within the Seckford Foundation, which includes Woodbridge Prep and Senior Schools, Seckford Theatre, Seckford Care as well as other properties within the local area, covering approximately 60 acres. The Head of Estates role is responsible for the effective maintenance, presentation, and operation of all the Seckford Foundation sites and properties, ensuring the highest level of visual standards at our beautiful locations. The role will also be responsible for providing a safe, compliant, efficient and cost- effective environment for all stakeholders. This is a highly visible delivery role, which requires an individual who can effectively manage their team in a dynamic and fast-paced environment to deliver an excellent customer experience to all the Foundations Stakeholders.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none">• Oversee the development and delivery of plans for maintenance and development of the School and Care estate, from routine PPM to major renewal projects.• Develop and implement the strategy and programme for capital expenditure on the estate, including delivery of the strategic 10-Year Plan, and overseeing project delivery within schedule and budget; working with internal and external project managers, professional teams and stakeholders.• Accountable for the management of estates-related third-party suppliers, including grounds and building services contractors.• Ensure tender processes adhere to procurement procedures, with clarity of brief and accountabilities to ensure that the best value contracts are achieved.• Set up clear SLAs with all suppliers to ensure optimum levels of service are achieved.• Proactively manage and regularly review performance of all third-party suppliers.• Oversee in-house teams (maintenance, caretaking, grounds and cleaning) to deliver an effective and efficient service.• Act as ambassador to ensure effective working relationships with key stakeholders on building and maintenance projects at both Care and School sites.• Ensure the application of industry-wide best practice.• Chair regular Estates meetings, to ensure all areas of the department are joined up and working seamlessly. Troubleshoot and resolve problems as they arise.• Attend Executive and board/committee meetings when required, to represent the Estates Department and report on departmental activity.• Working with the Operations and Finance team, establish a transparent and auditable system of contracting.• Lead on all aspects of Health and Safety across the Foundation, ensuring full compliance with relevant legislation, conducting regular risk assessments, maintaining accurate records and promoting a culture of safety amongst staff, contractors, pupils and residents.	

Knowledge, Experience and Qualifications

- At least 10 years' experience of estates management, ideally within a comparable industry.
- Degree educated or equivalent experience, ideally within a relevant field.
- Qualified in or working towards a professional qualification in Facilities Management, such as IWFM or AssocRICS and associate IEMA.
- Proven experience of strategically leading a customer facing FM team and have demonstrable experience in creating a culture of service excellence.
- Extensive experience in people management including mentoring, motivating and developing staff.
- Track record of managing third-party suppliers and sub-contractors to deliver optimum Performance.
- Sound understanding of plant and building maintenance.
- Experience in delivering large capital building projects.
- Experience working in a School or not for profit environment desirable but not essential.
- Previous senior management experience.

Skills and personal attributes

- Excellent organisational and planning skills, including the effective performance management of external supplier.
- Strong presentation, influencing, coaching and communication skills, in both oral and written forms.
- Strong interpersonal skills, with the ability to influence and build productive relationships at all levels, internally and externally.
- Excellent stakeholder management skills that demonstrate as appropriate balance between diplomacy, customer service and assertiveness.
- Highly effective at prioritisation, able to manage multiple priorities, drive forward strategic projects while effectively prioritising more immediate, reactive work.
- Forward looking, innovative thinker with an ability to identify the opportunities offered by technology to improve Facilities Management and delivery of estates services.
- Effective, evidence-based decision making. Able to analyse and evaluate data, identify pros and cons and risks to make decisions that take account of the wider context, including legal frameworks, diversity and sustainability.
- Well-practiced and effective at identifying risks and acting upon early warning signs of emerging issues. Capable of providing a decisive response to delivery risks and issues.
- Manages complexity, identifies the main issues in complex problems, takes steps to clarify understanding and develops suitable solutions.
- Ability to see the big picture and consider the cumulative impact on own business area of implementing change (culture, structure, service and morale).

This job description is not exhaustive, and it is expected that the post-holder will be flexible in their approach, and undertake any reasonable duties as requested.

General Responsibilities Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to The Seckford Foundation's Health and Safety Policy and health and safety law.

Child Protection/vulnerable adults statement

The Seckford Foundation is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS background check to the Foundations requirements before starting in work for the school.



Person Specification

Education and Qualifications	E	D
Educated to Degree level.		✓
Qualified in or working towards a professional qualification in Facilities Management, such as IWFM or AssocRICS and associate IEMA.		✓
Knowledge and Experience		
Sound understanding of plant and building maintenance.	✓	
Previous senior management experience.	✓	
Experience working in a School or not for profit environment.		✓
Skills		
The ability to work co-operatively with others to inspire and motivate.	✓	
Clarity of thought and excellent organisational skills.	✓	
Excellent organisational and planning skills, including the effective performance management of external supplier.	✓	
Effective, evidence-based decision making.	✓	
Highly effective at prioritisation, able to manage multiple priorities, drive forward strategic projects while effectively prioritising more immediate, reactive work.	✓	
Safeguarding		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.	✓	
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of vulnerable adults.	✓	
Personal Qualities		
Willingness and ability to be flexible and open to change.	✓	
Excellent stakeholder management skills that demonstrate an appropriate balance between diplomacy, customer service and assertiveness.	✓	
Work well with the team but also able to work effectively alone.	✓	
Ability to remain calm and function well under pressure.	✓	
Other		
Driving licence.		✓

Benefit Statement

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
School Fees	School fee remission may be available depending on individual circumstances after successful completion of probation period.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to the Employment Assistance Programme

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:
<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating "Head of Estates" in the title line to recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to People Team at:

Woodbridge School

Marryott House

Burkitt Road Woodbridge

Suffolk

IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.

