

JOB DESCRIPTION

Job Title: Estate manager

Location: Chairman's estate

Key Responsibilities:

- Management and supervision of maintenance, gardening and domestic staff at all sites, including health and safety training, logging of holidays/absence etc
- Overall responsibility for supervising general maintenance issues at all sites
- Overall responsibility for the upkeep of all properties to a high standard whilst carrying out basic building and maintenance work where required
- To take responsibility for budgeting of all the services and annual expenses to each property
- To take overall responsibility of security at all sites. As the first key holder for the alarm company the Estate Manager will be expected to be in residence when the family are absent or alternatively make arrangements for one of the other staff to be available
- To carry out occasional driving duties when required, some of which will be out of normal working hours, at the weekend, and possibly overseas travel=
- To update the Chairman on a regular basis regarding all sites=

NOTE:

This is not a comprehensive list of all the duties of the role and will be reviewed and updated on a regular basis

This is not a conventional 9 to 5 role and will require someone with a very flexible approach to the tasks involved, in order to embrace the full scope of the role

Person specification:

Skills

Good basic technical knowledge

Must have good all round experience of general trades and a practical disposition

Computer literate and basic budgeting experience would be an advantage

Special aptitudes

Flexible – willing to work extra hours as and when required

Proactive/self starter

Good organisation skills and able to supervise and motivate staff

A full and clean driving license would be required

Must be a team player/good communicator

Good sense of humour

Circumstances

This is a live in role with a fully furnished cottage provided

Flexible working hours

Available to in residence on alternate weekends

Values

Can do	Must possess a positive attitude and display the ability to identify alternative solutions to problems
Relentless	In exceeding customer expectations and continually exceeding goals
Rigorous	A commitment to achieving the best solutions
Creativity	Endeavour to find new ways of doing things and learn from past experiences

Terms and conditions

Self contained cottage within the grounds provided (all rent and bills paid – although a small contribution to council tax is required), 20 days holiday, life assurance three times salary, opportunity to join a group personal pension, mobile phone, use of a car for business purposes