



# Job Description

## Job Title

|              |   |
|--------------|---|
| Job Title    | Site and Maintenance Manager  |
| Location     | Ufton Court, Green Lane, Ufton Nervet, Reading, RG7 4HD               |
| Salary       | £35,000 circa per annum   |
| Contract     | Permanent   |
| Holiday      | 25 days   |
| Reporting to | Head of Facilities  |
| Closing date | Sunday 5 <sup>th</sup> January 2025 but reviewing on a rolling basis. |

## About Ufton

Ufton Court is an inspirational educational trust that provides transformative outdoor learning experiences for children and young people, including those from disadvantaged or trauma-affected backgrounds. Nestled in the Berkshire countryside, our site includes a historic manor house, a barn for weddings and events, educational facilities, and extensive grounds.

As part of our mission to create safe, nurturing, and therapeutic environments for learning and well-being, our facilities are central to providing exceptional experiences for all who visit. The Site and Maintenance Manager plays a crucial role in ensuring our estate is well-maintained, secure and welcoming for all users.

## Role Overview

The Site and Maintenance Manager is responsible for the overall management, maintenance and development of the Ufton Court site, including buildings, grounds and equipment. This role ensures the site remains safe, secure and compliant with all regulatory standards while aligning with Ufton's mission and trauma-informed approach. The postholder will lead on day-to-day operations, contractor management and proactive planning for long-term improvements to facilities and infrastructure.



## Key Responsibilities

### Facilities and Site Management

- Oversee the maintenance, repair and upkeep of all buildings, grounds and infrastructure, ensuring a high standard of safety, cleanliness and usability.
- With the Head of Facilities, develop and implement a planned preventative maintenance schedule for the site, including electrical, plumbing, roofing and other key systems.
- Manage all utility services, including water, electricity, oil and heating, ensuring cost-effectiveness and sustainability.
- Coordinate regular site tidying and maintenance tasks with the internal team.
- Take responsibility for site security, including managing access control and alarm systems.
- Coordinate seasonal site adjustments, such as summer and winter preparations, including heating systems, external lighting and insulation.

### Health, Safety and Compliance

- Ensure the site complies with all statutory health and safety requirements, including fire safety, electrical testing, water hygiene, asbestos management and manual handling.
- Maintain accurate records of inspections, maintenance and compliance checks.

### Team Leadership and Contractor Management

- Lead and manage site staff ensuring all work is carried out to agreed standards and within budget.
- Act as the primary point of contact for contractors, overseeing procurement, contracts and quality control.
- Coordinate regular site tidying and maintenance tasks with the internal team.

### Event and Operational Support

- Provide operational support for events, weddings and educational activities, ensuring facilities are prepared and functioning optimally.
- Collaborate with the education and events teams to address specific requirements, such as AV equipment, room setups or additional services.

### Sustainability and Environmental Management

- Develop and implement strategies to improve the site's environmental sustainability, including waste reduction, recycling and energy efficiency.
- Lead on initiatives to protect and enhance the natural environment, such as tree planting, biodiversity projects and maintaining wildlife habitats.



## Budgeting and Strategic Planning

- Prepare and manage the site and facilities budget, ensuring cost-effective solutions and value for money.
- Contribute to long-term strategic planning for site development and infrastructure improvements.

Please note that the responsibilities listed are not exhaustive and this job description may be subject to change as the role evolves over time.

# Person Specification

## Qualifications and Skills

- Proven experience in facilities management, estate management or a similar role.
- Strong knowledge of health and safety regulations and compliance requirements.
- Experience in managing a team and maintenance schedules.
- Excellent organizational and project management skills, with the ability to prioritize tasks effectively.
- Strong problem-solving skills and attention to detail.
- A proactive and flexible approach, with the ability to respond to urgent issues outside regular hours if required.
- Good written and verbal communication skills.
- Competency in IT systems for communication, record-keeping and compliance tracking.

## Desired Skills and Qualifications

- Relevant professional qualifications or trade
- Experience working on a heritage or listed site.
- Knowledge of trauma-informed approaches or experience working in environments supporting children and young people.
- Understanding of environmental management and sustainability practices.

## Personal Attributes

- Alignment with Ufton Court's values.
- A collaborative and team-oriented approach with strong interpersonal skills.
- A hands-on attitude with the ability to work independently and take ownership of responsibilities.
- A commitment to continuous professional development and learning.



## Additional Information

- This role requires a DBS (Disclosure and Barring Service) check due to working in close proximity to children and young people.
- Access to your own transport is essential, as Ufton Court is in a rural location.
- Occasional evening or weekend work may be required to support events or address urgent maintenance issues.

To apply, please submit your CV and a cover letter outlining your suitability for the role and how you align with Ufton's values to [recruitment@ufton.org.uk](mailto:recruitment@ufton.org.uk).

We will only consider applications that provide a covering letter.

Closing date: 11:59pm Sunday 5<sup>th</sup> January 2025

We are keen to have someone in place soon so are interviewing candidates on a rolling basis, so do apply early.

Ufton is an equal opportunities employer and welcomes applications from all suitably qualified candidates, especially those from underrepresented communities. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Barring Service) check and at least three references.

