SEVENOAKS SCHOOL

JOB DESCRIPTION

Head of Building Services
(Full-time, all year round)
**The School**

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 390 pupils board in the seven boarding houses, and students originate from some 50 countries worldwide.

In 2018 Sevenoaks School was, for the second time in 10 years, awarded The Sunday Times Independent School of the Year. It was the second highest achieving large-cohort IB school in the world in 2018 and 2019, the top independent IB boarding school in the UK in 2018 and also the top fully co-educational IB school in the UK.

In 2018 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the highest grade – ‘Excellent’ – in both of the two categories which formed the basis of the inspection: ‘Pupils’ Achievement’ and ‘Pupils’ Personal Development’. The inspectors were most impressed by the outstanding attitude to learning and the genuine spirit of enquiry and contribution that characterised all aspects of the curricular and co-curricular programmes.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has around 200 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere. Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org).

**The Campus**

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A world-class Science and Technology Centre and a Global Study Centre for the Sixth Form opened in 2018. An additional boarding house for boys, a contemporary building with light, modern facilities, opened in September 2019.
The Role

The role of Head of Building Services reports to the Director of Property as a key member of the management team within the Estates Department, leading a team of four staff: two electricians and two plumbers.

The Department is undergoing a period of exciting change and is looking for someone with a keen interest in streamlining elements of the M & E systems, whilst also recognising and developing all that is good within the department. This role therefore offers an exciting opportunity for the right person to be able to significantly influence and improve the work processes of the team and site.

The Head of Building Services will be responsible for and will be required to advise on all mechanical and electrical matters. They will also be responsible for the efficient management, repair and improvement of the mechanical and electrical systems of all school facilities. The Head of Building Services will be expected to work as part of the Estates management team sharing and developing ideas and providing technical support where appropriate. The successful candidate is likely to have an enthusiasm for and expertise in sustainability issues to help drive improvement in line with the School’s mission to develop and accelerate its plans to become a carbon net zero community.

Main Duties and Responsibilities

Health and Safety

Having shared responsibility for all M & E health and safety matters including compliance with the latest regulations, providing support for the School’s commitment to a strong health and safety culture by ensuring site rules and best operating practices are followed at all times including, but not being limited to, risk assessments and safety audits.

M & E Site Management

- Ensuring regular and timely maintenance, inspection, testing and servicing of the M & E programmes within all existing school facilities.
- Having an an advisory role on the construction and management of new buildings, including (this list is not exhaustive):
  - Boilers
  - Electrical systems
  - Fire safety systems
  - Emergency lighting
  - Lightning protection
  - Lifts
  - Radio licences
  - Mansafe systems
  - Utilities
- Being a key member of the Estates Management Team, working with colleagues to drive the continuous improvement agenda.
- Ensuring that all electrical systems are regularly checked and compliant with the latest electrical safety regulations.
- Monitoring and developing the Legionella water safety programme to ensure compliance with latest regulations.
Projects

• Preparing specifications and estimates for all in-house and contracted M & E works as appropriate, providing information to and working with the Estates Supervisor, Surveyors, Consultants and Contractors to find the most cost-effective and efficient solutions.
• Reviewing and evaluating of external M & E specifications and tenders in conjunction with relevant colleagues, giving recommendations to the Director of Property.
• Identifying and implementing practices designed to achieve best quality and value for money, in conjunction with necessary time constraints for M & E aspects within internal and external projects.
• Monitoring of M & E contractors including reviewing RAMS and DBS checks, CDM regulations, quality of work, induction and adherence to site rules.

Energy

The School is working towards carbon net zero status as a priority and the successful candidate will be responsible for this within M & E.

Line Management

• Management of two electricians and two plumbers, including supervision, technical assistance and certification of work as necessary.
• Carrying out annual appraisals and supporting CPD.

General

• Developing of M & E systems, with a commitment to reducing paper-based filing and creating organised accessible databases (including AutoCAD).
• Shared responsibility for and ownership of the Asbestos Management Plan, with lead responsibility for asbestos in M & E areas.
• Clear and concise report-writing and the provision of documentation as required.

Qualifications and Experience

• Experience of responsibility for M & E for a set of complex buildings of different ages and conditions, including a strong electrical background.
• A track-record of successfully managing the design process, planning and delivery of the M&E aspects of a range of in-house construction or refurbishment projects.
• Experience of Synapsys or equivalent Trend IQ Vision energy monitoring systems.
• A working knowledge and understanding of BMS and Trend IQ Vision systems within school buildings.
• Experience of developing carbon net zero status within an organisation is essential.
• Experience of Synapsys or equivalent Trend IQ Vision energy monitoring systems.
• Strong IT skills in the use of Microsoft Office, (particularly Excel) and digital record keeping.
• Education to degree level or equivalent is desirable, with relevant qualifications and
technical knowledge of M & E services.

- Excellent organisational abilities with a thorough approach to ensuring the completion of initiatives.
- Excellent management skills and experience in change management are essential.
- A self-motivated approach and a proven ability for problem-solving.
- A positive, can-do attitude and the personal drive to continue with a task until its completion, regardless of any difficulties.
- The ability to work supportively in a team is essential.
- Excellent interpersonal skills with a consultative and collaborative approach towards colleagues of all levels, including professional advisors and contractors.
- A good knowledge and understanding of health and safety legislation and best practice.
- The ability to act swiftly and calmly in emergency situations.
- A flexible approach and a willingness to adapt to the varied needs of the organisation.

Hours

This is a full-time, all year-round role based on 40 hours (8am-4pm but this may be flexible) per week with Saturday morning work (8am to 1pm), approximately 6 – 8 times per year during term time as part of the Estates management team rota.

You would also be required to be part of an emergency on call rota, which would be approximately 1 week in 8.

It will sometimes be necessary to undertake work outside of normal hours during an emergency, help monitor extended or unusual activities on site, or to meet project or reporting deadlines.

For these reasons, it is useful for the Head of Building Services to live close enough to the School to be able to come in at short notice to deal with an emergency.

Salary and Benefits

Salary

A competitive salary will be offered that is commensurate with the qualifications, skills, and experience of the successful candidate.

Benefits

- Holiday entitlement of 33 days including bank holidays.
- School lunch.
- Free parking.
- Membership of the school’s defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school’s fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit scheme.
- Personal Health Insurance.
- Fee remission policy (terms apply).
Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the school’s Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with Children’s Barred list check, the taking up and verification of references, the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder’s professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Application

If you wish to be considered for this role, please contact Tom Morrison at The Oyster Partnership on 0207 766 9015. Email: TM@oysterpartnership.com

The closing date for applications is 1 April 2022 at midday.

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.