



## **Buildings and Services Manager**

### **The Post**

The Buildings and Services Manager role is to ensure that the School's premises are well managed and maintained providing excellent facilities for school, community and commercial use with a safe and secure environment for all. This covers the main School site as well as other sites including the Sports Field and residential houses.

The Buildings and Services Manager role is to promote the ethos and well-being of the School as determined by the Headmasters, in particular with regard to neatness, cleanliness, orderliness, presentation and attractiveness. The Schools' presentation to current and future parents, staff and pupils is of paramount importance. The Building and Services Manager needs to recognise this and to respond promptly to directions emanating from Senior Managers and requests from staff.

The Building and Services Manager is to be organised, forward thinking, a problem solver, a solution finder, adaptable, able to work at heights, be a good communicator with all stakeholders, with good time management and have attention to detail.

St Benedict's has two main sites with twenty buildings that are used by approximately 1,100 pupils and 300 staff. The caretaking and cleaning team are managed by the Estates and Minibus Manager and there is a skilled maintenance and refurbishment team managed by the Maintenance Foreman.

### **Key Tasks and Responsibilities**

- 1. Planned Preventative Maintenance Programme**
  - Hold and maintain accurate and accessible records of all maintenance and develop a robust system for ensuring periodic maintenance and inspection requirements are completed before expiration.
- 2. Conditions Survey Works**
  - Utilise the current conditions survey arranging the works required to keep the site at its optimum use and look.
  - Arrange for the conditions survey to be updated.
- 3. Works Specification and Tendering**
  - Ensure that all contracted works with a value greater than £5,000 are subject to competitive tendering such that the final decision is supported by a minimum of 3 written quotations.
  - Produce or arrange production of designs, specifications and tendering documents as required.
  - Analyse tenders received so that they are comparable assessing the cost and value that they provide.

4. **Mechanical, Electrical, Ventilation, Air Handling, BMS, Alarms and CCTV Systems etc**
  - Manage the usage and operate systems to give adequate comfort and control in an energy efficient manner.
    - The main BMS used is Trend with other stand-alone controls in place.
    - There are seven main boiler rooms and also stand-alone equipment on site.
    - There are ventilation and air conditioning systems on site.
    - The Junior School Ark building is of Passivhaus construction.
  - Arrange simple and useable instructions for all systems with back up arrangements.
  - Train staff in the use of systems.
  - Respond to building and services (including alarm) emergencies, including out of hours, as required.
  
5. **Energy Manager for electric, gas and water**
  - Be the site Energy Reduction Champion
  - Manage use with the aim of reducing consumption including
    - Arrange monthly submission of meter readings to suppliers
    - Invoice approval
    - Procurement and placing of contracts
    - Management of existing renewable energy sources and new installations
  
6. **Residential Accommodation Lettings**
  - Manage this from the listing of accommodation, initial requests, approval by the Headmaster to proceed, letting agreements to the tenant moving out checks and accommodation maintenance.
  
7. **Estates Team**
  - Manage work requests for the maintenance team and contractors.
  - Respond to building and services (including alarm) emergencies, including out of hours, as required.
  - Collaborate to see if external jobs could be effectively carried out in house.
  - Manage and support the caretaking and cleaning teams during the school holidays if required.
  
8. **Contractors**
  - Ensure contractor competency prior to placing orders.
  - Ensure contractors carry out the works as required in a safe manner.
  - Manage recycling and waste disposal removed from site.
  
9. **Budgets and Invoices**
  - Formulate and work to budgets and authorise invoices as required.
  
10. **Inspections**
  - Carry out inspections of the School estate to highlight condition and take the appropriate remedial action.
  
11. **Health & Safety (H&S) & Compliance**
  - Develop and implement processes, procedures and systems to ensure the Dept. meets its H&S obligations.
  - Carry out certain roles within fire evacuations etc.

- Work with the Estates Director to ensure that the site meets all requirements under the Independent Schools Standards Regulations and ensure preparedness for an inspection.
- 12. Projects**
- Manage allocated projects from inception to completion of snagging complying with the CDM Regulations and budgets.
- 13. Key system - control, issues and storage**
- Overhaul the key storage system.
  - All keys borrowed are to be signed out and then back in and key boxes are to be kept locked.
  - Keys are not to be left out unattended and they must be supervised or locked away.
- 14. Two Way Radios**
- Manage these.
- 15. Other matters**
- Be Inspection Ready at any time.
  - Control Operation and Maintenance manuals for all buildings and services.
  - Arrange purchasing with items being delivered rather than collected.
  - Assist the Estates Director in the preparation of budgets and work to them.
  - Attend Estates Committee and other meetings as required.
  - Assist the Estates Director in setting up an Estates Management Manual covering all parts of the Estates Dept.

## **Working Conditions and Remuneration**

The Building and Services Manager will be in a shared office with ready access to the main estate. Core hours of work are Monday-Friday 7.30am to 4.30pm (with an hours unpaid lunch break). There may be a small requirement for weekend and evening working as necessary to support specific School events including the Open Morning and the Careers Fair.

Salary will be competitive for the sector and based upon qualifications and experience. A first-rate benefits package includes a contributory workplace pension, death in service benefit, free school meals (term-time only) and car parking on a first to arrive basis.

## **Applications and Timetable**

Candidates must apply using the St Benedict's School application form. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Interviews will take place as applications that are selected are received. If you have not heard from us, you may assume your application has been unsuccessful.

There will two interviews, including some practical exercises.

Start date – required for September 2024

## **Job Specification**

### **Education and Training**

- A Building or Services qualification is preferred.
- NEBOSH Health and Safety qualified within the last 3 years is preferred.
- A strong level of IT ability particularly in Word, Excel and Outlook.

### **Knowledge and Experience**

- Previous facilities experience for a large estate or school site covering buildings, mechanical and electrical services.
- A background in managing workplace Health and Safety and Fire Safety compliance.
- A strong track record of successfully and effectively managing projects and diverse teams of people.
- Tendering of services and projects.

### **Core Competencies**

- The Building and Services Manager will:
  - Use reasoned and good judgment to make excellent decisions based on information gathered.
  - Demonstrate strong analytical competence through the gathering and organizing of data relevant to excellent decision-making.
  - Consider all pertinent facts and alternatives before deciding on the most appropriate course of action.
  - Set and maintain high performance standards and pay close attention to detail, accuracy and completeness.
  - Show concern for all aspects of the job and follow up on work outputs.
  - Be professional and supportive.
  - Display energy and enthusiasm in their approach to the role.
  - Maintain a high level of productivity and self-direction whilst taking personal responsibility for job performance and outcomes.
  - Complete work in a timely and consistent manner and be tenacious in pursuing works progression.
  - Plan and organise tasks and work responsibilities to achieve objectives, including setting priorities, scheduling activities and managing resources.
  - Organise and present information clearly and appropriately in both written and oral forms.

### **Other Information:**

- Notice period – 3 months.
- Holiday – 35 days per year (which includes the working days between Christmas and the New Year) plus the bank holidays.
- School lunches are provided free of charge during term time.