



## Job Description

<b>Job Title:</b>	<b>Head of Maintenance</b>
<b>Department:</b>	<b>Estates</b>
<b>Responsible to:</b>	<b>The Estate Bursar</b>
<b>Salary:</b>	<b>Competitive + Benefits</b>
<b>Last reviewed:</b>	<b>15 July 2021</b>

### Job Outline

Haileybury is an outstanding British independent co-educational boarding school, offering modern boarding and day provision for 875 boys and girls aged 11-18. Established in 1862, we are situated on a glorious and historic 500-acre campus in Hertfordshire, just 20 miles north of London.

The Head of Maintenance is a senior member of the College staff with expertise and proven commercial experience at senior management level in running and maintaining effectively and efficiently key operational functions and facilities. You will be required to supply a first class service to the Haileybury client group, including, teaching staff, support staff, pupils, members of the public and outside lettings.

To do this successfully, you will provide effective management skills and commercial awareness at both strategic and operational level and will ensure that you are fully aware of developments within the allocated areas of responsibility, including local competitors and other Independent schools.

The nature of a 24hr a day, 7 days per week boarding school requires staff to work flexibly. The College buildings and grounds are used by pupils at weekends which are also the time most parents visit the School. As a result, in addition to these core working hours, the job holder will be required to work reasonable additional hours as are necessary for the proper performance of their role. This will include working early mornings, evenings and weekends.

### Key Responsibilities:

The Head of Maintenance will be responsible for the smooth running, efficient and effective operation of the Maintenance department;

- the College has an in-house Maintenance department, of 14 staff, responsible for the maintenance of the buildings and minor projects. The Head of Maintenance is responsible for the overall supervision and performance of the Maintenance function, its effectiveness and its budget management. In addition to work carried out by the in-house team, use is also made of contractors and consultants. The Head of Maintenance is responsible for the administration of all such work from inception to completion and for monitoring for quality, value and progress;
- working with the Estate Bursar, s/he will contribute to the ongoing development of plans for the maintenance refurbishment and construction of the buildings
- develop and manage annual maintenance budgets, ensuring the maintenance function is financially compliant and delivers the best value for money services within agreed financial limits;
- commissioning and utilising periodic surveys to prepare a forward-looking planned maintenance schedule for buildings, M&E services, plant and equipment;
- agree an annual schedule of maintenance with the Estate Bursar;
- direct the maintenance team to ensure that resources are utilised effectively and efficiently, that all buildings and facilities have up to date log books, and that all facilities and equipment are appropriately maintained and fit for purpose;

- monitoring the College's energy use, management and conservation, investigating and implementing means of improving energy efficiency;
- in conjunction with the Operations Manager, the delivery of effective waste management services, monitoring waste levels, and educating staff in managing waste;
- lead and develop maintenance personnel to ensure the College has an effective, engaged and high performing team with the right skills and experience to deliver a high quality service;
- promote the safety and wellbeing of pupils and staff at the College by complying with the College's relevant policies at all times;
- undertake such other tasks relevant to the responsibilities of the post or needs of the College as may be reasonably requested.
- to deputise for the Estate Bursar in their absence, if and when requested.

#### **General Duties:**

- prepare budgets to cover the running of the Maintenance department in consultation with the Estate Bursar and the Finance Dept.
- carry out the duties of personnel manager for all staff in the Maintenance department, including but not limited to discipline, recruitment, welfare, health and safety at work;
- in co-operation with the Health & Safety Manager you will ensure compliance with all relevant Health & Safety legislation and procedures (in particular The Construction Design and Management Regulations 2015) and Children's Act Requirements;
- ensure that allocated staff are aware of and implement school procedures for:
  - a. significant risks to health;
  - b. risk control systems;
  - c. first aid procedures;
  - d. fire safety arrangements;
  - e. general health and safety arrangements;
  - f. any other statutory regulations/staff policies that apply.
- organise and provide the necessary out of hours cover to ensure that the College operates with the minimum disruption;
- remain up-to-date with all appropriate practices and regulatory requirements within allocated areas of responsibility and to undertake duties in line with established Haileybury practices and protocols;
- establish and maintain effective communication channels and efficient and effective working relationships with members of the Maintenance team, College personnel, College customers and College suppliers;
- make use of appropriate computer software and equipment and facilities in order to complete duties in the most efficient and effective way including, but not limited to, word processing packages, spreadsheets, databases, etc;
- maintain a code of confidentiality commensurate with the role;
- undertake such other duties as required to ensure the smooth running of the Maintenance department and the College;

#### **Required Skills**

##### **ESSENTIAL**

#### **Personal Qualities:**

- inspirational leader and motivator;
- strategic thinker;
- team player;
- well organised with the ability to prioritise and to work to deadlines and under pressure, whilst at all times providing a safe working environment and adhering to Health and Safety best practice;
- able to work individually as well as on own initiative;
- excellent communication and interpersonal skills at all levels;
- accurate and an eye for detail;
- good numeracy and literacy skills;
- confident, self-motivated and proactive;
- enthusiastic and ability to learn;
- honest, polite, reliable, resourceful, flexible, punctual and committed.

## **Experience**

- proven experience of working as a facilities professional at senior management level;
- proven experience of the concurrent management of a number of departments and teams;
- proven experience of working at strategic, managerial and operational level;
- considerable experience of working within either estate management or the construction industry;
- proven experience of compiling, analysing and working within strict financial budgets.

## **Skills:**

- able to understand and to operate within a school culture, whilst at the same time ensuring the effective strategic and operational management of the Estate function management and that the function provides a first class service to the Haileybury client group;
- able to ensure that all practices and protocols within the Estate function continue to develop and remain up-to-date and in line with best practice;
- able to ensure that best value is gained from all resources made available to the Estate function;
- able to communicate effectively and appropriately with all factions of the client group, including, but not limited to, teaching staff, support staff, pupils and third party suppliers;
- a sound knowledge of relevant health and safety protocols;
- a sound knowledge of up-to-date building regulations.

## **DESIRABLE**

### **Experience**

- working in a school or other educational environment.

### **Child Protection at Haileybury**

Though the above role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury. The child protection guidance for all non-academic staff at Haileybury is as follows.

The College values the excellent relationships between pupils and members of staff. One of the benefits of these open and friendly relationships is that there are a large number of adults available for pupils to discuss their worries or concerns with.

There may be times when you become concerned about a pupil who might, for any reason, be unhappy or frightened. If you have such concerns, or if a pupil or another adult approaches you with such worries, it is important that you follow the procedure below.

- (1) If a pupil or another adult comes to you with an allegation or suspicion of abuse or bullying, you should react sympathetically. Listen to their concerns but avoid asking questions.
- (2) As soon as possible after the conversation contact either the Head of Lower School (Dr Laura Pugsley) who acts as the DSL for child protection for the College or Mr Simon Heard or Dr Lucy Johnson, who act as Deputy DSL's for child protection.
- (3) Never give an unconditional promise of confidentiality. Make it clear that the information will be shared with the persons responsible for child welfare.

The Head of Lower School is always available for help and guidance on issues concerning pupil welfare. She can be contacted on:

- 01992 706284 (Office)
- 07384 254505 (For Serious Cases)

As part of your induction, the Human Resources Department will issue you with a small card which provides the above guidance. Please ensure that you keep this card with you at all times when on the Haileybury site.

### **Data Protection at Haileybury**

The College will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the College's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

### **Code of Conduct Statement**

Effective organisations are those where staff work cooperatively together within a positive ethos and culture. Staff at Haileybury are expected to work together showing respect, courtesy and helpfulness, whatever the staff member's position in the College. Colleagues should try to see and appreciate what others are doing and appreciate that the provision that we offer our pupils can flourish only with the active assistance of all concerned.