



QUEEN'S GATE
SCHOOL

APPLICANT INFORMATION

FACILITIES BURSAR

COMMENCING MARCH 2026

(or earlier subject to candidate availability)
PART-TIME (2 days per week)

125-126, 131-133 QUEEN'S GATE
SOUTH KENSINGTON
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QUEEN'S GATE SCHOOL TRUST LTD
REGISTERED CHARITY NO. 312724



WELCOME FROM THE PRINCIPAL



Welcome to Queen's Gate School, and thank you for taking the time to review our application pack.

Queen's Gate is a happy, bustling GSA school for girls aged 4-18. Located in South Kensington, London, we are ideally placed to take advantage of the many educational opportunities on offer nearby. We are a close-knit community of around 500 pupils, and are proud of our light-hearted atmosphere, where we promote individuality, authenticity and creativity. Our intake is broad, and we pride ourselves on valuing each girl for her own gifts and talents. Our pupils leave us to a range of higher education institutions across the UK and abroad, and the breadth of their chosen degree courses speaks to our success in fostering our pupils' interests across the academic spectrum and beyond.

We encourage all our girls to be bold in their dreams and to seek to exceed their potential. We are firm in our belief that to do so, our girls must feel happy and secure, and so as a School we aim to

provide a warm, supportive environment in which our girls can grow, explore and aspire.

Likewise, we are committed to offering a workplace where our staff can develop their skills and advance in their careers. We have a generous CPD budget, and encourage networking with colleagues at other GSA schools. A number of our staff serve as governors for other schools, which we are also pleased to facilitate.

We hope the information supplied in this pack will leave you keen to come and be part of all that makes us such a special place. We are a school where our hard work is underpinned by good cheer and genuine camaraderie, and we would be delighted to receive your application to join us.

With warmest
wishes,

Amy Wallace
Principal

ABOUT US

Queen's Gate is located on Queen's Gate itself, inhabiting five of the iconic Victorian terraces: three are mostly used by the Senior School, while the remaining two are given over to the Junior School; however, there are many shared spaces and a constant flow of pupils and staff between the two buildings. Although we do not have much outside space of our own, we are spoilt by what the local area offers. Girls make regular visits to the nearby museums and Hyde Park, while sport takes place at a range of nearby leisure facilities, including the River Thames for rowing.

We are relatively diverse in the nationalities represented in our pupil and staff body, and are proud of the way this enriches the experience of all those within our community. Our standard entry points are 4+, 7+, 11+ and 16+. We follow a broadly English curriculum, culminating in GCSE and A Level examinations. Our pupils leave us for universities across the UK, including Oxbridge and other Russell Group institutions, as well as looking further afield; we have alumnae studying in Canada and the US, including at a number of Ivy League colleges.

Our intake is relatively broad, and we are exceptionally proud of the results our girls achieve. We have pupils performing at the highest levels in Music, Drama and Sport. Currently, we have girls competing internationally in Fencing, Volleyball and Athletics, another playing in the National Youth Orchestra, and one in the National Youth Theatre. We have an extensive programme of enrichment activities, as well as a plethora of trips to destinations in the UK and abroad.

Queen's Gate's stated aims are to create a secure, happy, yet stimulating environment in which each girl can realise her academic and personal potential.

Our ethos is one of celebrating each girl as an individual, and allowing her to explore her own interests and gifts. We facilitate this through our extensive academic curriculum (we offer 28 subjects at A Level) and a higher-than-normal amount of choice at GCSE. Scholarships are awarded for academic merit but also to those demonstrating exceptional talent in, and dedication to, Sport, Music, Drama and Art. The School is committed to widening access, and offers a number of means-tested bursaries.

We place great emphasis on the importance of pupils' happiness and wellbeing, which we support through outstanding pastoral care, our extensive co-curricular programme and an open determination to inject fun wherever possible.

Our girls have no uniform, and our dress code allows them enormous scope to explore their own sense of style and to come to school feeling comfortable and confident in what they are wearing. Girls have many opportunities to provide feedback or present their own ideas, particularly in terms of charity events, which are a regular feature.

The Senior Management Team currently comprises the following staff members:

- Principal
- Vice Principal
- Bursar
- Director of the Junior School
- Director of Studies
- Director of Pastoral Care
- Director of Admissions
- Assistant Director of Pastoral Care
- Assistant Director of Studies (Pupil Progress)
- Assistant Director of Studies (Pedagogy)
- Director of Sixth Form

The Junior School has an additional leadership team with individuals leading on teaching and learning, pastoral care and co-curricular/operations.

Our Board of Governors maintain regular contact and incorporates professionals from a range of fields. We are also fortunate to benefit from a strong and supportive PTA.

THE ROLE



We wish to appoint a well-qualified Facilities Bursar to join our operations staff. Reporting to the Principal, this role will work closely with her, the Vice Principal and the Finance Bursar to oversee all aspects of maintaining and developing our facilities.

The successful individual will lead our Facilities Team, which comprises a Maintenance Manager who is responsible for all day-to-day maintenance and buildings matters, supported by two Premises Assistants.

This role will provide oversight for ensuring we meet all regulatory standards for Health and Safety, and directing any refurbishment or upgrade works. The role will also incorporate strategic work, with the individual advising on building maintenance and development priorities and taking the lead on any building projects.

The key elements of the role are as follows:

- Buildings management
 1. The maintenance of the School buildings;
 2. Oversight of routine maintenance, working with the Maintenance Manager to plan a weekly schedule of work and checking its completion
 3. Ensure effective planned preventative maintenance throughout the building.
 4. Maintain accurate asset registers, drawings and statutory records
 5. Maintain awareness of potential party wall issues and the supervision of any party wall agreements which may be in force from time to time;
 6. Manage the letting of premises to outside organisations, including drafting hire contracts and liaising with our HR and Compliance Manager to ensure full compliance with the relevant sections of KCSIE;
 7. Oversight of the cleaning contract, conducting regular reviews, communicating any concerns and ensuring high standards and value for money are maintained.
- Team management
 1. Line management of the Facilities Team, which incorporates a Maintenance Manager and two Premises Assistants, including arranging regular meetings, undertaking appraisals, and assisting with the selection and appointment of any new team members
 2. Acts as the School's representative for capital projects, in the appraisal, appointment and monitoring of external consultants and contractors

3. Ensure any contractors visiting the site are fully compliant with School policy and procedures, and undertake due diligence for safeguarding, insurance and competence checks

4. Oversee the maintenance and efficiency of the installations and plant for electric supply, lighting, ventilation, heating, domestic hot water, cooking, water-softening, etc. with day-to-day management of these systems delegated to the Premises Team;

- **Health & Safety**

1. Oversee the security systems for the School buildings, working with the Premises Team to ensure all systems are operational and tested at specified intervals;

2. Oversee the installation and maintenance of equipment for protection against and escape from fire, with day-to-day management of these systems delegated to the Premises Team;

3. Ensure appropriate risk assessments are in place, staff and contractors are familiar with safe working practices and comply with them

4. Maintain and review fire risk assessment and, in conjunction with Maintenance Manager, ensure fire drills, equipment checking and training logs are planned and managed appropriately

5. Responsible for water monitoring

6. Oversight of all aspects of Health and Safety, ensuring the School meets all ISI and HSE regulatory requirements

7. Supporting the Vice Principal in our work to ensure ISI inspection readiness by maintaining the ISI regulatory audit for all aspects of Facilities Health and Safety and other relevant tracking documents to record checks and training undertaken

- **Strategic**

1. Support the development of a long-term estates and facilities management programme, including capital development, improvement works and planned, preventative and reactive maintenance

2. Oversee the production of outline specifications for new buildings projects, obtaining tenders, planning permission, liaison with architects;

3. Support the development of the School's infrastructure to deliver sustainability improvements and energy efficiency

4. Attend termly Governors' Premises and Health & Safety Committee Meeting to share updates on buildings works and confirm adherence to regulatory requirements

5. As required, attend termly Governors' Finance Committee Meeting to share accurate and relevant budgets on any matters relating to the School's buildings

The salary is c.£60,000 FTE dependant on experience and qualifications.

THE PERSON

Qualifications	Essential	Desirable	Method of Assessment
Accredited Health & Safety qualification.	●		Appropriate original certificates
Holds a technical qualification that is relevant to construction or maintaining buildings, such as electrical, heating/plumbing, surveying or related discipline.		●	Appropriate original certificates
NEBOSH / IOSH qualification.		●	Appropriate original certificates
A valid, clean driving license is advantageous.		●	Appropriate original certificates

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Excellent budget management skills.	●		Application References Interview
Extensive knowledge of project management.	●		Application References Interview
Confidence in working with a range of databases and an excellent working knowledge of the Microsoft suite of programs.	●		Application References Interview
Communicates well with sound verbal and written skills.	●		Application References Interview
An ability to maintain confidentiality and discretion.	●		Application References Interview

Experience	Essential	Desirable	Method of Assessment
A confident and driven-to-succeed person who excels in a premises management environment.	●		Application References Interview
Proven track record of expertise in buildings management, and a drive to improve systems and ways of working.	●		Application References Interview
Experience leading maintenance teams.	●		Application References Interview
School estate experience would be advantageous.		●	Application References Interview
Proven experience in managing staff, including performance development.	●		Application References Interview
Proven procurement, contract negotiation and project management experience from inception to completion.	●		Application References Interview

Personal Qualities	Essential	Desirable	Method of Assessment
Must enjoy working collaboratively as a part of a team and working with professionalism and integrity.	●		Interviews References
Demonstrate flexibility and are able to adapt.	●		Interviews References



APPLICATION PROCESS

Queen's Gate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the Disclosure and Barring Service ("DBS") filtering rules) in order to assess their suitability to work with children.

The School may carry out online searches on shortlisted applicants, for which all such applicants will be required to provide details of their online profile, including social media accounts, as part of their application. Prior to employment commencing, successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Successful applicants will also be required to produce evidence of qualifications, identity, and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.

All those working at Queen's Gate share in our responsibility to safeguard and promote the welfare of the children and young people in our care. This will include completing regular training and maintaining a good awareness of key policies and procedures relating to our safeguarding duties. Where a role has specific or additional responsibilities in relation to safeguarding, this will be detailed within the job description.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This can be found at the end of our application form. The form will be separated from your application on receipt. The information on this form will be used for equality monitoring purposes only and will play no part in the recruitment process.

Queen's Gate School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. We welcome applications from all sections of the community.



To apply for this role, please complete our application form which can be found on our website: www.queensgate.org.uk/about-us/employment-opportunities

Please return a completed application form, along with a covering letter to the Principal, to recruitment@queensgate.org.uk

The closing date for applications is **Friday 20 February at 10am** and the first round of interviews will be held in the following week.