

# ESTATES MANAGER



## WILSON'S SCHOOL



# AN INTRODUCTION FROM THE HEAD



Thank you for applying to work at Wilson's. I have been the Head here since 2014, having joined the school seventeen years ago, and can genuinely say that it is a wonderful place to work. Our efforts were recently recognised by The Sunday Times which named us as State Secondary School of the Decade. Our focus on excellence, alongside a culture where "everyone is valued", was also recognised in the outcome of our Ofsted inspection earlier this academic year, being awarded an Outstanding judgement in every category.

Our staff are our greatest asset. Morale is high because there is a sense of mutual endeavour at all levels. We have a tradition of seeking views from members of staff about how the school can be improved and there is a culture of praise and good humour. There is a lively staff room and much beyond that to build a sense of collaboration. Senior leaders are highly visible at Wilson's and you will likely bump into us regularly on the way to our own lessons or doing duties alongside colleagues at lunch and break.

Wilson's was founded in 1615 when the vicar of Camberwell, Edward Wilson, obtained letters patent from King James I to the effect that "for all time to come there shall be one Grammar School for the education, institution and instruction of children and youths in Grammar to be called The Free Grammar School of Edward Wilson". From its beginnings as a local grammar school in inner London, and almost fifty years on from its relocation to Wallington in Surrey, the school has become established as one of the finest boys' state funded schools in the country. It continues to embody the ethos of a grammar school in providing the opportunity of a first class academic education to children regardless of their financial status or social standing, alongside first rate pastoral care.

Despite the challenge of recent years the school has never been stronger than it is today. Our academic profile is very impressive; our staff are first rate; the school is hugely oversubscribed; our financial position is sound and our facilities are excellent. More importantly, the school has a strong sense of its distinctive identity; our students and our staff have a genuine pride in the school and its achievements and derive great satisfaction and pleasure from their work here. The values of excellence and ambition in all aspects of the school's activity are deeply rooted and explicitly supported by all sections of the school's community. Our students, nearly all of whom continue into the sixth form, leave with rich and varied experiences gained both within and outside the classroom that have helped to make them impressively well rounded, engaging and deeply civilised human beings.

I would encourage you to familiarise yourself with the school's website which contains a wealth of information about the school, its ethos, curriculum and activities and of course our Ofsted report, which confirms so much of what we value about the school. You might also enjoy our introductory video at: [www.wilsons.school/prospectus/](http://www.wilsons.school/prospectus/).

I very much look forward to receiving your application for this post and would encourage you to get in touch if you would like any further information!

A handwritten signature in blue ink, reading "N J Cole".

N J Cole  
Head



# FROM THE STAFF AT WILSON'S

*"Staff wellbeing and workload are considered very carefully. Consistently the actions taken speak louder than words and this helps manage workload and leads to a happy and social team."*  
(Sam, Teacher of Chemistry)

## **Sarah joined Wilson's in 2022**

I joined Wilson's as HR & Payroll Officer. Each day presents a new challenge which I am thoroughly enjoying turning into learning opportunities.

Wilson's is a great place to work and has shown me first hand that it is a friendly, team-oriented environment, is sensitive to balancing work and personal time and is always ready to provide assistance or education to help learn new skills.

Successes, milestones and achievements across the school are always recognised through all staff, including a wonderful evening out recently to celebrate achieving an Outstanding Ofsted rating. I am excited to see what the future holds for me at Wilson's.

## **Tim joined Wilson's in 2018**

I have worked as an educational fundraiser for the last twenty-two years in seven prestigious UK independent and state schools. Of all the schools I have worked with, Wilson's is by some distance the most impressive. At the heart of the school is a welcoming, open, inclusive and supportive culture. The leadership of the school is outstanding and the Senior Leadership Team is complimented by a skilled and experienced Board of Trustees. It is a joy to come to work every day at Wilson's and to be amongst some of the best practitioners and finest human beings you will find anywhere.

## **Sam joined Wilson's in 2020**

I previously worked with a former student of the school and only heard of positive experiences. Upon further inspection the school's expectations and teaching is of the highest regard. Meeting the passionate, caring and intelligent young people all around the school verified more than the examination results.

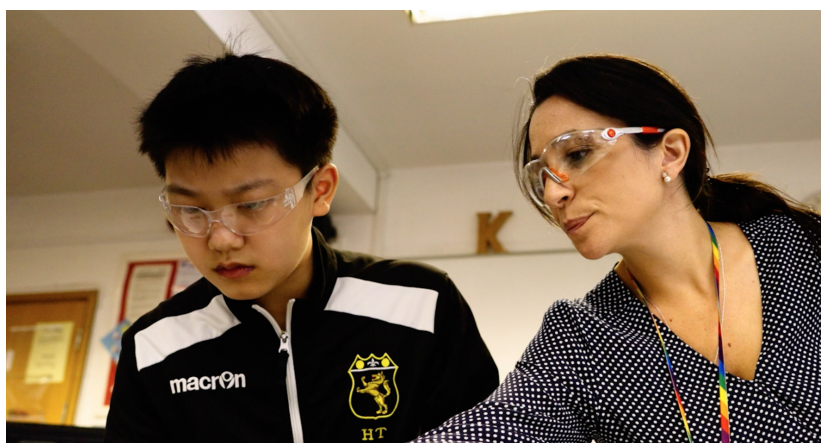
Staff wellbeing and workload are considered very carefully. Consistently the actions taken speak louder than words and this helps manage workload and leads to a happy and social team.

Research based professional development is of a very high standard. Authentic methods rooted in good classroom practice mean a high success rate is achieved.

Strong exam performances may lead to assumptions that Wilson's is solely academically driven. In reality, there is a strong ethos ensuring the students are expanding their horizons culturally and stimulating any passions from the beginning of their school career. The resulting boy becomes a well-rounded young gentleman both capable and resilient for any challenge they may face.

## **Naomi joined Wilson's in 2018**

I can honestly say that I have never felt so supported in my job as I do here at Wilson's. The emphasis from the very start of my career here was for me to be able to settle into my role and really understand it. I have always been given the time and the opportunities to grow. I really feel confident and able in my role and that is purely down to the mentoring I have received. The leadership here is understanding, flexible and fair and the focus is on nurture and development. As a member of Support Staff, I really feel like a part of an important team. There is a real sense of calm professionalism around the school. Everyone is so friendly and there's plenty of opportunity for getting together and having fun!





*"I arrived at Wilson's over 20 years ago and very quickly realised I didn't want to leave." (Phil, former Director of Key Stage 3)*

#### **Phil joined Wilson's in 2001**

I arrived at Wilson's over 20 years ago and very quickly realised I didn't want to leave. I quickly found that once I had established myself in the school I could enjoy my lessons and have lots of fun in the classroom with highly able, motivated and often very amusing pupils. I have also been lucky enough to work with really generous, kind and supportive colleagues who always go the extra mile. There is a very active staffroom committee (Team Fun!) and people are always up for a night out (or a run, or a game of football or a cycle ride...).

My main role over the last decade or so has been Head of Year in the Lower School and it has been a privilege looking after these bright, young individuals, helping them settle into high school life. I have always found Wilson's to be a very nurturing environment for pupils and colleagues alike and I have loved my time here. I have also accompanied a lot of trips to Germany (and Wales and Iceland) but the undoubted highlight was when I was invited to go to Barbados with the first X1 cricket team; I don't know how I pulled this off but it was a great 10 days!

#### **Caitlin joined Wilson's in 2006**

My first role at Wilson's was a part time one, as Clerk to the Governors. It suited me perfectly at the time because I was able to enjoy intellectually challenging and fulfilling work whilst also being able to focus on my young family. I went on to take a more senior role in 2013 and have continued to enjoy the intellectual challenges and the development of my career.

No day is the same - my work is extremely varied. The staff (leaders, teachers, administrative, technical and support) are professional and very hard working. Relationships with colleagues are respectful, supportive and good humoured and warm. We all want the same thing - the success of the school and its pupils. I am very proud to be associated with Wilson's.



# STAFF WELLBEING AND DEVELOPMENT

*"Pupils' behaviour is exemplary and the atmosphere is warm. Professional relationships between pupils and staff are respectful. This creates a harmonious and collaborative community.... Leaders manage staff's workload well and staff appreciate the support for their well-being." Ofsted, 2022*

There are many benefits to working at Wilson's. It is a vibrant place to work, with lots of opportunities for staff to get involved.

- The school is a cheerful place to work, with professional relationships characterised by warmth and good humour.
- Pupils are a pleasure to work with and be around. They are particularly proud to be at the school and they work hard and treat school staff with respect and good manners.
- There is very strong provision for the welfare of pupils. Pupils of all ages behave very well.
- We have an active Staff Association which organises social events alongside staff yoga, football and more!
- We have a brand new full equipped fitness suite on site.
- We appreciate the importance of family and will do our best to enable members of staff to attend important events.
- The Wilson's School Charity Trustees provide complimentary tea and coffee for staff and little treats at several

points in the year! They have also been known to fund significant events as a way to acknowledge and thank all staff for their hard work and dedication such as the recent formal dinner event at Lincoln's Inn.

- All members of staff can raise questions, suggest innovations and acknowledge the contribution of colleagues via a formal process each half term.
- All leaders within the school operate an 'open door' approach so that queries are answered and problems solved quickly.
- There is a professional learning programme in place for all support, technical and administrative staff. The core element of the programme provides regular sessions for all members of the support team designed to develop knowledge in areas including safeguarding, data protection, first aid, IT, health and safety, pupil behaviour and time management. This is supplemented by further optional sessions that are offered based on demand.
- All support, technical and

administrative staff are encouraged to identify personal training and development needs and where appropriate internal or external training is provided.

- Members of the support, technical and administrative staff have access to the Local Government Pension Scheme.
- The school benefits from extensive free parking on site.



*Not familiar with the area? If you do not know the area well, the school is well connected to all areas of London and Surrey by rail and bus. Unusually for London, we have extensive free parking on site.*





# ADMISSIONS

The school is undoubtedly one of the most popular and well-regarded schools in the country.

We draw our students from a wide area, although approximately 70% live within a five mile radius of the school. The remaining students travel from other inner London boroughs and from Surrey. Good public transport makes the school accessible from a wide area.

Students are selected by examination. The school collaborates with other South London grammar schools in running a Selective Eligibility Test as a first round selection test. In 2022, approximately 3,000 boys sat this test and over 1,000 were passed for the second round tests. We examine students in challenging Mathematics and English tests that we write and mark ourselves.

We receive applications from between 150 and 200 students a year to join the Sixth Form. Each year we admit a small number of these.



[www.wilsons.school](http://www.wilsons.school)





# CO-CURRICULAR ACTIVITY

Activity outside the classroom is intrinsic to the character of Wilson's. The experiences that students gain through participation in these activities are among the most enriching and rewarding aspects of their school life and they derive much enjoyment from them.

*"An exceptional enrichment curriculum in all years gives pupils rich and varied experiences." Ofsted 2022*

One of our key aims is to ensure that all pupils participate in co-curricular activity and this is supported by a number of different structures at the school, not least the House System, which provides for a full range of competitive and charitable activity.

A number of very well developed activities, all of which are marked by genuine excellence, lie at the heart of the school's extra-curricular and co-curricular offering. School sport is exceptionally strong. Football and cricket are the school's main sports: in a typical year, as many as four hundred football fixtures will be played. The school is a badminton academy and we are one of the country's most successful badminton schools. The Sports department aims to develop elite sportsmen alongside the parallel objective of securing the widest participation. Simple participation is valued and encouraged for its own sake and forms the foundation for a developed competitive structure.

Music is equally strong, providing an extensive range of opportunities for involvement and participation. There is a full range of ensembles, orchestras and choirs and standards of performance are very impressive. Other equally strong and impressive aspects of the school's provision include the very well supported and run CCF, the Duke of Edinburgh Award (bronze, silver and gold), drama, chess and debating.

It is important to stress that at Wilson's we do not have a hierarchy of talents. We excel in a wide range of areas but we do not see ourselves as defined by any one of them in particular. We simply want boys to find something to immerse themselves in that they enjoy.



# PASTORAL CARE

The pastoral system of the school is a particular strength and does much to maintain high levels of motivation and wellbeing among the students.

*"Pupils' behaviour is exemplary and the atmosphere is warm." Ofsted 2022*

Our aim is to provide scope for every student to explore his own strengths, to understand and begin to tackle his weaknesses and to develop teamwork skills. We aim to support students in developing a resilient, optimistic, confident and ambitious outlook. NON SIBI SED OMNIBUS (not for oneself, but for all) defines all that we do.

Each key stage has its own Director who manages a team of Year Heads. Pastoral support is provided by a team of tutors who monitor progress and deal with any difficulties promptly. Each form group has two tutors and so we really know our boys.

We strive to be a caring community and to provide a challenging environment in which everyone feels valued and accepted and, consequently, can have the self-confidence, motivation and opportunity to fulfil their potential. Behaviour management systems in the school are good-natured but firm, with a strong emphasis on educating pupils in self-discipline and in adopting a positive and public-spirited approach.

Relationships between students and staff are very positive, a feature of the school frequently commented on by visitors. The excellent relationships between teachers and students make Wilson's a very pleasant school to work in. The students are engaging, courteous, well-motivated and well behaved.





# WILSON'S SCHOOL ESTATES and PREMISES DEPARTMENT

*"Pupils thrive in a culture of high expectations." Ofsted 2022*

The school enjoys a large and open site with buildings and extensive playing fields in Wallington, right on the administrative border between Sutton and Croydon. The original buildings were constructed in 1975 when the school first moved from Camberwell in South London to the Wallington site. There have been later additions through the years as the number of pupils has grown. The most recent additions are the Lower School which opened in 2015 and the Britton Centre which was officially opened by HRH Princess Eugenie in January 2023. The Britton Centre provides a home for the school's thriving music department with teaching classrooms, practice rooms and a Recital Hall. It also houses a new, fully equipped Fitness Suite.

During the school day, the pupils are able to use the Astro turf courts that adjoin the playing fields at the eastern border of the school site. This part of the site is held by the charity, the Wilson's School Trust CIO, and is leased to Power League Limited who maintain the site and run a 5 a side business outside of school hours.

The school buildings are open by 7am Monday to Friday and close at 10pm. We are also open on Saturdays and Sundays for school sports fixtures and lettings.

The Estates department consists of the Estates Manager and two skilled members of the general maintenance team (one full time, the other 3 days a week) and a further member of staff who manages the car park gates at the start and end of the school day and undertakes PAT internally. There is also a Warden (our term for caretaker) on duty at all times the school is open, with responsibilities for locking and unlocking, light maintenance and portage. The Warden is provided by a third party contractor, but the Estates Manager is responsible for their deployment.

The buildings and premises are well maintained and we have high expectations for the standard of presentation of the school's facilities, ensuring that the limited financial resources available to the school via its state funded budget are deployed to the best effect. There are always ways in which the premises can be improved and we are seeking someone to take on the role who has the drive to maintain high standards and champion the continuous development of the school estate.

When it was founded, the school was based in Camberwell and the buildings that it occupied in south London (one Grade II listed Victorian building and a block constructed in the 1960s) remain in the ownership of a charity, the Wilson's School Foundation CIO. These buildings are occupied on long lease by the University of the Arts, London and it is envisaged that the Estates Manager will play a role in supporting the charity trustees in their relationship with their tenant.



# THE OPPORTUNITY

This is a rarely available opportunity which would suit an experienced individual looking for a new challenge in a welcoming environment.

## Personal Specification

### You will have experience of:

- Premises and/or facilities management
- Line management of staff
- Managing time and workload to meet deadlines
- Hands on management of maintenance issues where appropriate
- Budget preparation and control
- Preparation and implementation of risk assessments
- External audits

## Remuneration

- Remuneration will be on Scale range 32-37, £40,614 to £45,834. All members of the support staff are part of the Local Government Pension Scheme.

## Personal Attributes

### The successful candidate will:

- Be committed to the safety, wellbeing and safeguarding of pupils
- Be organised
- Be conscientious
- Be accurate and have attention to detail
- Be a role model to pupils
- Have the ability to keep calm under pressure
- Have the ability to exercise judgement confidently
- Have the ability to work independently

and use their own initiative

- Have a solution focussed attitude
- Have a commitment to equality and diversity in practice and behaviour.
- Flexibility to work occasional unsocial hours.

## Qualifications and Training

### The successful candidate will ideally:

- Have a degree level qualification or equivalent professional qualification in building services or building surveying qualifications
- Have qualifications in facilities management
- Have qualifications in health and safety e.g. IOSH or NEBOSH or equivalent
- Have practical qualifications or knowledge e.g. electrics, plumbing, surveying or engineering
- Have a driving licence.

## Skills

### The successful candidate will:

- Have excellent communication, negotiation and interpersonal skills
- Have ability to present technical information clearly in writing
- Have ability to exercise tact, diplomacy and discretion.

## The Application

You should complete the application form and submit a covering letter, addressed to the Head, Mr N J Cole, which outlines how your experience and qualifications demonstrate your suitability for the post.

Whilst the closing date is 9am on Monday 5 June 2023, we may interview prior to this and therefore actively encourage early applications. Further details and an application form can be downloaded from our website. We are always delighted to talk about the school and so do please contact Hazel Ware, the Head's PA on 020 8773 2931 ext 2103 if you would like to do so.

Applications may be submitted by email to Mrs H Ware at:  
[hw@wilsonsschool.sutton.sch.uk](mailto:hw@wilsonsschool.sutton.sch.uk)

Or by post to:  
Mrs H Ware, Head's PA,  
Wilson's School,  
Mollison Drive,  
Wallington,  
SM6 9JW





# SAFEGUARDING AND CHILD PROTECTION POLICY

Please read the Wilson's School [Safeguarding and Child Protection Policy](#) which includes information on the employment of ex-offenders.

## REHABILITATION OF OFFENDERS ACT 1974

(Exceptions) Order 1975 (as amended)

Wilson's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As employment with Wilson's School allows access to children and young people this legislation entitles us to ask applicants for employment to disclose ALL cautions and convictions even if they are "spent" (unless they are protected as defined within the rules). Prior to employment we will obtain an

Enhanced Disclosure from the Disclosure and Barring Service revealing details of all unprotected convictions and cautions, both unspent and spent, and also any intelligence information which a chief officer of police reasonably believes to be relevant to the application. Any offer of employment will be subject to clearance, satisfactory to Wilson's School, that you are suitable for employment within the category of the post applied for.

## EQUALITY

Wilson's School wants to meet the aims and commitments set out in its equality duty plan when considering applicants for employment. This includes not discriminating under the Equality Act 2010 on the basis of a protected characteristic (sex, race, age, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity). Wilson's School also

ensures it has due regard to the need to eliminate discrimination and other conduct that is prohibited by the act; advance equality and opportunity among people who share a prohibited characteristic and people who do not share it and to foster good relationships across all characteristics, between people who share a protected characteristic and people who do not share it.

