

# Head of Estates Compliance & Maintenance





# Welcome

**Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.**

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

**Eugene du Toit**  
The Master



# The School

**Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.**

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2022. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury



# The role

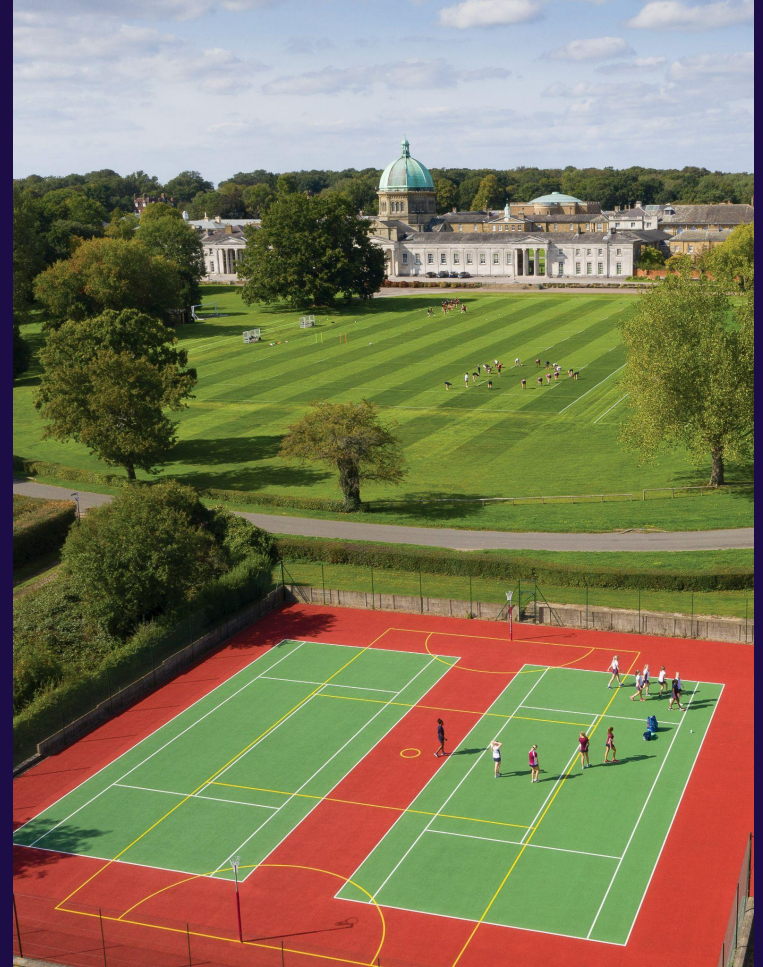
The Head of Estates Compliance and Maintenance is responsible for the management, oversight and delivery of all planned and reactive maintenance activities across the School's estate. Ensuring all compliance activities are efficiently carried out and appropriate documentation is maintained.

In addition, the post-holder is responsible for the delivery of project works as agreed with the Estate Director, and will deputise for the Estate Director in their absence.

The Head of Estates Compliance and Maintenance will report into the Estate Director.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.

This job description will be reviewed annually as part of the School's annual performance review process.



# Responsibilities

## Maintenance

Working with and supporting the Maintenance Supervisors to ensure the delivery of effective maintenance of the estate by the School's in-house team. This includes delivering reactive and planned maintenance, repairs, small scale projects and improvements.

Overseeing the operation of the School's Helpdesk, ensuring jobs are actioned appropriately and that outstanding jobs are regularly reviewed and prioritised.

## Contractor Management

Monitor and oversee the delivery of contracts and services by the School's contractors, ensuring that all works are carried out safely and to the required technical standards.

Develop and maintain relationships with key contractors holding regular contract review meetings to ensure compliance with contract specifications and to continually review the commercial aspects of the contracts.

## Strategic Maintenance

Collaborating with and supporting the Estate Director to develop and implement a comprehensive estates and maintenance strategy in parallel with the School's condition surveys and the 5-year CAPEX budget.

## Team Leadership

Lead, motivate, develop, and manage the maintenance team ensuring that team members are involved in the development of the department.

Ensure regular team meetings are conducted including relevant Health and Safety training and toolbox talks.

## Budget Management

Monitor and maintain the annual maintenance and PPM budget; prepare cost estimates and minor works budgets.

## Compliance and Safety

Ensure that all areas of estate are safe and compliant at all times.

Ensure that relevant contracts are in place to carry out compliance activities in line with relevant legislation and that relevant documentation is maintained on the School's CAFM system.

Ensure that statutory insurance inspections are carried out at appropriate intervals and that any remedial actions are completed and recorded.

# Responsibilities

## Project Management

Plan and oversee renovation, minor works and M&E projects, coordinating with in-house teams, contractors, suppliers, and other stakeholders.

## Sustainability and Environment

Plan and implement sustainability standards within all maintenance works ensuring that new technologies are considered when plant and equipment is replaced as part of the life-cycle replacement process.

Ensure a robust waste management process is in place to ensure that all waste is segregated appropriately and that all relevant Waste Consignment and Waste Transfer Notes are recorded appropriately.

## Stakeholder Communication

Develop and maintain effective working relationships with relevant stakeholders within the School including House Mistresses and House Masters, Matrons, Head of Health and Safety, Deputy Heads and Heads of Departments.

Collaborate with other managers within the Estates Department to ensure respective areas of responsibility are supporting each other in the delivery of the school calendar and events.

## Emergency Response

Be part of, manage, review, and develop the on-call procedures. Implement call out procedures and documentation and response plans related to estates and maintenance issues.



# Other requirements

## **Safeguarding and Child Protection**

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

## **Health and Safety**

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

## **Equality and Diversity**

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

## **Code of Conduct**

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

## **Data Protection**

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

# Person specification

## Qualifications

- Good general level of education (to A Level or equivalent)
- Relevant professional qualification preferably gained in mechanical, electrical, or engineering services or a professional qualification in building maintenance services.
- Full, clean driving licence.

## Knowledge, Skills and Experience

### Essential

- Strong, proven experience in estates or facilities management, managing hard services (heating, electrical, plumbing, BMS, building fabric).
- Good technical knowledge of building systems, maintenance processes, and relevant legislation.
- Expertise and proven experience at management level in effective running of key maintenance functions and facilities.
- Expertise and proven experience in developing and implementing a strategic maintenance programme, incorporating both compliance and planned maintenance across a complex estate comprising buildings of different ages and conditions.
- Experience in managing maintenance and minor works building projects.
- Knowledge of health & safety legislation and best practice, within the context of providing maintenance services.

- Fully computer literate with strong skills in data analysis and report writing and confident with various computer systems (Microsoft Office, OneDrive, Teams, Drawing packages, AutoCAD etc).
- Ability to motivate a team and develop a team culture.

### Desirable

- Experience of working in an educational setting.

## Personal Attributes

- Excellent interpersonal skills with the ability to collaborate and communicate with colleagues at all levels, including professional advisors and contractors.
- Excellent organisational abilities with a thorough approach to ensuring the completion of initiatives.
- Ability to work under pressure, managing competing priorities and producing and delivering pragmatic solutions.
- A flexible approach and a willingness to adapt to the varied needs of the organisation, helping lead and support the Estates Department, under the direction of the Estate Director.



# Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include 25 days annual leave with enhanced entitlement for long service, pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



# Application process

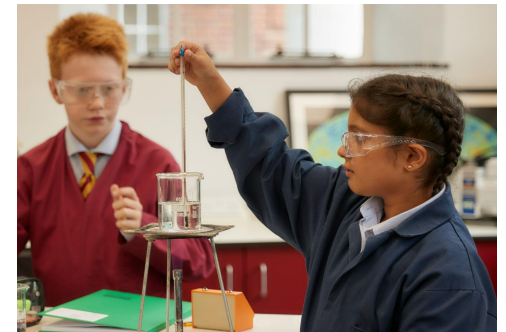
To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to [hr@haileybury.com](mailto:hr@haileybury.com) by **midday** on **Tuesday 1 April 2025**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.







Haileybury

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