



**Assistant Domestic Bursar/Project Manager
Full-Time
November 2017**

Gardener Schools Group takes a modern and pioneering approach to every aspect of school life, recognising and enhancing the individual abilities of each child and placing emphasis on confidence, self-esteem and creativity.

The Group owns Ravenscourt Park Preparatory School (London, W6) and Kew Green Preparatory School (London, TW9), both highly successful schools providing education of the highest quality for boys and girls. Kew House School is GSG's third school, a co-educational secondary school for pupils aged 11 to 18 years. KHS is pioneering and modern whilst retaining the best of the traditional values in evidence at the GSG preparatory schools.

A vacancy has arisen for an Assistant Domestic Bursar/Project Manager, the successful candidate will be an experienced and enthusiastic graduate. This is a full time post available from November 2017. The school operates its own pay scales and will offer salary commensurate with experience and the nature of this role, **circa £28-£32,000**.

Located at Kew House School and reporting to the Domestic Bursar the Assistant Domestic Bursar (ADB) will be responsible for managing and developing the school's facilities in an innovative and cost effective way and assist the Domestic Bursar with those duties which fall within his remit.

The post will have responsibility for the day to day operational management, development, maintenance, safety and security of the buildings, plant, and contractors, to provide a safe environment while responding to the needs of the school and its functions.

You will take responsibility for projects as they arise managing them from development to completion. With strong interpersonal and communication skills, you will have a proactive approach to your work. Organisation and negotiating will be a strength of yours and you will have the ability to

manage and oversee multidisciplinary teams. Your technical and technological knowledge will be strong and finance and budgetary experience both operationally and strategically are advantageous.

Your normal place of work will be in the Domestic Bursar's Office located in Kew House School (but you will also work at such other places as the School may from time to time direct). From there, you will manage the projects in which you are involved and liaise with relevant departments and authorities as appropriate.

General Duties

- Act as domestic bursar lead in the absence of the Domestic Bursar. You will be required to be knowledgeable of all projects and activities undertaken by the Domestic Bursar.
- Manage projects which will require planning, consultation with stakeholders, costing, negotiating with contractors where relevant, and implementation.
- Assist the Domestic Bursar in maintaining a planned maintenance programme for the schools.
- Assist in maintaining the high-quality standards of the premises and equipment of the schools.
- Expected to stand-in where there may be temporary shortfalls in staff resources for activities related to this job description.

Assistant Domestic Bursar/Project Manager

Salary circa £28,000 depending on experience

Required from November 2017

The Gardener Schools Group owns Ravenscourt Park Preparatory School (London, W6), Kew Green Preparatory School (London, TW9), both highly successful schools providing education of the highest quality for boys and girls and Kew House School a co-educational secondary school for pupils aged 11 to 18 years.

We are seeking to appoint an experienced and enthusiastic graduate Project Manager/Assistant Domestic Bursar

Key Requirements:

- Graduate level education and facilities/project management experience
- Ability to take responsibility for operational management of the safety and security of the school environment
- Ability to manage development and maintenance projects through to completion, managing multidisciplinary teams
- Well-developed technical and technological skills
- Understanding of finance and budgetary control at an operational and strategic level
- Strong interpersonal, communication and negotiating skills

The school is committed to staff development and this position will provide a good springboard for further promotion within the school and beyond. All staff will be provided with ample professional development opportunities.

The school operates its own pay scales and will offer salary commensurate with experience and the nature of the role.

To apply, please submit a completed support staff application form together with a supporting letter of application and details of two referees. One referee should be from your current or most recent employer. References will be taken prior to interview. You must provide original documents as proof of identity at interview.

Completed applications should be emailed to hr@gardenerschools.com or posted to Mrs Hilary Sewell, HR Advisor, Gardener Schools Group, 6 Capital Interchange Way, London, TW8 0EX.

Closing date: Midday on 22 November 2017.

Suitable applicants will be contacted by email and invited to attend an interview by arrangement.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have. Kew House School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess suitability of candidate to work with our children. All appointments are subject to satisfactory criminal record (DBS) check.