



Job Description

Estate and Maintenance Manager

Job Title	Estate and Maintenance Manager
Location	Ufton Court, Green Lane, Ufton Nervet, Reading, RG7 4HD
Salary	£35-40,000 per annum
Contract	Permanent
Holiday	25 days
Reporting to	Head of Operations
Closing date	Sunday 27 th April 2025 but reviewing on a rolling basis.

About Ufton

Ufton Court is an inspirational education charity that delivers transformative outdoor learning experiences for children and young people, including those from disadvantaged and trauma-affected backgrounds. Set in the Berkshire countryside, our site includes a Grade I listed Tudor manor house, historic barns, educational spaces, wedding venues and 40 acres of woodland and grounds.

We are committed to creating safe, nurturing and therapeutic environments for all our visitors. The estate and its infrastructure play a central role in realising this vision. The Estate and Maintenance Manager will lead the stewardship of our site to ensure it is welcoming, safe and resilient – protecting its heritage while supporting future growth.

Role Overview

The Estate and Maintenance Manager is responsible for the operational management, maintenance and development of the Ufton Court estate – including buildings, utilities, equipment and outdoor spaces. Working closely with the Head of Operations and wider teams, this role ensures the estate is well-cared for, legally compliant and supports a broad programme of educational and commercial activities.

This is a hands-on leadership role with oversight of day-to-day operations, planned and preventative maintenance, contractor coordination and long-term site improvement planning. The successful candidate will bring high standards, a proactive approach and a commitment to inclusive, trauma-informed practice.



Key Responsibilities

1. Estate and site management

- Lead the upkeep, repair and presentation of all buildings, grounds, paths, fences, lighting, and estate infrastructure
- Maintain and develop the estate to a high standard of cleanliness, usability and visual appeal
- Oversee seasonal and weather-related preparation across the site including heating systems, external lighting and insulation.
- Manage utilities across the estate including electricity, water, oil and heating systems ensuring cost-effectiveness and sustainability
- Lead on securing the site including gates, alarms, access controls and safe locking procedures

2. Planned and preventative maintenance

- Create and maintain a site-wide maintenance schedule with the Head of Operations
- Monitor and act on emerging repairs or site risks
- Lead or delegate minor repairs and improvements where appropriate
- Procure and oversee external contractors for specialist or major works

3. Health, safety and compliance

- Ensure compliance with all statutory requirements including fire safety, electrical safety, water hygiene, asbestos and manual handling
- Maintain accurate records and documentation for all inspections and remedial actions
- Contribute to regular site risk assessments and ensure control measures are in place

4. Staff and contractor supervision

- Line manage any assigned maintenance or caretaking staff
- Lead daily site operations including cleanliness, minor works and event preparation
- Oversee contractor activity, ensuring works are delivered safely and to a high standard



5. Support for educational and commercial programmes

- Support set-up and smooth delivery of weddings, events and residential visits
- Liaise with events and education teams on layout, AV, accessibility or resource needs

6. Environmental stewardship

- Take an active role in environmental improvement including energy efficiency, recycling and grounds biodiversity
- Collaborate with staff and volunteers to deliver sustainability and wildlife initiatives

7. Financial and strategic planning

- Manage day-to-day maintenance and estates budgets, ensuring value for money and cost effectiveness
- Contribute to the long-term strategic development of the site and infrastructure

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 estate, facilities or site management or a similar role.
- Strong working knowledge of health and safety regulations and compliance requirements.
- Demonstrated ability to plan, prioritise and deliver high-quality site management
- Skilled at supervising staff and contractors with a collaborative approach
- 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

- Experience working on a heritage or listed site.
- Relevant professional qualifications or trade
- Understanding 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.

We will only consider applications that provide a covering letter.

Closing date: 11:59pm Sunday 27th April 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 Baring Service) check and at least three references.

